GENERAL
ORDERS
MANUAL

DEVON BELL
SHERIFF-CORONER-MARSHAL
These General Orders strive to provide consistent guidelines within the Placer County Sheriff’s Office. They are designed to guide every employee, regardless of assignment or classification.

Recognizing that no set of regulations can apply to every situation, the foundation for the General Orders is our agency’s Core Values. The Core Values identify the significant conduct and actions that are required of all of us. Combined with the Sheriff’s Mission Statement, these two concepts act as the ethical test and direction of our daily activities.

Become familiar with the General Orders and your division manual. They contain the operational details and specific actions required in Sheriff’s Office operations.

This organization has a long and distinguished history, thanks to the contributions of many fine people. Help us continue the tradition of providing ethical, just, and humane enforcement of the law and delivery of quality public service to the people of Placer County.

Devon Bell
Sheriff-Coroner-Marshall

Wayne Woo
Undersherriff
We will constantly strive to meet the highest standards of honesty and integrity.

We are a family centered organization committed to supporting one another.

We have pride in ourselves and take ownership of our work.

All Sheriff’s Office members will treat each other with dignity, courtesy, and respect, regardless of position or assignment. This leads to identical treatment of the public we serve.

We are involved in our community and seek to become a part of the world we serve.

We will achieve professional performance through continual training, education, and commitment to our duties.

Management and subordinates are mutually accountable for their performance.

There will be no tolerance for criminal misconduct by Sheriff’s Office members, on or off-duty. Such conduct will consistently be presented for legal review.
The mission of the Placer County Sheriff’s Office is to maintain the quality of life we enjoy and to ensure our county is a safe place to live, work and visit.

This will be accomplished through safeguarding individual liberties, building community partnerships through transparency and education, preventing crime and resolving those crimes that do occur.

We are also responsible for the professional care and custody of those confined within our jail facilities. Other duties include those of marshal, security of the courts, and efficient investigation of coroner cases.

We are committed to this mission and conduct our responsibilities toward a goal of excellence and with dedication to the community we serve.
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# Administration

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I. PURPOSE

This Order describes the command structure and divisional organization of the Placer County Sheriff’s Office. General responsibilities of subordinate, supervisory and command personnel are enumerated in this Order.

II. POLICY

The Placer County Sheriff-Coroner-Marshall’s Office is a multipurpose organization recognizing a variety of functions performed by its members as necessary to achieve the mission of the organization. All members will realize as their primary duty that of public safety and public service as enumerated under “General Responsibilities of All Sheriff’s Office Personnel” in this Order. Members will be assigned to various divisions, units, or programs to provide for orderly, effective and efficient delivery of services to the public. Members will recognize the authority of the Command Staff to manage and direct personnel and resources to meet both long-term and short-term goals. Members within divisions will cooperate with other Sheriff’s Office members in the performance of their duties.

III. GENERAL RESPONSIBILITIES OF ALL SHERIFF’S OFFICE PERSONNEL

A. Uphold provisions of the Constitution and laws of the United States; the Constitution and laws of the State of California; and the appropriate ordinances of Placer County.

B. Obey and carry out all lawful policies, procedures, and orders issued by the Sheriff and other superior officers, whether written or oral.

C. Maintain loyalty to the Sheriff's Office and the agency's mission as is consistent with the law, professional and personal ethics, and duties.

D. Cooperate with other Sheriff’s Office members, allied agencies, public officials and community organizations to maintain good working relationships required in providing effective and efficient service.

E. Sworn personnel shall protect life and property; maintain order; prevent crime; investigate crimes; conduct legal searches, seizures, and arrests; apprehend criminals; recover and protect evidence and personal property; provide first aid treatment for the sick, injured, and mentally ill; testify at judicial proceedings; provide assistance when needed, regardless of duty, status or assignment.
F. Sworn personnel shall investigate and report any unlawful activity in their area of assignment and report all vice activities regardless of assignment. Advise immediate supervisor of any significant or unusual conditions coming to his/her attention.

G. Make an immediate written report to his/her commanding officer of any bribe offer.

H. Foster good public relations by treating the public with courtesy while reflecting the organization’s commitment to public service and public safety. Provide full name and/or badge number upon request and furnish information or direction to the public regarding the County.

I. Keep equipment and other County property clean and in good condition. Immediately report, in writing, to his/her commanding officer the loss or damage to any County owned equipment.

IV. GENERAL DUTIES OF COMMANDING OFFICERS AND SUPERVISORS

A. Supervise subordinates so as to improve their efficiency and quality of performance by:

1. Inspection, evaluation, and review of job performance and reports to ensure adherence to current policies, procedures, and orders;
2. On the job instruction in the proper performance of assigned duties; and,
3. Providing the effective leadership, control, and direction conducive to effective performance, high morale and quality public service.

B. Assume responsibility for the proper conduct and discipline of his/her subordinates.

C. Inform his/her immediate superior of any significant or unusual conditions which could affect the Sheriff’s Office operations or public safety.

D. Affirmatively promote organizational goals, ideals, policies and directives in order to enlist cooperation from line-level service providers.

V. OFFICE OF THE SHERIFF

A. Sheriff-Coroner-Marshall: The duties of the Sheriff are defined in the Government Code of California. These duties are the preservation of the peace, the arrest of violators of the law, and prevention and suppression of crime and investigation of public offenses. In addition, the Sheriff is responsible for security of the County. He is required by law to maintain the County jails and furnish proper custodial care of all prisoners in the jails.

In the Sheriff’s capacity as Coroner, additional duties are also set forth in the Penal, Health and Safety, and Government Codes. The Sheriff is also the Appointing Authority and Executive Officer for the Sheriff’s Office. He has the responsibility to determine organizational policies, together with full responsibility for the performance of all duties imposed upon him by law.
B. **Undersheriff:** The Undersheriff serves as an assistant to the Sheriff-Coroner-Marshal in administering the operations of the Sheriff’s Office. In addition, the Undersheriff assumes command of the organization in the absence of the Sheriff. The Undersheriff is responsible for the maintaining of proper discipline and efficiency of the members and employees of the Sheriff’s Office.

C. **Assistant Sheriff:** An Assistant Sheriff is appointed by the Sheriff and serves at the will of the Sheriff. The Assistant Sheriff exercises direct line supervision over the Division Commanders and participates in the overall development and review of Sheriff’s Office policies, procedures and operations. The Assistant Sheriff will have broad management responsibility for either correctional or operational divisions. Reports to the Undersheriff.

D. **Executive Secretary:** Directly responsible to the Sheriff, composes correspondence pertinent to Sheriff’s Office activities; schedules and manages appointments for the Sheriff.

E. **Administrative Technician:** Directly responsible to the Undersheriff; composes correspondence pertinent to Sheriff’s Office activities; maintains confidential personnel files; prepares documents relating to administrative investigations; prepares agendas as directed; relieves the Undersheriff of routine office details; maintains confidential and administrative investigative files; schedules and manages appointments for the Undersheriff.

In addition, the Administrative Technician is the designated coordinator of the Sheriff’s Office General Orders Manual; in conjunction with the Professional Standards Unit, is responsible for receiving, reviewing, and editing new or revised operating procedures. The designated coordinator shall continually update the master General Orders Manual as required and ensure distribution is complete.

F. **Command Staff**

1. **Captain:** A Captain is the commander of a division, (Support Services, Field Operations Auburn/Loomis, North Lake Tahoe Station, or Corrections). Captains supervise the work of personnel assigned to the division for which they are responsible.

   The Captain shall plan, organize, and direct the activities of a division and shall carry out other duties as assigned by higher authority. Reports to the Assistant Sheriff and/or Undersheriff.

2. **Lieutenant:** A Lieutenant is a staff supervisor who directs law enforcement activities or assists a Captain in the operation of a division on an assignment basis. The Lieutenant assigns and supervises the work of subordinates in performing patrol, investigation, administrative support, or corrections duties. The
Lieutenant assists with planning, organizing, and directing activities within his/her section or division.

3. **Sergeant**: A Sergeant is a first-line supervisor in charge of or assigned to a shift or detail. The Sergeant shall be responsible for the officers and employees assigned to him/her. The Sergeant is directly responsible to the division Lieutenant or Captain. Although not formally a part of the Command Staff, a sergeant may act as a Watch Commander.

### VI. WATCH COMMANDER

The Watch Commander, during his/her tour of duty, exercises the collective authority of the Command Staff as to the operations of Sheriff’s Office functions. The Watch Commander, for operations directed from the Auburn Office, is the Senior Patrol Lieutenant on duty. Similarly, the Watch Commander for operations directed through the North Lake Tahoe Station may be the Station Lieutenant on duty, or other competent supervisory authority as directed by the Station Commander. In absence of a designated Watch Commander, the senior available sworn member of the watch is in charge until relieved by higher authority. In addition to the general and individual responsibilities of all members, the Watch Commander performs the following duties:

A. Inspect any active posts, work areas, scenes, operations and personnel performing their duties during the watch to determine all is in good order. The general good order during his/her tour of duty will include proper discipline, conduct, welfare, field training and efficiency of Sheriff’s Office personnel.

B. Summon, assign, and direct Sheriff’s Office personnel, regardless of their normal duty assignment, as are needed for containment, resolution, or relief of personnel assigned as such, of any critical incident, unusual occurrence, major disaster, or enforcement action, including the investigation of major crimes. The Watch Commander will be responsible for compliance with established personnel call-out procedures prescribed by each division, unit or section.

C. Oversee, coordinate and direct any enforcement action involving Sheriff’s Office personnel in the absence of command-level presence from the division assigning the action. For purposes of this Order, enforcement action shall include, but is not limited to the following:

1. Arrest or search (with or without a warrant)
2. Quelling any civil disorder
3. Control of any disruption of the jail
4. Selective enforcement activity
5. Service or execution of civil process
6. All field activities of patrol
7. Search and rescue operation

D. Relieve from normal duty assignment personnel unfit for duty for any reason.
E. Meet inter-jurisdictional agreements relating to officer-involved fatal incidents, vehicle pursuits and mutual-aid requests.

F. Issue press releases and establish press liaison during critical incidents, unusual occurrences, or major disasters.

G. Inquire into personnel complaints against members under his/her command in accordance with the provisions of these General Orders.

H. Apprise authorized members of the Placer County Sheriff’s Office, using the SRF_Watch_Officer email list, of significant information coming to the Watch Commander’s attention during the watch. The email shall include at least the following types of information:

1. Unusual occurrences, critical incidents, major crimes.
2. Sensitive or newsworthy arrests or bookings.
3. Missing persons, search and rescue operations, or recoveries.
4. Minor injury to employees during the watch and their status.
5. Any unusual or noteworthy activities observed during a watch that demonstrate good order within a unit, section or division.
6. Damage to County vehicles or property relating to pursuits or other enforcement action.

I. The Watch Commander will apprise Sheriff’s Office Command Staff using the SRF_Command_Staff email list, as well as appropriate telephone notification of a higher level supervisor, for any of the following:

1. Major injuries to an employee during the watch and the employee’s status.
2. Any personnel complaints, citizen complaints, or suspected employee misconduct.
3. Employee death or death of an employee’s family member.
4. Any unusual situation involving confidential employee matters, health matters, or sensitive information.
VII. ORGANIZATIONAL STRUCTURE

A. Administrative Services Division

1. Administrative Services Manager: Performs a variety of administrative functions and manages Sheriff’s Office fiscal and human resources affairs, including budget preparation and control, planning and research, and organizational review. Oversees accounting processes, procurement, contracts, grant administration, payroll and employee compensation. Oversees human resources, risk management, modified duty program, leaves of absences and department safety functions of the Sheriff’s Office. Provides program supervision where directed and reports to the Assistant Sheriff and/or Undersheriff.
2. **Senior Administrative Services Officer**: Prepares a variety of complex analyses, reports and reconciliations for contracts, grants, State Mandate claims, budget preparation and special projects. Prepares a variety of complex documents for the Board of Supervisors, County Executive, County Counsel, and other public notices. Plans, directs and supervises the work of the human resources, risk management, and department safety employees. Conducts reviews, analyses, and audits of fiscal affairs and human resources systems within the Sheriff’s Office where directed. Reports to the Administrative Services Manager.

3. **Supervising Accountant**: Prepares a variety of complex analyses, reports and reconciliations for budget, contracts, trust funds, bank accounts, State Mandate claims and special projects. Plans, directs and supervises the work of the accounting employees. Conducts reviews, analyses, and audits of accounting systems within the Sheriff’s Office where directed. Reports to the Administrative Services Manager.

4. **Accountant**: Prepares a variety of financial, statistical and narrative reports for contracts, grants, State Mandate claims, trust funds, bank accounts, budget, monthly financial statements, and special projects. Provides first line supervision of accounting employees. Conducts audits of accounting systems within the Sheriff’s Office where directed. Reports to the Supervising Accountant.

5. **Accounting Technician**: Coordinates general accounting and payment functions between the Sheriff’s Office and County Auditor staff; processes credit card account reconciliations and contract payments. Resolves problems regarding purchasing and payments; maintains records in compliance with the law. Reports to the Accountant.

6. **Senior Account Clerk**: Coordinates general payroll and timekeeping functions between various Sheriff’s Office divisions and County Auditor staff; assists in a variety of statistical and narrative reports on payroll, employee accruals and leave balances. Coordinates payroll functions; ensures timely and accurate time entry; resolves payroll issues; processes employee leaves and employee cash outs; monitors and reports on same. Maintains records in compliance with the law. Reports to the Accountant.

7. **Account Clerk**: Coordinates general accounting and payment functions between the Sheriff’s Office and County Auditor staff; processes claims, facilitates the procurement of materials, equipment and supplies. Assists in resolving problems regarding purchasing and payments; maintains records in compliance with the law. Coordinates payroll functions; ensures timely and accurate time entry; assists in resolving payroll issues; assists in the processing of employee leaves and employee cash outs; monitors and reports on same. Maintains records in compliance with the law. Reports to the Accountant.
8. **Senior Administrative Clerk:** Assigned various administrative clerical functions relating to ordering and maintaining office supplies, communication devices and accounts, data entry, archiving records, preparation of Board agenda packages, mail distribution, monitoring and periodic reconciliation of assigned responsibilities, and provides administrative support to others in the division as directed. Reports to the Administrative Services Manager.

9. **Staff Services Analyst:** Provides a variety of analytical studies, reports, and reviews on human resources, employment services, employee compensation, risk management, and department safety for the Sheriff’s Office. Review and interpret legal regulations on assigned programs and provide recommendations as directed. Provides supervision and technical direction to the human resources employees. Reports to the Senior Administrative Services Officer.

10. **Administrative Technician:** Performs technical administrative functions relating to hiring, promotion, transfer and termination of employees; charged with responsibility of personnel management functions which include maintaining records of personnel status, benefits, and job performance evaluations.

B. **Corrections Division**

1. **Corrections Commander (Captain):** Corrections Commanders are directly responsible for the operation of all correctional facilities of the Placer County Sheriff’s Office. Report to the Assistant Sheriff and/or Undersheriff.

   Corrections Commanders are directly responsible for all phases and aspects of jail operation. While certain areas are delegated to administrative staff, with wide latitude allowed in the decision making process, Corrections Commanders must be prepared to answer for all decisions and actions made or taken by jail staff.

2. **Corrections Lieutenant:** Under the direction of a Corrections Commander, Corrections Lieutenants are responsible for a variety of management programs, including but not limited to personnel matters, procedures, systems, and other technical assistance and informational services. Corrections Lieutenants are responsible for Title 15 compliance.

3. **Corrections Secretary:** Performs various clerical tasks as directed by a Corrections Commander and Corrections Lieutenants. Maintains records relating to inmate grievances, discipline, and services.

4. **Administrative Sergeant:** Responsible for the scheduling of training for Corrections employees; the maintenance of training records; coordinating the shift scheduling of all deputies and correctional officers and the scheduling of shift rotation assignments. The Administrative Sergeant is also responsible for
coordinating the hiring of permanent and extra-help employees and the supervision of the assigned facility’s Classification Unit and Medical Officer.

5. **Operations Sergeant**: Responsible for overseeing the operation of their assigned jail facility, including jail phone systems, security electronics, facility-related issues, and updating policies and procedures. Directly supervises the Corrections Compliance Officer, Facility Officer, and the Utility Officer. He/she is the PREA Coordinator and reports to the Corrections Lieutenants.

6. **Floor Sergeant**: Responsible for the direct operation of housing pods and cells in jail facilities; acts as the relief sergeant; has the responsibility of answering inmate grievances; administers inmate discipline.

The Floor Sergeant will perform specific duties and take any other action deemed necessary to meet facility goals. The Floor Sergeant will keep the Corrections Management informed as to significant events or operational needs.

7. **Shift Sergeant**: Responsible for the operation of their assigned facility and staff during the shift. The Shift Sergeant will stay apprised of the various events and functions as they occur and resolve problems as needed.

The Shift Sergeant will perform specific duties and take any other action deemed necessary to meet facility goals. The Shift Sergeant will keep the Corrections Management informed as to significant events or operational needs.

8. **Transportation Sergeant**: Responsible for scheduling of transportation deputies. Supervises the Transportation Unit.

9. **Minimum Security Sergeant**: Responsible for the operation of the Minimum Security Facility and staff during the shift. The Minimum Security Sergeant will stay apprised of the various events and functions as they occur and resolve problems as needed. The Minimum Security Sergeant is responsible for inmate programs and directly supervises the program officer.

The Minimum Security Sergeant will perform specific duties and take any other action deemed necessary to meet facility goals. The Minimum Security Sergeant will keep the Corrections Management informed as to significant events or operational needs.

10. **Correctional Officer**: Correctional Officers perform a variety of facility security functions including housing and access control, inmate movement, direct inmate supervision, minimum security supervision, booking/intake or floor officer.

11. **Facilities Services Officer**: The Facilities Services Officer works under the direction of the Operations Sergeant and is responsible for maintaining the inventory and ordering supplies for the jail; the supervision of inmate workers assigned to
operations related details; providing extra security or back-up as needed; conducting inspection of emergency equipment and maintaining records of such inspections; acting as the liaison with appropriate maintenance personnel for any necessary repairs, installations, etc.; and assisting with the coordination of jail improvement projects.

12. **Utility Officer**: Responsible for inmate laundry, laundry transport between facilities, staff dining maintenance and equipment, inmate property room, and other duties as assigned. Reports to the Operations Sergeant.

13. **Classification Officer**: Classification of inmates is essential to the safe and efficient operation of the Placer County Jail. Classification officers are responsible for the Classification process. This process includes the appropriate allocation of beds based upon the needs and behavior of the inmates. The goal of the Classification process and Classification Officers is to provide a humane custody setting that will provide for the safety of staff and inmates while in the facility. Classification officers report directly to the Administrative Sergeant.

14. **Corrections Compliance Officer**: The Corrections Compliance Officer is a selected position who works under the direction of the Corrections Management and is responsible for coordinating with the Facilities Services Officer on all inspections and other related administrative duties to include annual policy updates and ensuring the strict adherence to all rules, regulations, etc., as recommended by regulatory and oversight agencies and departments. Specific duties include, but are not limited to: updating all jail policy and procedure manuals; designing a maintenance program to ensure that all policy manuals are checked and updated at annual intervals; monitoring Title 15 compliance and staff entries into the jail computer systems; updating inmate rulebook; coordinating with Medical and Classification for the needs of certain inmates with disabilities or special requirements, i.e. disabled or hearing impaired; monitoring that all inmates on administrative segregation and disciplinary lockdown are getting their Title 15 requirements; ensure recreation, law library, visiting, and various schedules are current and adequate; and respond to grievances related to Title 15 or Title 24. The Corrections Compliance Officer is also responsible for planning, assisting and facilitating all inspections of the jail facility, including inspections by the Board of State and Community Corrections, Environmental Health, Fire Marshal, California Medical Association, and internal inspections and audits of fire extinguishers, self-contained breathing apparatus and first aid kits. The Corrections Compliance Officer will work with the Facilities Services Officer on issues related to the facility.

15. **Jail Intelligence Deputy**: The Jail Intelligence Deputy’s primary function will be gathering criminal intelligence within the jail. The Jail Intelligence Deputy will work with other correctional units (gang unit, classification) in order to facilitate the safety and security of the staff and inmates housed in the correctional facilities. Reports directly to the Corrections Lieutenants.
16. **Programs Officer**: The Programs Officer works under the direction of the Minimum Security Sergeant and assists in the scheduling of Inmate Programs. This position coordinates all inmate activities, programs, education and vocational training involving inmates. He/she works closely with various County and outside agencies on projects involving inmate labor, education, activities and programs. This position assists in the tracking of inmate early release credits for work and education. He/she also maintains the data bases for contract employees and volunteers providing inmate activities and programs for the jails.

17. **Corrections Support Program Manager**: The Corrections Support Program Manager has the responsibility of supervising the support staff for the facilities. Support staff is responsible for the county-wide warrant repository, booking inmates, court liaison functions, accounting, payroll services, and computer systems, which include the commissary system and computerized arrest and warrant tracking.

18. **Administrative Legal Supervisor**: A unit supervisor for the Corrections Support Program and assigned to either the Auburn Jail or the South Placer Jail. This position exercises direct supervision over assigned senior administrative legal clerks at their facility. Oversees planning, organizing and directing activities for their assigned unit. This position reports to the Corrections Support Program Manager.

19. **Senior Administrative Legal Clerk**: Assists in supervising the work of staff engaged in providing clerical support for jail operations; provides lead direction in conducting a variety of duties, including warrant processing, booking, bail processing, public assistance, scheduling shifts, drafting office procedures, training staff and completing performance appraisals.

20. **Administrative Legal Clerk**: Responsible for all clerical support of the jail. Included in this position are the additional responsibilities and tasks of processing warrants, booking inmates, processing bails, receipting monies, and recording inmate visiting.

21. **Inmate Services Account Clerk**: Handles all inmate financial records, problems, questions, and concerns regarding inmate funds. The incumbent must ensure an accurate check and balance system in the jail accounting office.

22. **Account Clerk**: Responsible for all Accounts Payable and Accounts Receivable for the Corrections Division; provides the County with financial reports; and handles the inmate expenditures of the Inmate Welfare Fund Account. Handles all reconciliation of bank accounts for the division.

23. **Court Liaison Officer**: Administrative Legal Clerks assigned to this position are responsible for coordinating court appearances and transportation for in-custody
defendants; updating inmate records with court orders affecting their cases; and calculating sentences and release dates for convicted inmates.

24. **Court Security Lieutenant**: Oversees courthouse security; maintains communications between court security staff and judges.

25. **Court Security Sergeant**: Responsible for scheduling and supervising bailiffs at Historical Courthouse, DeWitt Center, and Roseville courts; assists bailiffs with inmates. Provides bailiff relief.

26. **Court Bailiff**: A deputy sheriff that provides courthouse security; maintains security of inmates during court proceedings; takes charge ofjurors during trials and deliberations; maintains peace in the courtrooms.

27. **Deputy Sheriff, Assistant Deputy Sheriff**: Deputy Sheriffs working in the Corrections Division may be assigned to Booking/Intake, direct inmate supervision, Floor Officer, or Minimum Security duties as directed by the Shift Supervisor. Deputy Sheriffs may also be assigned to the Court Security detail at a magnetometer station.

28. **Transportation Deputy**: The Placer County Jail is responsible for transportation of inmates between the jail and barracks for court appearances, medical and professional appointments and transfers to and from other facilities. The Transportation Deputy will ensure that all inmates are moved in a safe and secure manner, adhering to appropriate policies, procedures and court orders. Transportation Deputies will assist bailiffs with security as needed.

29. **Special Teams, Programs and Units**: The Corrections Division operates several specialized units for deployment of trained personnel and resources to meet specific needs within the correctional facilities. Most assignments to these positions are secondary to a member’s primary assignment. These teams and units include:

   a. **Jail Training Program**: Experienced corrections deputies or correctional officers assigned to train newly assigned staff in the successful performance of their duties as corrections personnel.

   b. **Critical Incident Response Team**: Personnel assigned to perform specific tactical and hazardous missions requiring specialized recruitment, skills, training and coordination within the jail facilities.

   c. **Canine Deputy/Officer**: Personnel assigned to corrections duties with trained and certified dogs within the jail facilities.
C. Operations Division/Field Services

1. Commander of Field Services (Captain): Manages and coordinates all units and sections of the Division, including Criminal Investigations, Field Services, and Special Teams. Directs community programs; prepares annual budget; assigns personnel; coordinates investigative resources with other divisions and agencies; oversees major investigations; evaluates performance of subordinate personnel; administers discipline. Reports to the Assistant Sheriff and/or Undersheriff.

2. Administrative Lieutenant: Assigned various managerial and supervisory duties relating to Patrol and Special Teams. Acts as Watch Commander when on-duty during normal business hours. Acts as liaison with other divisions and agencies.

3. Patrol Lieutenant: Assigned various managerial and supervisory duties relating to Patrol, Special Teams and special enforcement programs. Acts as Watch Commander when on-duty outside normal business hours. Coordinates between division and agencies interacting with Patrol; coordinates Patrol activities between shifts and areas of responsibility.

4. Commander of South Placer Station (Lieutenant): Responsible for the management and day-to-day operation of the Station and all patrol operations for the South Placer County area. Prepares the annual budget for the Station. Is the liaison with the Town of Loomis and manages the law enforcement contract for the Town. Acts as the Town’s “Police Chief.” Also responsible for the management of the School Resource and Community Service Sections of the Field Services Division. Reports to the Field Services Commander.

5. Commander of Colfax Station (Sergeant): Responsible for the day-to-day operation of the Station and patrol operations for the City of Colfax. Prepares the annual budget for the Station and is the liaison with the City of Colfax and manages the law enforcement contract for the City. Acts as the City’s “Police Chief.” Reports to the Field Services Commander or his/her designee.

6. Administrative Sergeant: Performs various administrative assignments relating to warrant service, liaison with Records, vehicle abatement, and alarm response. Responsible for the day-to-day operation and supervision of the Homeless Liaison Deputies. Makes inquiries into personnel complaints; reviews reports; and, schedules personnel assigned to Patrol.

7. Patrol Secretary: Performs various clerical tasks relating to the operation of the Patrol Division.

8. Patrol Sergeant: Supervises patrol activities during shift; assigns and directs personnel; inquires into personnel complaints; deploys personnel and resources in response to crimes-in-progress and unusual incidents; reviews reports; evaluates and trains personnel; acts as Watch Commander as required.
9. **Patrol Deputy**: Perform responsible law enforcement and crime prevention work; to include patrolling assigned areas; answering calls for service; handling complaints and making preliminary investigations of crimes; preparing reports and gathering evidence for court; serving warrants and civil papers; making arrests; performing follow-up investigations as required.

10. **Resident Deputy**: Performs as patrol deputies in rural and remote areas where response time from the Main Office will be unreasonably extended.

11. **Homeless Liaison Deputy**: Performs responsible law enforcement and crime prevention work; specializes in working with homeless individuals; working directly with Placer County Probation, and other local organizations and agencies, refer services and track the progress of homeless persons who want to improve their quality of life; strictly enforce laws and local ordinances related to homelessness to lessen the negative impact on the quality of life of the greater community.

12. **Community Services Sergeant**: Responsible for the day-to-day operation and supervision of the School Resource Officers, POP Deputies, and Community Services Officers. Manages and develops programs related to schools and community outreach services. Meets with school administrators on a regular basis to ensure the needs of the school are being met through school programs. Researches and coordinates fundraising efforts to help fund community and school programs. Responsible for budgeting of the Community Services Unit.

13. **Problem Oriented Policing Deputy**: Specialized in understanding community problems and addressing recurring community issues, performs responsible law enforcement and crime prevention work; investigates chronic crime problems and nuisances by using a multi-agency partnership approach to problem solving; works with community groups to identify priority problems and issues; assist in crime prevention activities.

14. **Community Services Officer**: Civilian personnel assigned to community-outreach programs publicizing Sheriff’s Office services and crime prevention education.

15. **School Resource Officer**: Deputies assigned to high schools in the unincorporated areas of Placer County. These deputies work closely with school administration in managing security issues on campus as well as working with at-risk youth.
16. **Special Teams, Programs and Units**: The Sheriff’s Office operates several specialized units for deployment of trained personnel and resources to meet specific needs. Most assignments to these positions are secondary to a member’s primary assignment. These teams and units include:

   a. **Field Training Program**: Experienced patrol deputies assigned to train newly assigned deputies in the successful performance of their duties as patrol personnel.

   b. **Reserve Deputy Program**: Volunteer, sworn personnel assigned to provide supplemental service to the Sheriff’s Office in areas of patrol, communications, crowd control and security.

   c. **Special Enforcement Team**: Personnel assigned to perform specific tactical and hazardous missions requiring specialized recruitment, skills, training and coordination.

   d. **Canine Patrol Deputy**: Personnel assigned to patrol duties with trained and certified dogs.

   e. **Explosive Ordnance Detail (EOD)**: Personnel trained and assigned to handle explosive ordnance devices and other explosive materials.

   f. **Hostage Negotiation**: Personnel trained and deployed for negotiation with barricaded subjects or subjects holding hostages. This assignment works closely with the Special Enforcement Team in hazardous and tactical field situations.

   g. **Dive Team**: Personnel trained and assigned to perform rescues and recoveries in lakes and rivers.

   h. **Marine Patrol**: Personnel trained to patrol and enforce boating laws and ordinances on lakes in Placer County.

   i. **Search and Rescue**: Sworn members and volunteer civilians trained and equipped to conduct search and rescue operations for persons and evidence. Search and Rescue (SAR) coordinators represent all SAR disciplines, coordinate related efforts and activities, and organize mutual aid for other counties when requested by the California Governor’s Office of Emergency Services (OES.)

   j. **Bicycle Patrol**: Patrol deputies assigned to perform concentrated patrol of larger residential and commercial areas using a bicycle as the primary mode of transportation.
k. **Air Support Unit**: Sworn members and volunteer civilians specially trained and qualified to operate the Sheriff’s Office helicopters and fixed wing aircraft, in support of all divisions.

l. **Mounted Unit**: Full-time Deputy Sheriffs or Reserve Deputy Sheriffs who possess a horse suitable for use in Mounted Patrol provide specialized law enforcement patrol duties of crowd and riot control, security for special events and promote the objectives and goals of the Sheriff’s Office through a positive public relations effort.

m. **Critical Accident Response Team**: Specially trained investigators with advanced capabilities who respond to high level and fatal accidents or significant crime scenes. CART members, when directed by command staff, will conduct administrative accident investigations.

n. **Off Highway Vehicle (OHV) Enforcement Team**: Consists of Primary Operators and Navigators.
   - Primary operators are deputies trained in the operations of the side-by-side recreational off-road vehicle (ROV) and are responsible for the ROV driving operation. Primary Operators are typically Search and Rescue Coordinators or selected patrol trained Deputies. Primary Operators perform responsible law enforcement to include: patrolling assigned OHV designated areas, answering calls for service, responding to OHV related accidents and enforcement of OHV specific laws, investigating private property intrusion, and educating off-roaders.
   - Navigators are patrol trained deputies who have received specialized training in OHV operations. Navigators are responsible for: handling the OHV radio transmission, activating code 3 equipment during the ROV operations, and act as the primary contact officer during enforcement contacts.

D. **Operations Division/Criminal Investigations**

1. **Commander of Operations (Lieutenant)**: Responsible for the management and day-to-day operation of the Investigation Unit of the Auburn and Loomis Offices. Prepares annual budget; coordinates investigative resources with other divisions and agencies; oversees and coordinates resources and manpower in major investigations; manages and directs operations of personnel assigned as detectives and investigative support. Acts as Public Information Officer.

2. **Investigation Unit Secretary**: Responsible to the Investigation Lieutenant, performs various clerical duties relating to management of this unit; transcribes reports and interviews submitted by detectives; makes data entry for crime analysis and statistical review.
3. **Detective Sergeant**: Unit supervisors for the Special Operations Unit, Crimes Against Persons Unit, and Crimes Against Property Unit. Assign and supervise caseload of personnel in the unit. Review investigative work performed by detectives; coordinate resources with other units and agencies; prepare case clearance reports; evaluate employee performance.

4. **Detective**: Perform routine and complex follow-up investigations of narcotics, juvenile crimes, criminal intelligence, burglaries, thefts, sexual assault, child abuse, assaults, homicides and other major crimes. Conduct interviews with witnesses and suspects; collect evidence; recover property; prepare cases for prosecution in court; make legal arrests, searches and seizures; write detailed investigative reports.

5. **Special Investigation Unit Agent**: Appointed by the Sheriff for assignment to the countywide narcotics task force supervised by the Department of Justice. Agents work directly for the Supervising Agent in the investigation and prosecution of narcotics offenders.

6. **Regional Auto Theft Task Force Detective**: Appointed by the Sheriff for assignment to the countywide auto theft task force supervised by the California Highway Patrol (CHP). Detectives work directly with the Supervising CHP Sergeant in auto theft investigations, assisting allied agencies with auto theft investigations, locating stolen vehicles, identifying and investigating chop shops, identification of stolen vehicles, and prosecution of auto theft offenders.

7. **Investigative Assistant**: Coordinates investigative efforts relating to missing persons; conducts follow-up necessary to clear missing persons cases; works with community crime prevention programs; prepares crime and supplemental reports.

8. **Crime Analyst**: Assists the Investigations Unit by studying crime patterns, trends and statistics. Prepares reports based on crime data and analysis. Involved in special projects as assigned by the Investigations Commander.

9. **Criminal Intelligence Specialist**: Involved in the coordination of all criminal related intelligence activities. Works with allied agencies in sharing criminal intelligence. Assigned special duties by Investigations Commander.

10. **Public Information Officer/Public Information Assistant**: The Public Information Officer (PIO)/Public Information Assistant (PIA) is responsible for calls relating to public information and the dissemination of information to the news media and the general public. He/she is also directly responsible for the release of all information to the press and public in matters concerning the Placer County Sheriff’s Office. Reports to the Investigations Commander. In the absence of a
PIO/PIA, the on-duty watch commander shall act in his/her stead. Public information may also be disseminated in the following order:

a. Sheriff
b. Undersheriff
c. Assistant Sheriff
d. Watch Commander
e. Shift Sergeant
f. Officer-in-Charge

e. North Lake Tahoe Station

1. **Station Commander (Captain):** Supervises North Lake Tahoe Station staff; represents the Sheriff’s Office in the community; responsible for planning and goal setting; oversees budget preparation and disbursement of division allocations. Reports to the Assistant Sheriff and/or Undersheriff.

2. **Station Administrative Lieutenant:** The Administrative Lieutenant at the North Lake Tahoe Station is responsible for the management of Administration and Jail functions; he/she assists the Captain with budgetary matters, monitors expenditures, and orders equipment and supplies; this Lieutenant is the primary supervisor for the School Resources Officer, Equipment Services Worker, Community Services Officer, Jail Deputies and Bailiff.

3. **Station Operations Lieutenant:** Acts as Station Commander in absence of the Captain; supervises Patrol and Investigation operations; coordinates search and rescue; directs and conducts personnel investigations; oversees Marine Patrol; coordinates SET/HNT; is the Sheriff’s Office liaison with other County departments and agencies.

4. **Administrative Secretary:** Performs various clerical functions as directed by the Station Commander.

5. **Patrol Sergeant:** Supervises Patrol activities during shift; assigns and directs personnel; inquires into personnel complaints; deploys personnel and resources in response to crimes-in-progress and unusual incidents; reviews reports; evaluates and trains personnel; acts as Watch Commander as required.

6. **Detective Sergeant:** Supervises Investigations staff; prepares unit budget; investigates crimes; trains newly assigned personnel; coordinates with other units.

7. **Patrol Deputy:** First-line response to various calls for service; enforcing the law; apprehending criminals; crime reporting.
8. **Jail Deputy**: Booking, supervising, transporting and releasing of inmates.

9. **Detective**: Conducts investigations of reported crimes; works with other organizational units and outside agencies as necessary. Conduct interviews with witnesses and suspects; collect evidence; recover property; prepare cases for prosecution in court; make legal arrests, searches and seizures; write detailed investigative reports.

10. **Equipment Service Worker**: Services, maintains and installs equipment in Sheriff’s Office vehicles.

11. **Evidence Technician**: Processes crime scene, maintains evidence storage. Daily supervision of this employee falls under the Tahoe Administrative Lieutenant; however, supervision of evidentiary tasks, evidence management, and crime scene investigation supervision is handled by the Supervising Evidence Technician in Auburn.

12. **Community Services Officer**: Civilian personnel providing law enforcement-related services to the community; coordinates crime prevention services and events such as Neighborhood Watch and National Night Out.

13. **Records Clerk**: Performs various clerical tasks relating to the collection, storage and dissemination of crime reports and citations; makes data entries into the alpha system; collect fees for various reports, licenses and permits; fingerprint applicants for licenses and background investigations; act as receptionist for the office during normal business hours.

14. **Transportation Deputy**: Responsible for the transportation of inmates between the Jails in Roseville, Auburn, Truckee, and Tahoe for court appearances. The Transportation Deputy will ensure that all inmates are moved in a safe and secure manner, adhering to appropriate policies, procedures and court orders. Transportation Deputies will assist bailiffs with security as needed.

15. **Court Bailiff**: A deputy sheriff that provides courthouse security; maintains security of inmates during court proceedings; takes charge of jurors during trials and deliberations; maintains peace in the courtrooms.

F. **Support Services Division**

1. **Support Services Commander (Captain)**: Manages and coordinates all units and sections of the Division, including Professional Standards Unit, Background Investigations, Civil, Communication Services, Coroner, Evidence, Facility Services, Information Technology, Records, Training, and Fleet Services; represents the Sheriff’s Office in the community; works closely with other County departments; effects disciplinary actions; responsible for planning and goal setting; oversees budget preparation and disbursement of Division allocations;
assigns personnel; evaluates performance of subordinate personnel. Reports to the Assistant Sheriff and/or Undersheriff.

2. **Administrative Lieutenant**: Assigned various managerial and supervisory duties relating to Professional Standards Unit, Evidence, Personnel, Training and Fleet Services; acts as liaison with other divisions and agencies. Acts as training manager and oversees the Sheriff’s Training Unit; oversees recruiting, hiring, background investigations and psychological examinations for new personnel; acts as Sheriff’s Office safety officer and quartermaster; serves as the Custodian of Records for all records related to Brady and Pitchess Motions; evaluates performance of subordinate personnel.

3. **Professional Standards Unit**
   a. **PSU Detective Sergeant**: At the direction of the Undersheriff, Support Services Captain, and Lieutenant, coordinates and organizes the operations of the Professional Standards Unit. Supervises PSU Detectives; assigns, reviews, and oversees caseload of the unit; evaluate employee performance; conduct administrative investigations and critical incident investigations; responsible for systems used for tracking internal affairs investigations and early intervention efforts. Works with members of Administration on policy development and review; conducts after action analysis; works with Human Resources in the recruitment of personnel; conduct background investigations; leadership development; liaison with Honor Guard for funeral attendance by Placer County Sheriff’s Office personnel.
   
   b. **PSU Detective**: Detectives will be responsible for conducting administrative investigations, review of critical incidents, post-incident action plans, and supporting software. Detectives will also assist background investigations, assist with recruitment/hiring, and conduct policy review and update; other duties as assigned.

4. **Background Investigator**: Assigned to conduct thorough background investigations of candidates seeking employment with the Sheriff’s Office as well as contracted employees. Conduct backgrounds on civilians seeking Concealed Carry Weapons permits.

5. **Civil Unit**
   a. **Civil Sergeant**: Coordinates and organizes the administrative operations of the Civil Unit; assists in the development and implementation of policies and procedures of the Unit; supervises professional and sworn staff; serves civil processes, including third party garnishments, restraining and custody orders, personal property levies, evictions.
b. **Accounting Technician:** Keeps ledger accounts; reviews and balances accounts; receipts and disburses money; processes court orders for service and return to the court; processes civil documents; notary responsibility.

6. **Communications Services**
   
a. **Communications Services Manager:** Plan, organize, direct and manage the activities of the Communications Services within the Sheriff's Office, including managing the countywide multi-jurisdictional Communications Center; coordinate all dispatch functions with other divisions, agencies and departments; and provide highly complex staff assistance to sworn personnel. Reports to the Support Services Commander.

   b. **Communications Supervisor:** Supervises public safety dispatch operations, recommends and implements unit goals and objectives. Performs full first-line supervisory responsibilities, including planning, assigning and evaluating the work of subordinate staff.

   c. **Senior Public Safety Dispatcher:** Acts as lead person in overseeing and coordinating personnel on-duty in the Communications Center; evaluates personnel; coordinates services with other divisions and agencies.

   d. **Public Safety Dispatcher:** Receives and dispatches radio and telephone communications; dispatches public safety personnel and equipment during emergencies in a coordinated manner; monitors public safety frequencies; and performs related work as required.

7. **Coroner Unit**
   
a. **Chief Deputy Coroner:** Coordinates and organizes the administrative operations of the Coroner Unit; assists in the development and implementation of policies and procedures of the Unit; supervises professional and technical staff; conducts preliminary administrative investigations and interviews.

   b. **Coroner Deputy:** Personnel assigned specifically to conduct coroner’s investigations within the County; also assigned to patrol duties when not working coroner’s cases.

   c. **Senior Administrative Clerk:** Performs various clerical tasks relating to the collection, storage and dissemination of coroner reports and related documents; makes data entries into the computer records system; acts as receptionist for the Coroner during normal business hours.
8. Evidence Unit

a. Supervising Evidence Technician: Supervises the collection, maintenance and preservation of evidence; performs field and laboratory photographic and technical evidence work; maintains criminal identification records and evidence as part of the investigation and prosecution work of the Sheriff’s Office. Performs full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates.

b. Evidence Technician: Performs photographic and fingerprint work; processes crime scenes and collects physical evidence; prepares photographs, fingerprints, and other evidence for visual courtroom presentation; gathers, identifies, catalogs, and stores evidence to be used in criminal prosecutions.

In addition, the Evidence Technician will maintain the Sheriff’s evidence rooms in a systematic and orderly manner and does other related work as required. The Evidence Technician has secondary job duties as a Cal-I.D. Technician.

9. Facility Services Unit

a. Senior Building Crafts Mechanic: Facilitates construction projects within the Sheriff’s Office and coordinates with other County departments. Provides lead instruction over subordinate staff.

b. Building Crafts Mechanic: Assigned various duties relating to the completion of construction projects within the Sheriff’s Office.

10. Fleet Services Unit

a. Equipment Service Worker I/II: Performs various duties relating to repair, maintenance and procurement of vehicles and equipment operated by the Sheriff’s Office.

b. Fleet Services Technician: Performs technical and analytical work in support of fleet services, including acquisition, utilization, and disposal program administration.

11. Information Technology Unit

a. Information Technology Manager: Manages the activities of the Information Technology Unit, including the operations of computer networks, systems analysis and development of acquisition, and computer installations and support. Participates in the administration,
monitoring and evaluation of numerous and complex contracts, including negotiating contracts with outside vendors, consultants or organizations and monitoring fiscal and legal liabilities; develops and supervises the maintenance of statistical reporting systems of the Sheriff’s Office; develops and maintains cost analysis and program evaluation; designs and recommends systems, procedures, forms and instructions; conducts analytical studies; and does related work as required. Coordinates activities of the unit with other divisions and departments. Reports to the Support Services Commander.

b. **Information Technology Supervisor**: Supervises activities of the Information Technology Unit involving the technical performance of agency computer operations. Plans, prioritizes, and reviews the work of staff assigned to the unit. Recommends goals and objectives and directs their implementation. Assists in problem solving regarding networking, operating, communications and application systems. Reports to the Information Technology Manager.

c. **Information Technology Analyst**: To serve as the primary contact and technical resource within the Sheriff’s Office to obtain and operate automated organizational systems, including coordination with the County’s Management Information Systems (MIS) Division; and to perform a variety of technical work in the system administration, analysis, design, application, testing, installation and maintenance of data processing programs and technologies that are specific to the unit.

d. **Information Technology Technician**: To assist the Sheriff’s Office in the installation, operation and maintenance of microcomputer equipment and software; to provide technical assistance and training to users; and to provide technical support for hardware maintenance, repair and upgrades, as well as microcomputer software applications and networks.

12. **Records Unit**

a. **Administrative Legal Supervisor**: Plans, organizes, supervises, and participates in the work of the Records Unit; performs responsible clerical work and assigns and reviews the work of subordinates; establishes and maintains office records and files; collects fees for licenses and permits; gathers statistical data, and compiles reports.

b. **Senior Administrative Legal Clerk, Administrative Legal Clerk**: Performs various clerical tasks relating to the collection, storage and dissemination of crime reports and citations; makes data entries into the alpha system; collect fees for various reports, licenses and permits; fingerprints applicants for licenses and background investigations; act as receptionist for the Sheriff’s Office during normal business hours.
13. **Training Services Unit**
   
   a. **Training Sergeant**: Sworn Deputy Sergeant responsible for initiating and conducting training programs within the Sheriff’s Office; supervises the ranges; develops plans for a continuous training program to see that all personnel of the Sheriff’s Office meet the minimum qualifications for training and are in compliance with the various training mandates. Reports to the Administrative Lieutenant. Supervises all personnel assigned to the Training Services Unit.
   
   b. **Training Deputy**: The Training Deputy will report directly to the Training Unit Sergeant and will be the liaison for training for all sworn personnel.
   
   c. **Training Correctional Officer**: The Training Correctional Officer will report directly to the Training Unit Sergeant and will be the liaison for training for all personnel assigned to the Corrections Division.
   
   d. **Administrative Technician, Senior Administrative Clerk**: Provide technical and administrative support to the Training Unit mission and tasks necessary to provide for outside training of employees.
   
14. **CCW Unit**
   
   a. **Administrative Legal Clerk**: Performs various clerical tasks relating to the collection of required documents for the issuance and renewal of CCW permits, organizing of background information for investigation by assigned investigators. Collects all fees for license issuance.
   
   b. **Background Investigator**: Conducts background investigations related to the issuance of CCW permits in accordance with OPER 13, “CCW Licenses.”
I. PURPOSE

This Order provides definitions of the standard terminology used in Sheriff’s Office communications.

II. DEFINITIONS

A. **Sheriff’s Office, Office, Agency, Organization**: The Office of the Sheriff-Coroner-Marshal is an Office of the County of Placer and is referred to in this publication as the Sheriff’s Office, agency, or organization.

B. **Division**: A division is a functional subdivision of the Sheriff’s Office and is normally directed by a Captain or Lieutenant.

C. **Section**: A Section is a functional subdivision of a division and is normally directed by a Lieutenant or first-line supervisor.

D. **Unit**: A unit is a subdivision of a section or division and is normally directed by a first-line supervisor or other staff on an assignment basis.

E. **Detail**: A detail is a specific task assignment of one or more Sheriff’s Office employees who report to a division supervisor. The assignment may be temporary or permanent.

F. **Watch**: A designated span of time within a 24-hour period during which personnel are engaged in the performance of their assigned duties.

G. **Beat**: A geographical area of size by which one or more officers are assigned for patrol purposes.

H. **Post**: A fixed point or location to which a Sheriff’s Office employee is assigned for duty.

I. **Shift**: A shift is a period of the day during which Sheriff’s personnel are assigned for duty.

J. **Chain of Command**: The unbroken line of authority extending from the Sheriff through a subordinate at each level of command to the level of execution.

K. **Personnel**: An all-inclusive term to denote anyone in any capacity who is employed by the Sheriff’s Office.
L. **Sworn Member:** Law enforcement personnel appointed to the Sheriff’s Office on a full-time, paid basis, and duly sworn as peace officers (830.1 PC).

M. **Professional Staff:** All other personnel.

N. **Reserve:** Any person who is a member of the Placer County Sheriff’s Reserves (unpaid volunteer 830.6 PC).

O. **Assistant Deputy Sheriff:** Paid part-time deputy (830.6 PC).

P. **Command Officer/Staff:** Members of the Placer County Sheriff’s Office who hold the rank of Lieutenant or above.

Q. **Commander, Commanding Officer:** Commanders are defined as personnel who are in command of the Sheriff’s Office, division, section, or unit, and who have direct control over all members and employees assigned thereto.

R. **Officer-In-Charge:** The term is used for any staff member in charge of any division, section, unit, detail, activity, or function by virtue of rank, seniority, or designation by the Appointing Authority.

S. **Supervisor:** Personnel with delegated authority who oversee or supervise others in the accomplishment of their assigned tasks. A supervisor may be at any level or position.

T. **Grade or Rank of Members:** Personnel in the Sheriff’s Office shall be given rank or grade according to the provisions of County Ordinances. The grades and rank shall include, but not be limited to the following:

   1. Sheriff-Coroner-Marshal
   2. Undersheriff
   3. Assistant Sheriff
   4. Captain
   5. Lieutenant
   6. Sergeant
   7. Deputy Sheriff
   8. Correctional Sergeant
   9. Correctional Officer

U. **Absence of the Sheriff:** In the absence of the Sheriff, and unless otherwise designated, the responsibility for the operations of the Sheriff’s Office shall succeed in the following order:

   1. Undersheriff
   2. Assistant Sheriff
   3. Captain, Field Operations
   4. Captain, Support Services
5. Senior Captain, Corrections
6. Junior Captain, Corrections
7. Captain, Tahoe Station

V. **Seniority**: Seniority shall be determined first by rank and second by continuous service in rank.

W. **Appointing Authority**: In this manual is referred to as the Sheriff or Undersheriff.

X. **Authority**: Officers having authority to carryout Sheriff’s Office policy who shall supervise the work of various divisions, sections and units are named in rank in the following order of succession:

1. Sheriff
2. Undersheriff
3. Assistant Sheriff
4. Captain
5. Lieutenant
6. Sergeant and Chief Deputy Coroner

The ranking officer shall exercise the authority of his/her position under all conditions which require that he/she use such authority in the best interests of the Sheriff’s Office.

Y. **Officers of Equal Rank**: Where two or more officers of equal rank are working together on the same assignment or detail, such authority shall not be exercised, except in a situation necessitating it, unless one member has been designated as in command.

III. **OTHER TERMINOLOGY**

A. **General Orders Manual**: Contains the rules and regulations governing the conduct of personnel and the operation of the Sheriff’s Office. General Orders are written directives issued by the Sheriff or Undersheriff. General Orders remain in full force and effect until amended, cancelled, or suspended. They are the most authoritative directive issued by the Sheriff’s Office and may be used to amend, supersede, or cancel any other rules, regulations, or orders. Compliance with the provisions of the General Orders Manual is required. Reserve members shall be governed by the General Orders Manual insofar as it applies.

B. **Divisional Orders**: Issued by division commanders as necessary for the delineation of policies and procedures required for the effective and special operations within that division.

C. **Special Orders**: Written directives issued by the Sheriff, Undersheriff, division or section head to give specific instructions governing a particular situation. Special orders are automatically cancelled when their objectives are achieved. Sheriff’s Office special orders
affect the entire agency. Divisional special orders are effective only within the division in which issued. A copy of all divisional special orders shall be forwarded to the Sheriff and Undersheriff.

D. **Lawful Orders**: Any written or oral directive issued by a superior officer to any subordinate, or group of subordinates, in the course of duty which is not in violation of any law, ordinance, or Sheriff’s Office rule or regulation.

E. **Instructional Material**: Training guides and bulletins published by the division training personnel designed to keep the sworn staff of the Sheriff’s Office abreast of current law enforcement techniques and procedures. The information contained therein constitutes official Sheriff’s Office policy on the subject matter under consideration in the absence of other instructions to the contrary.

F. **Beginning of Day and Week**: The Sheriff’s Office day, for record purposes, shall begin at 0001 hours and shall conclude at 2400 hours. The Sheriff’s Office week, for record purposes, shall commence each Saturday at 0001 hours. Any exceptions to the day and week established for record purposes will be in the form of a written directive.

G. **Workday**: The day in which a member is directed to perform his/her duties. In cases where a member is detailed to consecutive hours of duty, which cover portions of two successive days, the day commencing work shall be considered for record and detail purposes to be his/her “workday.”

H. **Right**: In reference to conditions of employment, the term “right” shall designate those conditions specifically outlined by state or federal law, County Ordinance, or personnel rules.

I. **Privilege**: Employment conditions which are not rights, but are granted at the direction of the Sheriff’s Office.

J. **Shall/Will**: Indicates that action is mandatory.

K. **May**: Indicates that action is permissive.

L. **Should**: Indicates that action is encouraged.
TITLE:  WRITTEN DIRECTIVES

EFFECTIVE:  01/01/2020

I. PURPOSE

The purpose of this Order is to establish a format and definitions for Sheriff’s Office written orders, bulletins and memoranda, and to provide for proper preparation, indexing, and distribution so that all personnel concerned are kept informed of new or revised policies and procedures, and information needed to perform their duties effectively.

II. PROCEDURE

A. General Orders: General Orders are issued by the Sheriff to announce the adoption or revision of policies and to direct procedures for the indefinite future. Examples:

1. Institution of permanent procedures, rules, policies, and manuals related thereto.

2. Permanent changes in organization, use of facilities, and equipment.

3. Installation of permanent programs which affect more than one division, or relationships with other agencies and citizens.

4. Permanent personnel policies and procedures.

B. Divisional Orders/Section Orders/Unit Orders: These orders are issued by Division Commanders as necessary for the delineation of policies and procedures required for the effective performance and special operations within that division.

C. Special Orders: Special Orders are issued to announce policies or direct procedures concerning a specific circumstance or event, or information that is of a temporary or self-canceling nature. The following are examples:

1. Specific instructions to accomplish a particular objective, which once accomplished, there will be no need for continuing instructions. An example would be renumbering or assignment of vehicles.

2. Temporary procedures designed to cover a special occurrence or event that is of a temporary or short-termed nature. Examples:

   a. Instruction for the use and deployment of manpower to a particular public gathering, such as a parade route, including the assignment of individual duties.

   b. Assignment of and special instructions for personnel in training
programs, firearms qualifications, etc.

c. Personnel Orders issued to direct the assignment, transfer, promotion or
demotion of personnel.

D. **Instructional Material**: This category will include instructional and training material
usually found in manual form. Instructional material can include training guides and
training bulletins.

E. **Memoranda**: Orders below Sheriff’s Administration or division level will be issued in
memorandum form or by use of the County email system. Memoranda will be issued for
the following purposes:

1. To disseminate information or instructions which do not warrant a general or
special order.

2. To direct the actions of subordinates in specific situations or circumstances under
a level of command not authorized to issue general or special orders. Such
directions shall not deviate from or conflict with established policies and
procedures as documented by higher authority.

III. **ISSUING AUTHORITIES**

A. **General Orders**: General Orders will be issued by the Sheriff.

B. **Divisional Section and Unit Orders**: These orders will be issued by Division Commanders.

C. **Special Orders**: Special orders will be issued by the Sheriff, Undersheriff or Division
Commanders.

D. **Personnel Orders**: Personnel orders will be prepared and issued with the permission of
the Sheriff.

E. **Instructional Material**: Includes Training Bulletins, and may be issued at by Sheriff’s
Administration or at the divisional or section level.

F. **Memoranda**: Memoranda may be prepared by any member of the Sheriff's Office.

IV. **DISTRIBUTION**

A. The distribution will be noted on each order.

B. Sheriff’s Administration orders will be sent to each organizational unit of the Sheriff’s
Office. All levels of command will send copies of orders issued by them to the
organizational units and personnel affected by their content.

C. The secretary for the Undersheriff will maintain a supply of General Orders to fill
reasonable requests for those missing, lost, or destroyed. General Orders and Division Orders are also maintained on the Sheriff’s Network “T” drive, accessible by all Sheriff’s Office employees.

V. MAINTENANCE AND RETENTION

A. The secretary for the Undersheriff will maintain a master file of the General Orders.

B. The secretary for any given division will maintain a file of division orders.

C. The Administrative Services Division will maintain a permanent master file of Personnel Orders.

D. All personnel will remove canceled and expired agency orders from their files and destroy them, except those contained in master files.

E. Each division, section, and unit will maintain a master file of orders issued to it.

VI. INDEXING

General Orders and Divisional Orders shall receive a lettered section code, consisting of letters and / or numbers; i.e. Admin 3. All memoranda and special orders sent electronically are indexed by date sent.

VII. CANCELING AND AMENDING ORDERS

A. The authority to amend or cancel orders is restricted to the issuing command or higher authority.

B. An amendment to an order shall be issued to change, cancel, or add a provision, procedure, or information.

C. An order will be amended either by:

1. Canceling the order and issuing a new order. The cancellation of an order shall also cancel all amendments to the order.

2. Issuing just the amendment, which will have the same identifying number as the original order.

   a. Amendments will be filed with the order amended.
   b. The format of an amendment will be consistent with the format of the order it amends.

3. Issuing a new page or pages within a manual, to be inserted in place of the amended order.
D. All Divisional Orders, Special Orders, Instructional Material, and Memoranda which are not self-canceling shall be reviewed annually, under the direction of the Undersheriff, to determine if they should be canceled, amended, incorporated into a manual, or continued in their present form.

VIII. PATROL BULLETINS

Patrol Bulletins, to include incidents generated by patrol deputies for briefing, beat specific information, officer safety information, BOLO’s, or other topics requiring dissemination to general patrol staff will be presented by the shift sergeant during patrol briefings. All instructions, directions, and information contained therein shall have the force and effect of agency orders. Where such information is not considered sensitive, the bulletins shall be available to each member whose responsibilities require familiarization with this information. All such employees of the Sheriff’s Office shall thoroughly familiarize themselves with the contents. When returning from days off or leave, such personnel shall read all bulletins published during their absence, and shall be accountable for the contents therein.

A. The Patrol Bulletin shall minimally include the following information when timely and relevant:

1. Notices advising personnel of bulletins issued through other sources that require their review.
2. The name and description of wanted persons, missing persons, escapees and runaway or at-risk juveniles.
3. Cancellations and corrections of previously published information.
4. A summary of pertinent information regarding major crimes reported to the Sheriff’s Office that may have a bearing on a deputy’s assigned area.
5. Officer safety information.

B. Patrol End of Watch Reports (EOW):

1. EOW’s will be published at the conclusion of the shift by the patrol sergeant or designated OIC.
2. The EOW will minimally include arrested persons, arresting deputy, case number and the status of the arrest report using the email template designed for this purpose.
3. The EOW will contain Coroner case information, unless a designated Coroner Deputy has published a separate EOW.
4. A summary of pertinent information regarding criminal activity or other noteworthy events for dissemination to shift supervisors, watch commanders, investigations and Public Information Officer(s).
I. PURPOSE

The purpose of this Order is to establish policy and procedures to comply with the California Public Records Act and other applicable laws concerning the release of public information.

II. GENERAL POLICY

The Placer County Sheriff’s Office shall strive to enjoy an excellent working relationship with the news media and always promote a clear understanding and mutual respect for the responsibilities that each have to the general public.

It is the absolute policy of this Office to assist all accredited members of the news media in their effort to gather and disseminate information of public interest insofar as there is a right and a need to know, exercising good judgment in making releases of information that are consistent with sound law enforcement practices.

Members of the news media will be allowed reasonable freedom at crime scenes, accidents, disaster areas and other news locations for the purpose of taking photographs and for other news-gathering activities as long as it does not interfere with or obstruct the investigation in any way.

A. It is the policy of the Placer County Sheriff’s Office to comply with public law regarding disclosure of public information.

B. Subject to legal constraints, the Placer County Sheriff’s Office shall disclose upon request, information pertinent to the day-to-day service activities of the Office.

C. In conjunction with the public’s right to know, the Placer County Sheriff’s Office must protect the legal rights of the victims, witnesses, and accused and ensure disclosure is in compliance with public law.

NOTE: This policy is not to be construed or intended in any way to prohibit any officer of this Office from effecting a warrantless arrest when, in the judgment of the officer, a member of the news media has failed to obey reasonable restrictions or causes a delay or obstruction of the investigation.
III. WHO MAY RELEASE INFORMATION

A. The securing and appropriate release of newsworthy information shall be the primary responsibility of the Public Information Officer/Public Information Assistant (PIO/PIA). (In the absence of the PIO/PIA, the Watch Commander on duty shall assume the responsibility.) The PIO/PIA shall also maintain liaison between this agency and the media.

B. All other personnel may, from time-to-time, find themselves in a situation when the release of information to the media becomes necessary. If possible, prior to such a release, full cooperation should be obtained from the PIO/PIA and/or Watch Commander to ensure a complete and accurate report of the incident. If an investigating officer, due to circumstances beyond his control, finds it necessary to release information independently, said officer shall, as soon as possible, reconstruct that information in the form of a written release. If officers find themselves in doubt as to what information should or should not be released, the media representative making the inquiry shall be referred to the appropriate source; i.e., PIO/PIA, Watch Commander, Division Head.

C. Any Division Head finding themselves or a subordinate involved with a news story of a significant nature may, at their discretion, request that the Public Information Officer respond to handle the media situation.

NOTE: Whenever possible, releases are to be handled by the Public Information Officer.

IV. AVAILABILITY OF REPORTS

A. Official members of the press may review crime report face sheets and booking information.

B. The desk officer or clerk may show the crime face sheets to any official member of the press and can direct them to our on-line reports for press releases, booking information, and news releases.

C. After 30 days from arrest, arrest information becomes criminal history and can no longer be released. Mug shots (arrestee photos) will not be released after 30 days from arrest date.

V. PUBLIC INFORMATION OFFICER/PUBLIC INFORMATION ASSISTANT (PIO/PIA)

The securing and appropriate release of newsworthy information shall be the primary responsibility of the Public Information Officer/Public Information Assistant. In the absence of the PIO/PIA, the Watch Commander on duty shall assume the responsibility.
VI.  **TAHOE CITY STATION**

The Tahoe City Station shall adhere to the aforementioned policy and it shall be the responsibility of the Captain in charge of the Station to ensure complete press releases. A copy of any release prepared by the Tahoe City Station shall be promptly forwarded to the Auburn office.

The captain of the Tahoe City station, or his/her designee, may request the PIO/PIA to assist on significant events where high media interest is expected.

VII.  **PRESS CREDENTIALS**

Pursuant to the authority of the California Penal Code (Section 409.5), the Office of the Sheriff-Coroner may close a disaster area to all but authorized personnel or "duly authorized" representatives of any news service, newspaper, or radio or television station or network. Media representatives must show credentials from the media outlet they are representing.
I. PURPOSE

The purpose of this Order is to establish an internet policy that applies to all personnel (employees, contractors, temporary employees, volunteers, etc.) who use the internet with Placer County computing or networking resources, as well as those who represent themselves as being connected in any way with the Placer County Sheriff’s Office. All internet users are expected to be familiar with and comply with this policy. Questions about the policy and procedures should be directed to supervisors or the Sheriff’s Information Technology (IT) Unit. Violations of this policy may result in immediate suspension of computer privileges or discipline up to and including termination of employment depending upon the severity of the violation. Violations of some policies may also constitute a criminal offense.

II. POLICY

A. All use of the internet by Sheriff’s Office personnel shall comply with the Placer County Employee Technology Use Policy.

B. Personal use of the internet shall not interfere with work assignments.

C. All files downloaded from non-Placer County sources via the internet must be screened with virus detection software prior to being used. Downloaded files must be decrypted and decompressed before being screened for viruses. Personnel not trained in virus screening should not download files.

D. Personnel may not establish new internet web pages dealing with Placer County Sheriff’s Office business or make modifications to existing web pages dealing with Placer County Sheriff’s Office business, unless they have first obtained approval of Sheriff’s Administration.

E. Email messages containing credit card numbers, telephone calling card numbers, fixed login passwords and other security parameters that can be used to gain access to goods or services must not be sent over the internet in readable (unencrypted) form.

F. All internet messages intended to harass, annoy, or alarm another person are prohibited.

G. Messages are not to be sent to internet discussion groups, electronic bulletin boards or other public forums that include an implied or explicit affiliation with Placer County that are inconsistent with the Placer County Sheriff’s Office business interests and/or existing County policy. Messages in this category include:
1. Political statements
2. Religious statements
3. Cursing or other inappropriate language
4. Statements viewed as harassing others based on race, creed, color, age, sex, religion, physical handicap, or sexual orientation

H. The Placer County Sheriff’s Office directs strict adherence to software vendor license agreements. Copying of software in a manner that is not consistent with the vendor license is strictly forbidden. Likewise, use of illegal, pirate software or bulletin boards and similar activities when using Placer County resources represents a conflict of interest with Placer County work and is, therefore, prohibited. Personnel should assume that all materials on the internet are copyrighted unless a specific notice states otherwise.

I. The Placer County firewalls routinely prevent users from connecting with certain non-business websites. Personnel using Placer County computers who discover they have connected with a website that contains sexually explicit, racist, violent, or other potentially offensive material must immediately disconnect from the site. The ability to connect to a specific website does not in itself imply that any users of Placer County systems are permitted to visit that site. At times, Sheriff’s Administration may authorize Investigations personnel to connect to such websites for investigative purposes only.

III. CONCLUSION

Personnel using Placer County information systems and/or the internet should realize that their communications are not automatically protected from viewing by third parties. Unless encryption is used, personnel should not send information over the internet if they consider it to be confidential or private. At any time and without prior notice, Sheriff’s Administration reserves the right to examine electronic mail messages, files on Sheriff’s Office workstations, web browser cache files, web browser bookmarks, and other information stored on or passing through Placer County computers. Placer County routinely logs websites visited, files downloaded, time spent on the internet, and related information. Sheriff’s Administration receives reports of such information and uses it to determine what type of internet usage is appropriate for County business activities. If any unauthorized use of Placer County’s information systems has taken place or is suspected of taking place, Sheriff’s Administration must be notified immediately.
I. PURPOSE

The purpose of this Order is to provide uniform guidelines for the use of county-issued telephones and mobile communication devices (MCD’s). This policy covers mobile or cellular telephones, mobile messaging systems, personal digital assistants (PDA’s), pagers, air cards, and other devices provided to employees for the purpose of communication while working.

II. POLICY FOR GENERAL BUSINESS USE

A. Access to and use of the telecommunication systems and mobile communication devices is fundamental to completion of the mission of the Sheriff’s Office and to provide essential customer service; however, like all county equipment and tools, use is intended for county business.

B. Business calls and data use should be appropriate to the individual job requirements. Employees should expect that telephone or cell phone calls that seem to be excessive in duration and made to locations that are inconsistent with job duties will require an explanation, and employees will be held accountable and charged for abuses.

C. The County cannot and does not imply, extend, or guarantee any “right to privacy” for voice calls and/or electronic communications placed over county-provided MCD’s, including but not limited to call detail records, logs, voicemail messages, data storage, text messages, emails, and address books.

D. All assigned equipment will be documented in a current inventory listing that includes user name, phone number, description of equipment, justification, name/description of plan, date of last usage review. The Administrative Services Officer will ensure that this listing is up-to-date.

E. Altering the operating system, such as “jailbreaking,” of a Sheriff’s Office MCD is prohibited.

F. There shall be no downloading of unauthorized apps or media on any Sheriff’s Office MCD.

G. Any recorded media, including pictures, video, and audio recordings taken with a Sheriff’s Office issued phone or personal phone while operating in an official capacity should be considered evidence and should not be taken unless that is the intended purpose. Evidential recordings shall be booked into evidence. Exceptions can be made for events deemed worthy of the organization’s social media sites and should be authorized by a supervisor.
III. GENERAL CRITERIA FOR REQUESTING A MOBILE COMMUNICATION DEVICE

A. Nature of work assigned requires substantial travel and limits use of office or other agency phones.

B. Personal safety issues will be considered or employees who work with clients in the field.

C. Frequent and prolonged time out of the office.

D. The nature of the work assigned requires the individual to be available outside normal office hours.

E. Nature of work assigned is critical to operations of the Sheriff’s Office and immediate response is required.

IV. POLICY FOR PERSONAL USE

A. Employees should avoid making personal telephone calls on county time. Calls which must be made or received during county time should be kept to a minimum. Personal toll and long distance calls must be charged to the employee’s home telephone or personal calling card.

B. Although the County’s policy is restrictive, it is realistic and reasonable to expect that employees may need to maintain contact with and check on their children or other family members during the course of working hours.

C. It will be expected that employees who need to make or receive calls to check on family members will keep calls to a minimum in terms of frequency and length and will be expected to reimburse the County for any excessive calls at the approved reimbursement rate.

D. If excessive personal calls persist, employees will be counseled. If abuses continue, employees will be expected to use other non-county equipment.

E. On a monthly basis, Sheriff’s accounting staff will receive and review the MCD reports for appropriate use of equipment and time. Accounting staff will bring to the attention of appropriate managers any issues with staff usage of MCD’s that require further explanation. If reimbursement is required, a copy of the report and funds collected will be directed to the manager and then routed to the accounting staff, who will complete a deposit and provide a receipt to the employee.

V. POLICY ACKNOWLEDGMENT FORM

Any member of the Sheriff’s Office that is issued a mobile communication device must sign the policy acknowledgment form, which follows.
Placer County Sheriff’s Office
Mobile Communication Device (MCD)
Policy Acknowledgment

I acknowledge receipt of this policy and understand and agree that I am bound by its contents:

1. ____________________________ (hereinafter referred to as “the user”) is being granted access to a county-issued mobile communication device.

2. The user has read and understands the Placer County Sheriff’s Mobile Communication Device Policy.

3. The user understands and agrees that the county-issued mobile communication device is assigned to the employee for the purpose of conducting county business. The user understands that any excessive personal calls are expected to be reimbursed to the County.

4. The County reserves the right to terminate MCD privileges for any reason.

______________________________  ______________________________
Employee Name                  Employee Signature

______________________________  ______________________________
Work Phone                     Sheriff’s Division
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### Professional Conduct and Responsibilities

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THE LAW ENFORCEMENT CODE OF ETHICS

As a member of a law enforcement agency, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all persons to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain a courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my agency. Whatever I hear or see of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of law enforcement service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.

I. POLICY

The highly visible and potentially controversial nature of law enforcement service makes success dependent upon the individual character and excellence of each Placer County Sheriff’s Office member. A commitment to excellence in our duties, and the respect for our profession and the ethical standards required of each member of our agency are required to gain the confidence of the public and to achieve the goals of public service. From this union of commitment to duty and quality in character of each member will come the respect and trust of the community we serve and protect.

II. PROCEDURE

A hallmark of every profession is its conformance to a statement of ethical standards respected and adhered to by each member. The Law Enforcement Code of Ethics is such a statement, and is hereby adopted by the Placer County Sheriff’s Office to remind the members of this agency and the community we serve that the objectives of the law enforcement profession are of the highest order. Further, this code exemplifies this agency’s concern for the preservation of constitutional rights for all persons, and for the protection of the community from those who would choose to violate the law.
TITLE: DISCRETION

EFFECTIVE: 01/01/2020

I. POLICY

Sheriff’s Office members must continually make discretionary decisions while providing law enforcement services to our community. There is a responsibility to oneself, the agency, and the community in the exercise of discretion. The proper exercise of discretion is bounded by rules and principles of law, and is not arbitrary, capricious, or unrestrained. Members of the Placer County Sheriff’s Office must continually demonstrate sound judgment in their exercise of discretion in order to ensure the safety and security of the public is properly protected.

II. PROCEDURE

A. Exercising Discretionary Judgment: Sheriff’s Office members will exercise discretionary judgment in a reasonable manner and remain within the limits of their authority as defined by statutory law, court decisions, and Sheriff’s Office regulations, policies and procedures.

B. Knowledge of Laws and Regulations: Every member is required to maintain a working knowledge of laws and ordinances, and of regulations, policies and procedures prescribed in the Sheriff’s Office General Orders, divisional orders, directives, and special orders of their unit.

C. Purpose of Policies, Procedures and Regulations: The policies contained in this manual and through various directives issued by the Sheriff’s Office are intended to set out the standards for conduct, and to delineate the performance objectives expected of the members of this agency. The complexity and wide variety of influencing factors affecting the manner of handling and disposition of the various services provided by the Sheriff’s Office make it impractical to develop written procedures to cover each situation. When no such specific procedure has been prescribed, each Sheriff’s Office member is required to use initiative, common sense, and discretion, supported by the proper application of law and reasonable cause.
I. POLICY

Recognizing that law enforcement personnel are highly-visible representatives of local government and are entrusted with the responsibility of ensuring the safety and security of the community, the standards of conduct for the members of the Sheriff’s Office are higher than the standards of other occupations and those of the general public. In this regard, Sheriff’s Office members will conduct themselves in a manner that does not bring discredit upon themselves, the agency, the county, or the community.

II. STANDARDS OF CONDUCT

The following rules and regulations are established as expectations of the Sheriff’s Office relating to the conduct of its members.

A. General Responsibilities

All members of the Sheriff’s Office will become thoroughly familiar with these rules and regulations and will abide by them. They will also observe and obey all federal, state and local laws; all written orders and directives; and, all lawful orders of their superiors.

B. Reporting for Duty

1. **Absence from Duty:** Every member who fails to report for duty at the time, date and place specified without the consent of competent authority is "Absent Without Official Leave." Such absences, whether for any portion of one shift or watch, or for the entire assigned shift or watch may be subject to disciplinary action. Regardless of any disciplinary action imposed, employees absent without official leave shall not be entitled to use any paid leave or adjustment of their work schedule as compensation for the absence.

2. **Illness:** Barring unforeseen circumstances, members unable to report for duty because of illness or injury shall notify the Sheriff’s Office at least four hours prior to reporting time. No member of this agency shall malinger, feign illness, nor attempt to shirk their duties by reason of this reported illness or injury.

3. **Tardiness:** All members shall be punctual in reporting for duty and other assignments.

4. **Relief:** All members are to remain at their assignment and on-duty until relieved by another member, or until dismissed by competent authority.
5. **Availability to Call**: Members shall not conceal themselves except for some law enforcement purpose. They shall be immediately and readily available to the public during duty hours. All personnel are subject to emergency call-out at any hour of the night or day, including days off and holidays.

6. **Address and Telephone Numbers**: Members shall keep the Sheriff’s Office informed of their correct physical and mailing addresses and telephone numbers at all times. Changes of address or phone number shall be reported, in writing, to the Sheriff’s Human Resources Unit, the Division Commander, and the Undersheriff's secretary within 24 hours of such change. All members are required to have an operational telephone or mobile phone. No Sheriff’s Office member shall release another member’s personal phone number or address, to any person outside the Sheriff’s Office.

7. **Physical Fitness**: All members of the Sheriff’s Office shall maintain themselves in good physical condition to the extent the ability to perform their job is not impaired.

8. **Incapacity to Perform Duties**: Sheriff’s Office members, while on duty, who are unable to perform their duties due to illness, exhaustion or any other impairment will report this fact to their superior, who will then determine the proper disposition.

C. **Attention to Duty**

1. **Duty Responsibilities**: Members of the Sheriff’s Office are always subject to duty, although periodically relieved of its routine performance. They shall, at all times, respond to the lawful orders of a superior officer and other proper authorities. Proper law enforcement action must be taken whenever required. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the Sheriff’s Office does not relieve members from other units from the responsibility of taking prompt, effective action within the scope of those laws and ordinances when the occasions so require. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment, when necessary.

2. **Performance of Duty**: All members shall perform their duties as required or directed by law, Sheriff’s Office rule, policy, or order of a superior officer. All lawful duties required or directed by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.

Members are required to respond to official correspondence, to include U.S. mail, email, and telephone calls, in a prompt manner, and check for such correspondence at least once a day while on duty.

3. **Responding to Calls for Service**: Members on duty shall respond without delay to all calls for law enforcement assistance from citizens or other personnel. Emergency
calls take precedence; however, all calls shall be answered as soon as possible, consistent with normal safety precautions and vehicle laws. Failure to answer a call for law enforcement assistance without justification is misconduct. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any telephone or radio call directed to him. The Dispatch Center will be informed at all times when changing location and/or status.

4. Sleeping: Members shall not sleep while on-duty.

5. Inattention to Duty: Members shall not waste time or fail to be attentive to their duties.

6. Personal Activities On-Duty: Members of the Sheriff’s Office will not devote any of their on-duty time to any activity that does not relate to a law enforcement function. They will not perform any law enforcement duty for the purposes of private gain nor will they make any private purchases when in uniform unless for personal maintenance or sustenance, or as authorized by competent authority.

7. Judicial and Investigative Actions, Appearance and Testifying: Attendance at court or quasi-judicial hearings as required by subpoenas and arising out of law enforcement duties is an official duty assignment. Permission to omit this duty must be obtained from the judge, District Attorney’s Office, or other competent court official. When appearing in court, the member will report in uniform or appropriate civilian clothes. Members shall present a neat, clean appearance, and avoid any conduct that might imply disrespect to the court.

8. Reports: Members shall promptly submit such reports as are required by the performance of their duties or by competent authority.

9. Loitering: All members on duty shall not loiter about or remain idle in any public place or business except as is necessary to perform an assigned task.

10. Policy in Joint Jurisdictional Cases: In order to minimize confusion and efficiently execute the basic responsibility of the law enforcement functions, it shall be the policy of this Office that when jurisdictional disputes arise between the Sheriff’s Office and police agencies or the California Highway Patrol or other state agency, the Sheriff’s personnel shall accept and handle the case. The matter will then be brought to a higher authority through proper channels and will be resolved at the administrative level.

11. Assistance: All members are required to take appropriate law enforcement action toward aiding a fellow peace officer or public officer exposed to danger, or in a situation where danger might be impending.
D. Duty to Obey Orders

1. **Transaction of Official Business**: Every member of this Office must transact official business using their proper chain of command. This regulation does not deny a member the privileges of directly contacting the Sheriff or Undersheriff on matters of a personal or confidential nature.

2. **Questions Regarding Assignment**: Members in doubt as to the nature or detail of their assignment shall seek such information from their supervisors by going through the chain of command.

3. **Manner of Issuing Orders**: Orders from superior to subordinate shall be in clear and understandable language, civil in tone, and issued in pursuit of Sheriff’s Office business.

4. **Conflicting Orders**: Upon receipt of an order conflicting with any previous order or instructions, the member affected will advise the person issuing the second order of this fact.

   Responsibility for countermanding the original instruction then rests with the individual issuing the second order, and he shall report said action to the member issuing the original order. If so directed, the latter command shall be obeyed first.

5. **Unlawful Orders**: No command or supervisory officer shall knowingly issue any order that is in violation of any law or ordinance.

6. **Obedience to Unlawful Orders**: Obedience to an unlawful order is never a defense for an unlawful action; therefore, no member is required to obey any order that is contrary to any law. Responsibility for refusal to obey rests with the Sheriff’s Office member.

7. **Obedience to Unjust or Improper Orders**: Members who are given orders they feel to be unjust or contrary to rules and regulations must first obey the order to the best of their ability and then may proceed to appeal as provided in Section 3.08.290 of the Placer County Personnel Code. Said Code refers to employee-employer relations. *(Refer to PCSO General Orders / PERS 4, Grievance Procedure.)*

8. **Reports and Appeals - Unlawful, Unjust, and Improper Orders**: A member receiving an unlawful, unjust, or improper order shall, at first opportunity, report in writing to the Sheriff through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. Extra-agency action regarding such an appeal shall be conducted through the Sheriff.
9. **Legal Opinions Requested**: Legal opinions may be obtained through County Counsel or the District Attorney’s Office. Formal legal opinions must be requested through the chain-of-command.

10. **Criticism of Orders**: Members in their official capacity shall not publicly criticize instructions or orders received by them from a superior officer or other lawful authority. Members who wish to criticize a Sheriff’s Office policy, procedure, or order may do so by going through proper channels within the organizational structure.

11. **Insubordination**: Failure or refusal of any member to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer, or his/her orders, whether in or out of his/her presence, to the extent that such ridicule affects the operations of the Sheriff’s Office, is also insubordination.

12. **Honesty in the Performance of Duty**: No member shall falsify any report, official record or official communication (oral, written, or electronic). Falsification of information shall include communications that are misleading; not completely and fully disclosed as is necessary to accurately describe the matter; or, information that is known to be untruthful; any of which affects the reliability of the communication presented.

E. **Use of Alcohol and/or Drugs**

1. **Consumption of Intoxicants**: Members shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that ability to perform duty is impaired. No intoxicants are to be consumed four hours prior to going on duty.

2. **Consumption of Drugs**: Members under the influence of prescription drugs and/or medication to the extent that their ability to perform said duty is impaired, shall not report for duty. They shall be excused from duty on sick leave after making proper notification to the Sheriff’s Office. Members shall not consume prescription drugs and/or medication while on duty to the extent that their ability to perform said duty is impaired.

3. **Intoxication**: Members and employees shall not, at any time, consume or be under the influence of alcohol and/or drugs while on duty.

4. **Chemical Tests**: A supervisor may order a subordinate to submit to a chemical test or tests of the member’s blood, breath, or urine. However, the supervisor must first be able to articulate visible signs of intoxication; such as, but not limited to, odor of an alcoholic beverage or the smell of cannabis, impaired speech, impaired motor coordination, and bloodshot eyes.
5. **Officer-In-Charge, Responsibility**: Any member reporting for duty who is intoxicated or unfit for duty because of emotional instability or physical disability, shall be relieved of duty by the officer-in-charge, and a written report submitted to the Commanding Officer by said officer-in-charge, setting forth the circumstances of the incident and a recommendation regarding possible disciplinary action if applicable.

6. **Intoxicants on Sheriff’s Office Premises**: Members shall not bring nor keep cannabis on the Sheriff’s Office premises at any time. Members shall not bring into nor keep any intoxicating liquor on Sheriff’s Office premises except:
   
a. When necessary in the performance of a Sheriff’s Office task or function.
   
b. Packaged goods for temporary storage in locker spaces when the seals are unbroken.

7. **Cannabis Possession**: The cultivation and possession of cannabis, even for medical use, is illegal under federal law [21 U.S.C. §§812 and 844(a)]. Sheriff’s Office members are prohibited from cultivating and possessing cannabis both on and off duty pursuant to this section.

F. **Courtesy**

1. **Courtesy to the Public**: Sheriff’s Office members will be courteous to the public and tactful in the performance of duties. Members will not use coarse, violent, profane or insolent language and will not express any prejudice concerning sex, race, religion, politics, national origin, or similar personal characteristics.

2. **Conduct Towards Superiors, Subordinates and Associates**: Members shall treat superior officers, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and in the presence of the public, members should be referred to by rank or title.

3. **Criticism of Others**: Members in their official capacity shall not publicly criticize or ridicule any official act of any member of the Sheriff’s Office or office of a city, county, state or federal government.

4. **Cooperation**: Cooperation between ranks and units of the Sheriff’s Office is essential for efficient operation. Therefore, all members are responsible for establishing and maintaining a high spirit of cooperation within the Sheriff’s Office and with other agencies.

5. **Questions Pertaining to Sheriff’s Office Procedures**: A Sheriff’s Office member receiving an inquiry pertaining to agency procedure will explain the procedure’s content and purpose, or refer the person making the inquiry to a Sheriff’s Office member having that information. However, members will not release any information pertaining to confidential or tactical procedures, and will advise the person making the inquiry of this restriction. When necessary, the member
receiving a question pertaining to confidential or tactical procedures may refer the person initiating the inquiry to the Office of the Sheriff.

6. **Board of Supervisors, Contact of**: When a Supervisor(s) contacts a Sheriff’s Office member concerning sensitive Sheriff’s Office business; i.e., confidential or tactical procedures, records, or personnel matters, the Supervisor will be referred to the officer-in-charge. If the officer-in-charge determines that the matter is particularly sensitive, the Supervisor will be referred to the Sheriff and/or Undersheriff. The Supervisor(s) will be treated with the utmost respect and courtesy during any contact with Sheriff’s Office members.

7. **Impartial Attitude**: All members must conduct themselves impartially toward all persons coming to the attention of the Sheriff’s Office. Violations of the law are against the people of the State of California, not against the individual officer. All citizens are guaranteed equal protection under the law. Exhibiting partiality for or against a person because of sex, race, creed, national origin, or influence is conduct unbecoming of an officer. Similarly, unwarranted interference in the private business of others when not in the interest of justice is also prohibited conduct.

8. **Supplying Identification**: Consistent with officer safety and protection of the public, Sheriff’s Office members, while acting in an official capacity, will supply their name, rank and position, and similar identifying information in a professional manner to any person who may inquire.

G. **Gratuities and Bribes**

1. Members will not accept a bribe or engage in any act of influence, extortion or other unlawful means of obtaining money or property through their position with the Sheriff’s Office.

2. Members will not accept, directly or indirectly, a fee, loan, reward or gift of any kind from any person in custody, discharged from custody, liable to arrest or complaint or from any friend or relative of such person.

3. Members, individually or collectively, will not solicit any reward for the performance of duties or seek or ask for a gratuity of any kind.

4. Members will not use their positions to seek favors or gratuities which would not ordinarily be accorded private persons.

5. Members shall not seek in anyway, nor shall they accept from any person, money or other compensation for damages sustained, or expenses incurred by them in the line of duty without first notifying the Sheriff in writing.
H. Illegal Political Activities

1. **Membership in Organizations:** No Sheriff’s Office member shall become a member or connected with any group, organization, or party whose purpose is the violent overthrow of the American government. No member shall be deprived of his or her constitutional or legal rights to join, participate in, or be connected with any legal organization whose purpose is to promote the racial, ethnic, religious, or political ideas and/or ideals of its members as long as such membership does not affect the performance and efficiency of the member while on duty.

2. **Political Campaigning:** On-duty members will refrain from engaging in activities related to political campaigning. Improper activities include, but are not limited to, engaging in campaign speeches; distribution of pamphlets; posting of campaign ads; willfully being photographed in uniform (on or off duty) with political candidates.

   Nothing in this policy precludes officers from working off duty, out of uniform, in a non-law enforcement capacity in support of or in opposition to any political campaign. Additionally, it does not preclude candidates from approaching employee groups for purposes of endorsement or, in fact, employee organizations endorsing specific candidates, propositions or measures.

I. County Property and Equipment

1. **County Property:** No property of the County of Placer shall be converted to private use or taken or removed for personal reasons.

2. **Sheriff’s Office Property and Equipment:** Members are responsible for the proper care of the Sheriff’s Office property and equipment assigned to them. Damaged or lost property may subject the responsible individual to disciplinary action.

3. **Damaged, Inoperative Property or Equipment:** Members shall immediately report to their commanding officer in writing any loss of or damage to Sheriff’s property assigned to their use or used by them. The immediate supervisor will be notified of any defects or hazardous conditions existing in any Sheriff’s Office equipment or property.

4. **Surrender of Sheriff’s Office Property:** Members are required to surrender all Sheriff’s Office property in their possession upon separation from the Sheriff’s Office.

5. **Transporting Citizens:** Citizens will not be transported in Sheriff’s Office vehicles unless necessary to accomplish an agency purpose. Authorization for such transportation will be made at the discretion of the officer-in-charge.
6. **Purchases:** No Sheriff’s Office purchases are to be made by any employee at any time without specific authorization of individual(s) responsible for purchasing. When authorized purchases are made, receipts and/or invoices will be obtained and turned in immediately to the payroll/accounting office for processing.

J. **Conduct Unbecoming of a Member of the Sheriff’s Office**

**Personal Conduct or Behavior:** A member’s conduct or behavior, either on or off duty, which is of such a nature that it causes discredit to the Sheriff’s Office or the County of Placer is conduct unbecoming of a member of the Sheriff’s Office. Such conduct or behavior is subject to disciplinary action.

K. **Other Prohibited Conduct**

1. **Assisting Criminals:** Members shall not communicate in any manner, directly or indirectly, any information that might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment, or enable them to dispose of, or secrete evidence of unlawful activity or money, merchandise, or other property unlawfully obtained.

2. **Compromising Criminal Cases:** Members shall not interfere with the proper administration of criminal justice. They shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur, or in the interest of justice, and shall not participate in, or be concerned with, any activity that might interfere with the process of law.

3. **Recommending Attorneys and Bail Bond Brokers:** Members shall not suggest, recommend, or advise or otherwise counsel the retention of any specific attorney or bail bond broker to any person coming to their attention as a result of law enforcement business, nor shall they display any advertising matter for any attorney or bail bond broker. This will include the display of calendars, matches, etc. In any case where such advice is given where a fee, gratuity, or reward is solicited, offered, or accepted from the attorney or bail bond broker, that action shall constitute gross misconduct subject to disciplinary action.

4. **Publicity:** Members shall not seek personal publicity in the course of their employment. Members shall not permit their names or photographs to be used to endorse any product or service that in any way is connected with official duties without the permission of the Sheriff. They shall not, without permission of the Sheriff, allow their names or photographs to be used in any commercial testimonial that alludes to their position or employment with the Sheriff’s Office. ALL requests for public appearances, speeches, demonstrations, etc., are to be directed through the Public Information Officer for assignment of appropriate personnel through the chain of command.
5. **Private Use of Sheriff’s Office Address:** Members and employees will not use the Sheriff’s Office as a mailing address for private purposes. The Sheriff’s Office address will not be used as the primary address on any motor vehicle registration or operator’s license.

6. **Social Conduct:**
   a. While on duty, Sheriff’s Office members will not:
      1. Encourage, suggest, offer, or accept sexual favors.
      2. Encourage, suggest, offer, or provide leniency in enforcement in return for sexual or social encounters.
      3. Encourage, suggest, offer, or perform any services in the line of duty in return for sexual or social encounters.
      4. Engage in sexual activity.
      5. Engage in any form of sexual harassment.
   b. While off-duty, members will not use their official law enforcement position to further any of the above activities.

7. **Gambling:** No member shall gamble while on duty.

8. **Neighborhood Disputes:** When on or off duty, Sheriff’s Office members will avoid becoming officially involved in quarrels or disputes occurring in their own neighborhoods, unless the incident involves an immediate threat to human life. In any event, members will give first consideration to their capacity to render an appropriate and adequate response before any action is taken.

9. **Use of County Network and Email:** Members should refrain from using the County computer network, including email, except for official County purposes. Members must obtain approval from their Division Commander prior to sending agency wide messages utilizing “SRF” feature.

10. **Association with Known Criminals:** Employees will not associate with persons whom they know, or reasonably should know, are convicted felons, are under criminal investigation, or are reputed to be involved in criminal activities, except as necessary for the performance of official duties, or when unavoidable due to geographic or familial proximity.

L. **Enforcement Activities**

1. **Use of Physical Force:** Malicious assaults or batteries committed by members in the performance of law enforcement duties constitute gross misconduct. The use of physical force shall be restricted to circumstances specified by law and when necessary to accomplish a law enforcement task or to overcome actual resistance.
2. **Custody of Prisoners**: Members charged with the custody of prisoners shall observe all laws and Sheriff’s Office polices, and subordinate unit orders regarding this activity. Prisoners shall be kept securely, treated firmly and humanely, and shall not be subjected to unreasonable restraint.

3. **Transportation of Prisoners**: All prisoners must be searched before being transported. If multiple prisoners are transported, additional personnel will be used if deemed necessary by the officer-in-charge.

4. **Arrests**: In making arrests, members shall strictly observe the laws of arrest and the following provisions. Only reasonable restraint to assure safe custody and the safety of the officer shall be employed.

   Arresting officers are responsible for the safety and protection of the arrested person while in their custody. If necessary, the arresting officer shall ensure that emergency medical care is provided. Arresting officers shall notify the custodial officer of any injury or apparent illness or other condition that indicates the arrested person may need special care.

   Arresting officers shall assist correctional staff, as needed, in booking a prisoner.

5. **Special Weapons**: No special weapon shall be used without specific authorization from the Sheriff, Undersheriff, Division Commander or officer-in-charge.

6. **Registering Equipment with the Sheriff’s Office**: Members are required to register with the Sheriff’s Office the description and serial number of all law enforcement equipment that may be utilized on or off duty; i.e., sidearms and handcuffs they may own or carry, or that is the property of the Sheriff’s Office.

7. **Official Records**: No official records will be destroyed by any member of the Sheriff’s Office, except as may have been provided by law.

8. **Reports and Bookings**: No member shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on the books, records, or register of the Sheriff’s Office.

9. **False Reports, Statements, Affidavits**: No member of the Sheriff’s Office shall knowingly and intentionally prepare, sign, and/or submit a false report, statement, or affidavit.

10. **Off-Duty Enforcement Action**: Prior to taking enforcement action, off-duty officers will give first consideration to causing the appropriate action to be effected by on-duty personnel from the law enforcement agency in which the activity occurs. Additionally, the Sheriff’s Office recognizes that off-duty officers cannot rely on the immediate assistance or application of law enforcement resources in the same capacity as while on-duty and, thus, does not expect officers to jeopardize
themselves or others by taking law enforcement action while off-duty. However, when action is considered necessary and consistent with the tactical situation, offense involved, or other factors as articulated by the involved officer, any law enforcement action taken will be governed by the same policies, procedures, rules and regulations that apply to on-duty personnel in a similar situation. When possible, an off-duty officer will utilize a Sheriff’s raid jacket or Sheriff’s tactical vest, or other authorized Sheriff’s uniform to be readily identified as a peace officer during any enforcement action.

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the watch commander as soon as practicable. The watch commander shall determine whether a report should be filed by the employee. Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested of as appropriate.

11. **Off-Duty Contact by Law Enforcement:** Any off-duty member involved in a law enforcement contact that results in any type of arrest or citation shall notify a supervisor as soon as practicable. Any off-duty member involved in a law enforcement contact that could constitute a violation of General Order COND 3 shall notify a supervisor as soon as practicable.

12. **Racial or Bias-based Profiling:** Racial or biased-based profiling is illegal and strictly prohibited. The inappropriate reliance on factors such as race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, disability, or similar identifiable group shall not be used as the basis for enforcement action, nor should such factors be used as the basis for providing differing levels of service.

However, it is not illegal to target suspected criminals based on articulable facts or their **conduct**. Nothing in this policy is intended to prohibit the consideration of factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause while conducting law enforcement duties (e.g., a suspect’s description in a reported crime includes a specific race, age, or other articulable factor.)
TITLE: INFORMATION MAINTENANCE AND RELEASE

EFFECTIVE: 01/01/2020

REFERENCE: Placer County Corrections Division Policy Manual Section 1-7, “Release of Information”

I. POLICY

The California Public Records Act (Government Code §6250, et seq.) provides that records created by a public agency shall be subject to inspection and release pursuant to request, with the exclusion of legal exemptions as set forth by statute. It is the policy of the Placer County Sheriff’s Office to provide information to the public that illuminates its operations and that also protects against disclosure of confidential information and other information that is exempt from disclosure by applicable laws. Members shall not release information except in compliance with this policy and law.

II. CUSTODIAN OF RECORDS

A. Custodians of Records shall be appointed by the Sheriff.

B. Custodians of Records are responsible for managing the retention, archiving, release, and destruction of Sheriff’s Office public records for their assigned division or area of responsibilities. These responsibilities include, but are not limited to:

1. Maintaining the Sheriff’s Office records retention schedule, including identifying division responsibility for the maintenance of original records.

2. Coordinating the destruction of records in accordance with the retention schedule.

3. Coordinating and tracking the lawful release of records in accordance with the Public Records Act. This includes:

   a. Establishing rules regarding the inspection and copying of Sheriff’s Office records as necessary for the production of records.
   b. Identifying records that are confidential and not for release.
   c. Tracking, responding, and processing of requests.
   d. Ensuring a current schedule of fees for the production of public records is maintained as allowed by law (Government Code §6253 (b).)
III. FORM OF REQUEST

A. Public Records Act requests may be made orally or in writing. Oral Public Records Act requests may be made in person or over the phone. Staff may ask that a Public Records Act request be made in writing to ensure its correct interpretation. Written Public Records Act requests may be made via letter, e-mail, etc.

IV. PROCEDURE

A. Any member of the Sheriff’s Office who receives a request for any records shall immediately route the request to their divisional Custodian of Records or their designee. The Custodian of Records may delegate the response and processing of requests to the appropriate division responsible for the maintenance of the original record.

B. Information to Be Released

1. Information shall be released in compliance with the Public Records Act and other applicable laws and legal decisions.

2. Government Code Section 6254(f) defines information which must be made public unless release of the information would endanger the safety of a person or the successful completion of an investigation.

3. When a record is not exempt, however contains material that is subject to restriction, the restricted material shall be redacted prior to release. Redaction may include the blacking out of information or the blurring or obscuring of images.

C. Public Disclosure and Inspection Procedure

1. Arrest and crime report information shall only be available subject to the limitations on disclosure under law and consistent with this policy.

2. Pursuant to Government Code Section 6253(c), upon receiving a request for information, the Sheriff’s Office will determine within ten (10) days whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency, and shall promptly notify the person making the request of the determination and the reasons therefor. If “unusual circumstances,” as defined in Government Code Section 6253(c) exist, an extension of fourteen (14) days is allowed to complete the determination.

3. Reports shall be reviewed by records personnel prior to public disclosure to determine whether a reason exists which specifically exempts the information from disclosure.
4. Records personnel who release information are responsible for the proper redaction of records prior to release.

5. A record shall be maintained with the original report of all such releases of information.

6. A fee from the current fee schedule shall be charged for release of report.

D. Release Restrictions

Examples of records and information the Placer County Sheriff's Office shall not release include:

1. Records that are protected from disclosure pursuant to federal or state law (Government Code §§ 6254(k)).

2. Personal identifying information, to include photographs and other identifying information such as driver license or social security numbers, addresses, and telephone numbers except where required by law or to carry out a legitimate law enforcement purpose (Government Code §§ 6254(f), 6254.29, 6255).

3. Records related to juvenile arrestees, detainees or suspects (under 18 years of age) (Welfare and Institutions Code §§ 827, 827.9 and § 831).

4. Victim information of any crime defined by Penal Code § 293 or victims of human trafficking (Penal Code § 841.5), and certain reports involving child abuse and molestation (Penal Code § 11167.5), or elder and dependent abuse (Welfare and Institutions Code § 15633).

5. Information provided by or regarding confidential Informants (Government Code § 6254(f); Evidence Code 1041).

6. Medical, mental health disability information, including information related to individuals taken into custody per 5150 Welfare and Institutions Code and jail health records (Government Code § 6254(c); Welfare and Institutions Code § 5328 and §5350); Civil Code § 56 [California Confidentiality of Medical Information Act].

6. Criminal Offender Record Information including information received from California Law Enforcement Telecommunications System (CLETS) and other automated systems. Any information received via CLETS or other automated system is restricted to law enforcement agencies pursuant to Government Code Sections, and Section 1.5.3 of CLETS Policies and Procedures.
7. Information that may endanger the safety of any person, including law enforcement personnel. (Government Code § 6254(f)).

8. Information that may disclose investigative techniques and/or procedures (Government Code § 6254(f)).

9. Information that may jeopardize an investigation, related investigation or law enforcement proceedings. (Government Code § 6254(f)).

10. Any portion of a report which reflects the analysis, recommendation or conclusion of the investigating officer. (Government Code § 6254(f)). (This excludes traffic accident reports per California Vehicle Code § 20015.)

   a. Confidential information provided by a confidential source.
   b. Information that may disclose investigative techniques and/or procedures.

12. Preliminary drafts, notes, or memoranda which are not retained in the ordinary course of business. (Government Code § 6254(a)).

13. Records pertaining to pending litigation to which the public agency is a party until litigation is adjudicated or otherwise settled (Government Code § 6254(b)).

14. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of privacy. (Government Code § 6254(c)).

   a. Requests for records of this type and matters of policy shall be referred to the Sheriff or his designee for review and release in accordance with General Order COND 8, “Personnel Investigation.”
   b. Per Penal Code § 832.7, peace officer personnel records are confidential and shall not be disclosed in any criminal or civil proceeding except by discovery pursuant to Evidence Code Section 1043 (Pitchess Motion), or pursuant to the exceptions defined in Penal Code § 832.7 (b) or, in the case where an employee makes false statements to the press regarding disciplinary action per Penal Code § 832.7(d).

15. Records pertaining to pending litigation to which the Sheriff’s Office or an employee or former employee is a party shall not be released and all inquiries will be referred to County Counsel. These records may be released only when the litigation or claims have been finally adjudicated or otherwise settled and the County Counsel has approved the release.
16. Coroner reports involving deaths of minors under the age of 18 and photographs or video recordings of the body of any deceased person taken at the scene of death or during the course of the post mortem examination or autopsy. (California Code of Civil Procedure §129 & §130)
   
   a. In cases involving death, the decedent's name will not be released until the next of kin has been notified and clearance obtained from the Coroner’s Office.
   
   b. Fetal death reports may be released only to the mother or father listed on the report upon approval from the Coroner and proof of identification.
   
   c. Contents of suicide notes will not be released, but the existence of a suicidal note may be acknowledged.

17. Traffic collision reports and supplemental reports are confidential and are subject to release only to the driver or drivers involved, any person injured in the accident, owners of the vehicles or property involved, and their authorized representatives. The entire contents of the report can be released to the California Highway Patrol and Department of Motor Vehicles (California Vehicle Code §20012.)

18. Licensing files are those gathered in fulfillment of licensing responsibilities as established by statutes and ordinances. Examples of licensing files are concealed weapons permits, secondhand dealer licenses, alarm permits, masseuse permits, etc. These files contain personal and financial data necessary to determine if a license or permit is to be granted. Access to data containing statements of personal or financial information in licensing files is exempt from public inspection under Government Code §6254(n).

19. Information contained in applications for licenses to carry firearms that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of members of their family. (Government Code §6254(u).)

20. Registration files are those files created when a subject reports for registration under Penal Code Section 290 (sex offender), Health and Safety Section 11590 (drug offender), and Penal Code Section 457.1 (arson offender). These files contain criminal offender record information (CORI), and therefore, they are only subject to release under the requirements outlined in the DOJ Manual regarding the release of CORI.

21. These exemptions do not purport to cover every situation or subject on which questions may arise.
E. **Discretionary Release of Information**: Exceptions may be made to the Exemptions to Release of Information, when not prohibited by law, on a case by case basis and when the release of information will:

1. Aid in an investigation.
2. Assist in the arrest of a suspect.
3. Warn the public of danger.

F. **Conditional Release of Information**

Injury Releases - In cases involving serious injury, the victim's name will not be released until the next of kin has been notified.

G. **Other Regulations Regarding Information and Information Systems**

1. **Information On Operations**: Members will not release to anyone information which may delay an arrest, aid a person to escape, destroy evidence, or remove stolen or embezzled goods, or which may in any other way hinder the effective performance of law enforcement responsibilities.

2. **Multi-jurisdiction Investigations and Assisting Other Agencies**: Requests involving records produced by other agencies will be referred to the agency with primary jurisdiction.

2. **Private Use of Sheriff’s Office Information**: Members are prohibited from using confidential or official information to advance the financial or other private interest of themselves or others.

3. **Unauthorized Use of Sheriff’s Office Information**: No member shall release any information obtained from any automated system or official bulletin except as provided for by Sheriff’s Office policy and by law.
TITLE: DUTY TO SUPERVISE

EFFECTIVE: 01/01/2020

I. POLICY

Quality supervision can show positive effects in the operation of the organization, in the protection from unnecessary liability, and in the building of public trust.

High morale, confidence in the organization, and efficient discipline are interdependent qualities characteristic of a well-managed and properly supervised organization. Members in ranking and supervisory positions must effectively direct personnel and resources toward achieving the mission of the Sheriff’s Office. Likewise, supervisors must recognize when personnel and resources have strayed from acceptable law enforcement practices or from the Core Values of the Sheriff’s Office. Supervisors must take action to correct these problems and inform superiors before they become injurious to the public or the organization.

The misapplication of law enforcement procedures and the resulting damage claims continue to be popular liability and constitutional issues, exposing already strained county treasuries to additional risk. Supervisors will protect themselves and the County from liability by enforcing organizational rules and regulations, and by promoting sound law enforcement practices.

Public trust in the Placer County Sheriff’s Office is also at issue when the community senses disorder and lack of control within the ranks of law enforcement officers. Supervisors and managers must not stand silent when a member engages in conduct that impugns the credibility and honesty of the profession.

II. STANDARDS OF SUPERVISION

Supervisory and management personnel will:

A. Through routine inspection of the conduct, performance, and work product of their subordinates, ensure conformance with the standards, policies and procedures of the Sheriff’s Office.

B. Respond to and supervise critical or unusual incidents to direct and control resources for efficient and proper resolution of the situation.

C. Recognize deficiencies in performance and misconduct by subordinates and initiate or effect appropriate corrective action.
D. Report incidents of misconduct by any member of the Sheriff’s Office, contractor, or volunteer to a superior within the same division. If a superior in the division in unavailable, the misconduct can be reported to a supervisor/manager in another division.

E. Continually monitor subordinates’ actions and assignments as is necessary to deliver the most competent and efficient service to the community.

F. Take affirmative action to maintain a non-hostile working environment free of discrimination by reason of race, religion or religious creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by Federal, State or local law or ordinance.
I. PURPOSE

Because law enforcement is a 24-hour, seven-day-a-week public service, and because of its nature, no other public service comes in to view as often, nor is under such scrutiny as we are. To a vast majority of people, the law enforcement officer is the representative who personifies the government. It is imperative, therefore, that we present the best possible image, not only in conduct, but also in appearance.

The provisions set forth in this Order establish guidelines for the dress of on-duty uniform and plain-clothes personnel of the Placer County Sheriff’s Office. All members of the Sheriff’s Office are expected to adhere to the provisions set forth herein.

II. UNIFORM CONDITION

A. A uniform includes everything being worn by the employee, including a hat, jacket, boots and shoes.
B. All Sheriff’s Office employees shall maintain their uniform in a standard that projects professionalism and reflects integrity upon our organization.
C. Uniforms shall present a professional appearance, be well-tailored, and free of wrinkles.
D. Uniforms shall not have holes, rips, stains, or possess any fraying and be free of excessive fading.
   1. All embroidering and patches shall be free of conditions mentioned above and shall not give the appearance of being worn.
   2. All cloth patches shall be the most recent patch design.
E. Boots shall be shined and polished regularly and not be dirty, dull or excessively worn.
F. Uniform inspections shall be performed regularly by supervisors.
G. When a uniform presents any of the above-listed conditions, the employee shall retire it.
   1. If an employee neglects to retire a uniform, it shall be the responsibility of the supervisor to address an employee failing to adhere to the aforementioned uniform standards.

III. UNIFORMED PERSONNEL

There are four classes of uniforms to be worn by uniformed personnel, as defined below.

A. CLASS A AND CLASS A FORMAL: The “Class A” and “Class A Formal” uniform shall be comprised of the following clothing items:
1. **Shirt** – Long sleeve shirt manufactured by “Flying Cross,” dark green color (Border Patrol style), with military creasing and gold-colored “Eureka” California buttons on epaulets and pocket flaps.
   a. The shirt shall be worn complete with the Agency issued badge, name tag, shoulder patches, and rank insignia, as outlined in COND 6, Section III, Subsections J-P. Employees may wear ribbon acknowledgements, as outlined in PERS 6.
   b. Collar stays should be used when necessary to keep the collar in place.
   c. The shirt is to be properly tailored and tucked in tightly in the trousers, so as to prevent an excessive bloused effect. The use of shirt stays is recommended.

2. **Pants** – Trousers shall be wool or wool blend, manufactured by Fecheimer or Horace Small, dark green in color. The waistband must be 1-3/4 inches to 2 inches in width and have seven keystone belt loops, 2 inches in length. The legs are to be plain bottom with no cuffs. The width at the bottom of the leg is to be no less than 16 inches and no more than 20 inches.

3. **Shoes** – Boots or shoes shall be black leather, or equivalent. Footwear shall be highly polished. Corfam shoes may be worn in lieu of leather.

4. **Campaign Hat** – Shall be the Stratton Campaign Style Felt Hat F40 Olive Drab in color with standard ribbon color, with gold hat cord, and a black in color 3-Piece Leather Strap, which will be worn behind the head to allow the hat to tip slightly forward. Hat badge to be approved type and provided by the Sheriff’s Office, and affixed to the front of the campaign hat utilizing the predesignated hole.
   a. Exception: The campaign hat is not required for the correctional officer “Class A” uniform. Campaign hats may be provided at the discretion of the Corrections Commanders.
   b. In inclement weather, a clear or opaque plastic rain cover may be placed over the campaign hat.
   i. The S-40 DB Stratton (straw) is approved for spring and summer months, in OD green. Straw style shall be provided by employee.

5. **Tie** – Shall be black in color, clip on style with four-in-hand or small Windsor knot, 3-1/2 inches at its widest point. The tie shall be worn in all cases where the Ike jacket is worn. The tie holder shall be the plain bar type with the facsimile of PCSO badge and patch issued by the Sheriff’s Office. Tie holder shall be placed along the center of the tie, even with the bottom flap of the pocket.

6. **Duty Belt** – Shall be black leather basket weave or black synthetic basket weave composite, “Sam Browne” style, with brass buckle. Holster shall be the Blackhawk Serpa Level III in basket weave, Safariland ALS Model Level III 070; the Safariland ALS Model Level III is an acceptable variation for a light mounted on the duty weapon. All metal accessories shall be brass plated. Handcuffs shall be silver or
black in color. A “Class A” duty belt shall consist of belt, holster, handcuff case, 
 magazine pouch, and four belt keepers with brass snaps. Cuff case, magazine 
 pouch, belt keepers and holster are to be same quality and design.

a. Correctional officers shall wear a black leather basket weave under belt with 
 brass buckle. Nothing shall adorn the belt.

7. **Ike Jacket** – For employees ranked Sergeant and above. Purchase of the Ike jacket 
 shall be the responsibility of the employee and is worn as required at the direction 
 of the Sheriff (event specific). The Ike jacket shall be Highway Patrol type 13507- 
 #168 in forest green, with front fastened by heavy-duty zipper. The bottom of the 
 jacket shall fall within ½” of the belt line. One black piping stripe on sleeve with 
 gold background, with bottom portion of stripe being 3 inches from bottom of the 
 sleeve. The jacket shall be worn complete with the Agency issued badge, name 
 tag, shoulder patches, and rank insignia, as outlined in COND 6, Section III, 
 Subsections J-P.

a. Any time the Ike jacket is worn, a long sleeve shirt and tie shall also be worn. 
b. When wearing the Ike jacket, duty belt shall be black leather or black synthetic 
 basket weave composite, “Sam Browne” style, with brass buckle. Holster shall 
 be the Blackhawk Serpa Level III or the Safariland ALS Model III 070 in basket 
 weave. No other gear should adorn the belt.

8. **Foul Weather Jacket** - Rain jacket shall be full length, in OD green. Rain jacket shall 
 be fitted with soft badge, patches, and optional Sheriff gold colored heat tape on 
 the back consistent with size of the 5.11 Tactical 4-in-1 foul weather jacket. The 
 rain jacket shall only be worn when raining.

9. The **“Class A Formal”** uniform is appropriate for a funeral or other special event 
 identified by command staff and shall include these additional items:

a. Ike jacket for employees ranked Sergeant and above.
b. White dress gloves.
c. Ribbon bar (optional per PERS 6), medals, and special team pins (optional per 
 PERS 6).

10. All Uniformed personnel shall maintain a “Class A” uniform.

B. **CLASS B**: The “Class B” uniform shall be comprised of the following clothing items; reference further sections for hat, belt, footwear and jacket options for use with this 
 uniform:

1. **Shirt** – Long or short sleeve shirt manufactured by “Flying Cross,” dark green color 
 (Border Patrol style), with military creasing, pleated pockets on the short sleeve 
 option, and gold-colored “Eureka” California buttons on epaulets and pocket 
 flaps.

a. The shirt shall be worn complete with the Agency issued badge, name tag, 
 shoulder patches, and rank insignia, as outlined in COND 6, Section III,
Subsections J-P. Employees may wear the ribbon acknowledgements, as outlined in PERS 6. Collar stays should be used when necessary to keep the collar in place.

b. The shirt is to be properly tailored and tucked in tightly in the trousers, so as to prevent an excessive bloused effect. The use of shirt stays is recommended.

c. Only the top button may be unbuttoned.

2. **Pants** – Trousers shall be manufactured by Fecheimer or Horace Small, any weight (polyester or wool blend woven fabric), dark green in color. The waistband must be 1-3/4 inches to 2 inches in width and have seven keystone belt loops, 2 inches in length. The legs are to be plain bottom with no cuffs. The width at the bottom of the leg is to be no less than 16 inches and no more than 20 inches

C. **CLASS C:** The “Class C” uniform includes the Utility Uniform and Jumpsuits; reference further sections for hat, belt, footwear and jacket options for use with this uniform.

1. **Utility Uniform** – Is authorized as an alternative uniform for use by deputies and correctional officers. The Utility Uniform shirt and trousers are to be worn together and are not interchangeable with other Sheriff’s Office uniforms. The use of the Utility Uniform does not relieve the Sheriff’s Office member of properly maintaining this and a “Class A” uniform, in a clean and neat fashion.

   a. Short or long sleeve shirts may be worn with the matching trousers. Pants shall be plain bottom, with no cuffs. Blousing of the pant leg is not allowed unless specific to a mission or dictated by officer safety. Shirts shall be worn complete with the Agency issued badge, name tag or embroidery, shoulder patches, and rank insignia, as outlined in COND 6, Section III, Subsections J-P.

   b. **Utility Uniform Options:**

      i. **5.11 Tactical TDU and Taclite TDU:**
         a. **Shirts** – In TDU Green, color code 190:
            • Tactical TDU style #72002
            • Taclite TDU style #71339 (short sleeve)
            • Taclite TDU style #72054 (long sleeve)
         b. **Pants** – In TDU Green, color code 190:
            • Tactical TDU style #74003 (Rip Stop)
            • Taclite TDU style #74280
            • Women’s TDU Pant Style #64359
         c. It should be noted the Tactical TDU and Taclite TDU are interchangeable and may be worn together or separately.
ii. 5.11 Stryke:
   (a) **Shirt** – In TDU Green, color code 190. Epaulettes shall be sewn to the shoulders of the shirt:
       • Style #72399 (long sleeve)
       • Style #71354 (short sleeve)
   (b) **Pants** – In TDU Green, color code 190:
       • Style #74369
       • Style #64386 (women’s cut)
   (c) The Stryke uniform shall not be worn with the 5.11 Tactical TDU or Taclite TDU.

iii. Blauer B.DU ARMORSKIN:
   (a) **Vest** – In OD Green, Style #8780 - B.DU™ ARMORSKIN:
       • The bottom of the carrier shall be within 1/2 inch above the duty belt.
       • Agency issued body armor shall be worn as directed by the manufacturer, to ensure the warranty is not voided. Do not remove the ballistic panels from the designed carrier.
   (b) **Vest Undershirts** – In OD Green:
       • SS B.DU™ ARMORSKIN Style #8782 (short sleeve)
       • LS B.DU™ ARMORSKIN Style #8781 (long sleeve)
   (c) **Shirt** – In OD Green: The following shirts are to be worn when not wearing the vest carrier or vest undershirt as part of the Blauer Uniform option:
       • SS B.DU™ Tactical Shirt Style #8740 (short sleeve)
       • SS B.DU™ Tactical Shirt Style #8730W (short sleeve women’s cut)
       • SS TENX™ B.DU Style #8741 (short sleeve)
       • LS B.DU™ Tactical Shirt Style #8730 (long sleeve)
       • LS B.DU™ Tactical Shirt Style #8730W (long sleeve women’s cut)
       • LS TENX™ B.DU Style #8731 (long sleeve)
   (d) **Pant** – In OD Green:
       • B.DU™ Tactical Pant Style #8830
       • B.DU™ Tactical Pant Style #8830W (women’s cut)
       • TENX™ B.DU Pant Style #8831
   (e) **Optional Suspension System** - ARMORSKIN® Suspension System, Style #: 174-1, Color: Black
       • The suspension system shall be worn as designed under the vest.
   (f) **Uniform Requirements**:
       • The B.DU ARMORSKIN system is a versatile uniform, which provides a balance of comfort and utility. In complying with this policy, employees will take special care to prevent each layer of this uniform from fading differently from one another. At no point should a shirt, pant or vest be of a different color due to fading.
• The vest and vest undershirt shall be worn together. Both vest and undershirt shall be embroidered with the employee’s name. As of January 2021, the current shoulder patch shall be sewn to the sleeves of the undershirt (COND 6, Section III, Subsection L-M).

• This uniform allows the wearer to remove the outer vest. At no point should an employee remove the outer vest when it is not safe to do so. Employees shall arrive to briefing fully dressed, with the vest on. Employees shall don the vest if moving about within a secured facility, as opposed to carrying the vest with them. The vest must be kept within arm’s reach at all times, for quick donning should an emergency arise. The vest may be removed under the following conditions:
  o While at a report writing station.
  o For a short period of time within a secured portion of a facility (AJC, SPS, AMJ, SPJ, substations, etc.) or office with no inmate or public contact, for the purpose of cooling.
  o In a custodial setting, the vest may only be removed in an area in which no inmate may access, e.g.: secured housing unit, report writing, staff dining, briefing or administration area, etc. Under no circumstances will a vest be removed in a housing area, or in an area which an inmate has access.

2. **Jumpsuit (Corrections Division Only):** The jumpsuit is optional wear for sworn deputies, correctional officers, assistant deputies, and reserve personnel working in a correctional setting.
   a. **Jumpsuit** – Shall be the C.D.C.R. Olive Drab green, Milliken Mill, Style #2125, Finish #1980, Color #2972 or the Elbeco Transcon C.D.C.R. Utility Jumpsuit in OD green. Available in long or short sleeve styles; the sleeves of the short sleeve jumpsuit shall end one inch below the pencil pocket.
   b. **Insignia** – The shirt shall be worn complete with the Agency issued badge, name tag or embroidery, shoulder patches, and rank insignia, as outlined in COND 6, Section III, Subsections J-P.
      i. If using the name tape it shall be sewn above the right chest pocket, with the right end at the upper right corner of the slanted pocket, and the left end approximately 3-1/4 inches above the left corner of the pocket.
      ii. Rank insignia shall be worn appropriate for specific rank.
   c. **Accessory Equipment** – The authorized belt shall be worn along with equipment carriers, holsters, footwear and other accessories as authorized for standard uniform wear.
d. **Use/Wear**
   
i. Jumpsuits will not be worn to court or off of corrections property.

   "jumpsuits will not be worn to court or off of corrections property."

   "An appropriate and complete standard uniform shall be kept immediately available to personnel who choose to wear jumpsuits on duty, in case a change of assignment requires a uniform change."

   "Jumpsuits will not be worn bloused in a military fashion. They will be worn loose in the same fashion as uniform pants."

D. **Hat Options: (For use with “Class B” and “Class C” Uniforms)**

1. **Campaign Hat** – Shall be the Stratton Campaign Style Felt Hat F40, Olive Drab in color with standard ribbon color, with gold hat cord, and a black in color 3-Piece Leather Strap, which will be worn behind the head to allow the hat to tip slightly forward. Hat badge to be approved type and provided by the Sheriff’s Office, and affixed to the front of the campaign hat utilizing the predesignated hole. In inclement weather, a clear or opaque plastic rain cover may be placed over the campaign hat.
   
   a. The felt campaign hat is not authorized for use while wearing a “Class C” uniform.

   b. The S-40 DB Stratton (straw) is approved for spring and summer months, in OD green. Straw style shall be provided by employee. The straw hat is authorized for use while wearing a “Class C” uniform.

2. **Blauer Artic Trooper Style Cap** – Shall be dark green or black in color, with green or black fur-lined earflaps with Sheriff’s approved hat badge.

3. **Baseball Style Cap** – Can be any 6-panel brand baseball cap, black in color, in any style that allows for professional embroidery; no leather is permitted. The lettering on the cap is embroidered with Madeira yellow thread, color number 1971, Helvetica style type, and is centered with the bill as follows:
   
   a. “Placer County” - 8 mm in a 60 degree arc.

   b. “Sheriff” – 14 mm and parallel to the bill. The word "Sheriff" is 3/4" above the seam of the cap and the bill and below "Placer County".

   The bottom arc of Placer County is 1-7/8 inch from the seam of the cap bill.

   c. Last name on back rim, 3/8” in size. Use of first initial at the discretion of the employee.

   d. Optional Flag – Centered above left ear, ¾” above the edge of the cap. Madeira yellow thread, color number 1971. Flag shall face union forward and measure 1.5” x .819”.
4. **Boonie Hat**
   a. The Boonie Hat shall be the 5-11 Brand 89422 Boonie, TDU Green 190.
   b. This option is authorized for Patrol and Special Teams only. It is to be worn while on assignment out of a covered area and performing duties such as:
      i. Prolonged traffic control;
      ii. Fixed post position on a perimeter;
      iii. Road closure;
      iv. Static fixed post position anticipated to be longer than one hour;
      v. Incident Command duties;
      vi. Outdoor searches during inclement weather or in direct sunlight over 80 degrees Fahrenheit;
      vii. This hat is not to be worn as a daily uniform hat while on patrol.
   c. The hat is to be embroidered, using Madeira Polyneon 40 thread, Color #1971 as follows:
      i. “SHERIFF” in 14mm Helvetica font
      ii. Placement of SHERIFF to be 3/8” above hat webbing, and centered on front of hat.
      iii. Last name, in all capital letters embroidered on back of hat 3/8” above hat webbing, using .375 mm Helvetica font. Use of first initial at the discretion of the employee.

5. **Watch Cap (Beanie)**
   a. The watch cap shall be the 5-11 Brand 89250 Watch Cap, black 019.
   b. This option may be worn with “Class C” uniforms or while wearing Sheriff’s Office T-shirt or BDU Blauer ARMORSKIN shirt and ballistic vest.
   c. When worn, the hat should not cover any portion of the eyebrows.
   d. The hat is to be embroidered, using Madeira Polyneon 40 thread, Color #1971 as follows:
      i. “Placer County” – 8mm
      ii. “SHERIFF” in 14mm Helvetica font
      iii. Placement of SHERIFF to be 3/8” above lower hat edge and centered on front of hat.
      iv. Last name, in all capital letters embroidered on back of hat 3/8” above hat edge, using .375 mm Helvetica font. Use of first initial at the discretion of the employee.

E. **Duty Belt Options: (For use with “Class B” and “Class C” Uniforms)**

Nylon and basket weave shall not be worn together on a duty belt and all equipment shall match in material. MOLLE style gear shall not be worn on the duty belt.
1. **Basket Weave** – Shall be black leather or black synthetic basket weave composite, “Sam Browne” style. Cuff case, magazine pouch, holster, belt keepers, key ring, baton ring are to be same quality and design. Holster shall be basket weave. Employees may use the Blackhawk Serpa Level II, the Safariland ALS Model Level III, 070 holster of nylon or polymer construction or other holsters as approved by the training division. All metal accessories shall be brass plated or matte black. Handcuffs shall be silver or black in color.

2. **Nylon** – The wearing of a nylon duty belt and gear is allowed for use with the Class B, Class C and Jumpsuit only. However, this is optional equipment and will not be provided by the Sheriff’s Office. The nylon belt and gear will be black in color. The holster, cuff case, magazine pouch, key ring, baton ring and belt keepers will be of the same quality and design as the belt. Holster will be of nylon or polymer construction, or the Sheriff’s Office issued holster (basket weave). Either a type 070 holster of nylon or polymer construction or the Sheriff’s Office Blackhawk or Safariland issued holster (basket weave) may be worn with the nylon belt. The following are the only acceptable brands of nylon gear:
   a. Bianchi Accumold or PatrolTek duty gear
   b. Safariland duty gear
   c. Nylok duty gear
   d. Cordura duty gear
   e. Or as approved by the training division.

3. **Gun Holster** – Shall be black in color. The following are the only acceptable gun holster options:
   a. Blackhawk Serpa Level II or III
   b. Safariland ALS/SLS Model Level II or III
   c. Or as approved by the administration
   d. The Safariland Model 6004-25 Single Strap Leg Shroud with Drop Flex Adapter (DFA) is authorized for use with any of the approved holsters. The leg strap for the holster shall be foliage green in color as of January 2020.

F. **Jacket Options: (For use with “Class B” and “Class C” Uniforms)**

Jackets and rain gear are to be provided by the employee. Jackets shall display the appropriate rank insignia and shall be worn complete with the Agency issued badge or cloth badge, name tag or embroidery, shoulder patches, and rank insignia, as outlined in COND 6, Section III, Subsections J-P.

The back Sheriff panel must be displayed when part of an entry team, search or arrest warrant, crowd control, in presence of the media, and command post operations. All approved jackets that do not come equipped with a back panel and are going to be identified with optional Sheriff identification heat tape and must have gold lettering 4” in size.
1. **Foul Weather Jacket:**
   a. **5.11 Tactical 4-in-1 Patrol Jacket:** Style #48027, Sheriff Green (890).
      i. The inner liner of this jacket shall not be worn separately from the outer liner.
   b. **5.11 Valiant Duty Jacket:** Style #48153, Sheriff Green (890).
      i. The inner liner of this jacket may be worn separately from the outer liner.
         To be worn separately, the inner liner must be embroidered and patched, per the above specifications.
      ii. Wearing the liner as a vest is not authorized. Removing the liner sleeves is authorized if the liner is zipped into the outer shell.

2. **Windbreaker** – 5.11 Packable Jacket Style #48035, Sheriff Green (890).

3. **Lightweight**
   a. **5.11 Valiant Softshell Jacket Style #48167:** Sheriff Green (890) in color.
   b. **Condor Alpha Micro Fleece Jacket 601:** Olive Drab in color.

4. **Rain Jacket/Pants**
   a. **Jacket** – Rain jacket shall be full length, in OD green. Rain jacket shall be fitted with soft badge, patches, and optional Sheriff gold colored heat tape on the back consistent with size of the 5.11 Tactical 4-in-1 foul weather jacket.
   b. **Pants** – Rain pants shall be flat black in color, any brand chosen by the employee. Leather pants are not authorized. External suspenders are not authorized.

5. Individual units and divisions may denote their unit or division underneath the optional “Sheriff” gold colored heat tape, e.g. Field Operations, Corrections, and Investigations. Unit or division shall be 2-7/8" tall. All requests shall be approved by the division commander.

G. **SHOES, SOCKS AND UNDERSHIRTS**
1. **Shoes** – Leather or faux leather Boots or shoes shall be a smooth finish to accept high polish and be solid black in color. No type of ornamentation shall be permitted. Lace style shoes may be worn provided they are center-laced.
   a. **Solid black, athletic, tactical shoes, or boots (non-polishable)** are approved for use in correctional jail facilities only.
      i. These boots or shoes shall only be worn when there is no contact with the public.
      ii. If assigned to transportation, work project, hospital guard duty or assignments which would take the employee outside and that could have contact with the public, a boot capable of taking polish shall be worn.
      iii. No Converse Chuck Taylor or similar styled shoes are authorized to be worn with any department approved uniform. If there is a concern over an acceptable style of athletic shoes, seek clarity for approval with the uniform committee chairperson.
2. **Socks** – Shall be solid black in color. A white sock may be worn provided that none of the white or skin shows when worn with low-cut shoes. Exposure includes either standing or sitting. No type of ornamentation shall be permitted.

3. **Undershirts** – Shall not be visible when worn under the “Class A” uniform shirt. When the “Class C” or the “Class B” uniform shirt is worn, any undershirt that may be visible shall be black in color, with either the standard round or "V" neck style. Visible portions of an undershirt shall be clean and free of design logos, stains, holes, or other obvious signs of wear.

### H. SWEATER
Shall be the Blauer V-neck wool sweater, Style 200, OD Green, (British SAS) with badge holder and epaulets. Insignia designating rank shall be pinned to the epaulets, including sergeant chevron pins; cloth chevrons will not be sewn to the sleeves. P.C.S.O. shoulder patches shall be attached to sleeves as specified for the uniform shirt. The sweater may be worn over the uniform shirt or black turtleneck. The sweater is optional dress for all sworn personnel and uniformed professional staff. No other pins should be attached to the sweater.

### I. TURTLENECK
A plain black turtleneck may be worn underneath the long sleeve uniform shirt or sweater. The turtleneck must be free of designs or logos.

### J. BADGE
All uniformed deputies shall wear the official seven point gold star badge issued to them. It shall be worn attached to the badge holder provided on their uniform and shall be clearly visible at all times. Cloth badges are authorized to be worn on the jumpsuit, the snowsuit, and all jackets, with the exception of the Ike jacket, which requires the issued badge. K9 deputies may wear a cloth patch on the “Class C” uniform.

### K. CLOTH BADGE
The following is the information regarding thread brand and color number for the cloth badge. The thread brand to be used is: Madeira PolyNeon 40.
COND 6 – Uniform and Equipment Regulations and Specifications
12
1. The Inner Seal (California Seal) is sewn with the following colors:

<table>
<thead>
<tr>
<th>THREAD</th>
<th>COLOR #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sky</td>
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</tr>
<tr>
<td>Water</td>
<td>1960</td>
</tr>
<tr>
<td>Grass</td>
<td>1648</td>
</tr>
<tr>
<td>Hills / Rocks</td>
<td>1906</td>
</tr>
<tr>
<td>Ship Masts and Bottoms</td>
<td>1665</td>
</tr>
<tr>
<td>Ship Sails</td>
<td>1804</td>
</tr>
<tr>
<td>Sunset and Rays</td>
<td>1899</td>
</tr>
<tr>
<td>Outer Garment Top</td>
<td>1899</td>
</tr>
<tr>
<td>Breastplate</td>
<td>1772</td>
</tr>
<tr>
<td>Garment Bottom</td>
<td>1963</td>
</tr>
<tr>
<td>Headdress</td>
<td>1772</td>
</tr>
<tr>
<td>Gold Miner Top</td>
<td>1899</td>
</tr>
<tr>
<td>Gold Miner Pants</td>
<td>1963</td>
</tr>
<tr>
<td>All Flesh</td>
<td>1853</td>
</tr>
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<td>1665</td>
</tr>
<tr>
<td>Spear Top</td>
<td>1772</td>
</tr>
<tr>
<td>Text “EUREKA”</td>
<td>1665</td>
</tr>
<tr>
<td>Outlined Areas</td>
<td>1665</td>
</tr>
</tbody>
</table>

2. The balance of the design is as follows:
   a. Background of the badge/star to be sewn in Madeira PolyNeon 40 #1902.
   b. Inner ring text of “CORONER” “MARSHAL” and “PLACER COUNTY” to be sewn in Madeira PolyNeon 40 #1971.
   c. Outline of the badge, detail of star points, banner holding “SHERIFF” and banner holding “1851” to be sewn in Madeira PolyNeon # 1971.

3. Employees wishing to have the badge embroidered can contact the Training Unit for the digitized file.

4. The cloth badge may be sewn (patch style) or embroidered on to the authorized uniform item.

L. NAME TAG

1. Uniformed members are required to wear their name tag on their shirt centered on the right pocket at all times when in uniform. The name tag will be gold in color and display the employee’s last name and either first initial or first name.

2. A cloth name tape is authorized for jumpsuits, foul weather jackets, windbreakers or snowsuits. The name tape will be OD green with Madeira #1971 gold thread in Helvetica style type, 3/8” in height. The tape will display the employee’s last name; use of the employee’s first initial is optional.
   a. Employees may embroider their name in lieu of name tape. The employee’s last name will be embroidered using Madeira #1971 gold thread in Helvetica style type, 3/8” in height; use of the employee’s first initial is optional.
M. **SHOULDER PATCH**
As of 2021 the current Placer County Sheriff’s shoulder patch is to be centered on the shoulder of the uniform shirt and jacket with the top of the patch one-inch below the shoulder seam.

N. **RANK INSIGNIA**
The insignia to designate the official rank of the various positions in the Sheriff's Office are as follows:
1. **Sheriff** – four (4) gold stars.
   a. Shirt: Four stars shall be worn in a linear configuration on each side of the shirt collar. The stars shall be centered between the top and bottom edge of the collar, and the center of the front star shall be three quarters of an inch from the front edge of the collar.
   b. Jacket or Outside Garments: Four stars shall be worn on each shoulder of the jacket or other outside garment where insignia is required.
2. **Undersheriff** – two (2) gold stars. Shall be worn on the shirt collar and shoulders of the jacket following the guideline outlined for the Sheriff.
3. **Assistant Sheriff** – one (1) gold star. Shall be worn on the shirt collar and shoulders of the jacket following the guideline outlined for the Sheriff.
4. **Captain** – two (2) gold bars.
   a. Shirt: Two bars shall be worn on each side of the shirt collar. The front edge of the front bar shall be 3/4" from and parallel with the front edge of the collar. The bars shall be centered between the top and bottom edge of the collar.
   b. Jacket: The bars shall be worn on each shoulder of the jacket or other outside garment, placed so that the edge of the outer bar is 3/4" from the sleeve seam and parallel with it. The bars shall be centered between the top and bottom edge of the shoulder strap.
5. **Lieutenant** – one (1) gold bar. One bar shall be worn on the shirt collar and shoulders of the jacket or other outside garment. The bar shall be positioned according to specifications for the Captain's insignia.
6. **Sergeant** – Sergeant chevrons. For the shirt, jacket, or outside garments, a three bar chevron shall be worn on each side of the garment sleeve with the topmost portion of the chevron 1/2 inch below the point of the shoulder patch.

O. **SERVICE STRIPES**
One service stripe may be worn for each four (4) years of service with the Placer County Sheriff's Office or other California law enforcement agency in which the police authority is described under Section 830.1 and 830.2 of the California Penal Code. The service stripe shall be gold with black background and be worn on the uniform dress jacket and long-sleeved shirt. When a service stripe is added to the uniform, it shall be done in a block form; one individual mark will not be sewn to an existing mark.
1. **Jacket**: Center portion to be gold, 3/8 inch wide and 2 inches long. Trim surrounding center gold portion to be black 3/32 inch wide. Stripe to be placed
on the left sleeve either by embroidering directly on sleeve or by matching cloth-on-cloth style at a 45-degree angle with the lower end of the stripe toward the inside seam of the Agency stripe, and with the stripe centered on the sleeve between the front and rear pressed crease. Additional stripes to be placed above and parallel to the first stripe with 1/4 inch background space between stripes.

2. **Shirt:** Style and placement to be the same as for the jacket, except stripe to be placed 3/4 inch above the sleeve cuff with the complete stripe in front of the center press of the sleeve.

**P. INSIGNIA**

Refer to General Order PERS 6 “Commendations and Awards Program.”

**Q. BATON**

The baton will be constructed in wood, plastic, or approved metal materials, black or wood grain in color. The size and shape to be approved by the Sheriff or the Training Unit.

**R. BALLISTIC HELMET**

1. The ballistic helmet may be issued by the Agency. If an employee chooses, they may purchase a ballistic helmet. The ballistic helmet must meet the following requirements:
   a. Shall not have anything mounted to the helmet, unless being utilized by a member of a special team, as authorized by the supervisor in charge of the unit.
   b. Shall be non-reflective, matte, OD (olive drab) green in color.
   c. Shall meet or exceed the N.I.J. Level IIIA ballistic standards and not be used outside the helmet’s expiration date.
   d. Shall come with straps capable of securing the helmet to the wearer’s head.

2. The ballistic helmet should be worn in the following situations:
   a. Worn by sworn personnel when appropriately marked as a Sheriff’s deputy when driving a Sheriff’s Office vehicle and responding to a tactical high-risk critical emergency.
   b. When a patrol rifle is deployed, sworn personnel carrying an issued, or approved, Sheriff’s Office ballistic helmet, shall don the helmet immediately when safe to do so.
   c. By members of a special team, as authorized by the unit supervisor.
   d. Crowd control.
   e. During dangerous/hazardous situations.

3. All helmets shall be approved by the Training Unit.

**S. TACTICAL VEST AND PLATE CARRIER VESTS**

Shall be OD green in color with Molle attachment points. The vest must have “SHERIFF” patch across the back, gold lettering 4” in height, and a smaller 2” in height “Sheriff” patch over right front pocket, 1” above name tape. Vest may be worn by sworn personnel when
in plain clothes with the approved Sheriff’s Office short sleeve, long sleeve, or B.DU Blauer ARMORSKIN shirt. Vest can be worn over the duty uniform when driving a Sheriff’s Office vehicle and responding to a tactical high risk critical emergency.

While wearing the tactical vest or plate carrier system, employees shall have with them the following items (either mounted to the vest or on their person): holster and firearm, handcuffs, radio, ammunition, O.C., baton or Taser. The wearer may add additional pouches as needed for additional equipment.

T. PROTECTIVE/BALLISTIC VESTS

All sworn uniformed personnel shall wear a protective (ballistic) vest.

1. Uniform: All sworn uniformed personnel, in all divisions, shall wear a ballistic vest at all times while on duty. All uniformed personnel who operate any marked patrol car shall wear a ballistic vest in addition to the required uniformed officer’s equipment.

2. Non-Uniform: All sworn non-uniform personnel (Detectives, School Resource Officers, etc.) taking enforcement action shall deploy with a ballistic vest immediately when safe to do so. When deploying to a high-risk or critical incident, personnel shall wear the tactical vest and an approved Sheriff’s Office T-shirt or B.DU Blauer ARMORSKIN shirt.

3. Non-Uniform – Marked Patrol Unit: When operating a marked patrol unit out of uniform, sworn personnel shall abide by the following, in addition to wearing the ballistic vest:
   a. Shall wear the Sheriff’s Office approved marked T-shirt or B.DU Blauer ARMORSKIN shirt. An approved carrier tactical vest or duty belt may be worn in conjunction with the approved T-shirt.
   b. Shall carry a portable radio.
   c. Shall carry approved qualified or assigned firearm.
   d. Shall possess one intermediate force option such as OC, Taser, or baton.
   e. Shall carry handcuffs.
   f. Shall wear laced-type footwear covering the entire foot or boots.
   g. May wear shorts when commuting to and from work. The shorts must be a neutral color and must be no shorter than mid-thigh length and no longer than two inches below the knee.

4. Sheriff’s Discretion: The wearing of the ballistic vest may be waived by the Sheriff or his designee for special events or circumstances.

IV. TAHOE STATION, RESIDENT DEPUTY, AND COLFAX ASSIGNMENTS

A. Foul Weather Jacket: Mountain Uniforms Virga Jacket (ND Parks & Rec) in Olive.

1. Shall have a cloth badge, patches, and embroidered name consistent in color and placement as specified for all other approved jackets. Name tape may be used in lieu of embroidery, as outlined in this Order.
B. **Snowsuits** – Mountain Uniforms Snowsuit/Jumpsuit in Olive Drab with black offsets.
   1. May be used during the winter months for snow conditions. Snowsuits shall have a cloth badge, patches, and embroidered name consistent in color and placement as specified for all other approved jackets.

C. **Gaiters** - Black gaiters may be worn over duty trousers or under snowsuits.

D. **Boots** - During winter and/or snow conditions, various types of shoes/boots may be worn for cold and wet conditions. All footwear must be dark green, black, or a subdued color. No colored striping or light colors to be visible. An alternative boot for resident deputies is an above-the-ankle leather hiking boot designed for support. The sole can be reinforced with a 1/2 or 3/4 length steel or fiberglass shank depending on the terrain and the weight of the wearer. The welt should be either Goodyear or Norwegian. Both offer acceptable waterproofing and rigidity. Dark brown or black are the acceptable color options.

V. **DEPUTY PLAIN CLOTHES DRESS**

A. **COURT APPEARANCE DRESS**
   “Class A” uniform or professional attire shall be worn to all court appearances except when the officer is called to testify while on duty without notice. Deputies may wear a “Class C” uniform, or business casual attire, to preliminary hearings or traffic court.

B. **WINTER DRESS/ACCEPTABLE TYPES**
   1. Color-coordinated sport coat, dress shirt, tie and slacks.
   2. Color-coordinated sport coat, open collar dress shirt and slacks.
   3. Color-coordinated shirt, open collar and slacks with coordinated winter-type jacket.
   4. Color-coordinated slacks and sweater or shirt-sweater combination. (No V-neck sweater with T-shirt showing.)
   5. Suit, shirt and tie.
   6. Polo Shirt: The shirt shall be either black, white, tan, silver tan, OD green or dark green, long or short-sleeved polo style or V-neck style with collar. All shirt styles shall be embroidered with the Sheriff’s badge on the left side of the chest and first initial and last name on the right chest. Lettering shall be Helvetica style type, 3/8” in height. Unit/Division shall be embroidered under the badge. American flag may be embroidered centered on the left sleeve, union forward, measuring 3” x 1.68” and sewn above the hem of the sleeve.
   7. Shirts shall have the following color combinations for embroidering the Unit/Division and name:
      a. Black, White, OD Green and Dark Green shirt with Madeira #1971 gold thread.
      b. White, or Tan/Silver tan shirt with black embroidery.
   8. Shoes for all plain clothes dress will be leather, leather-like material or suede to coordinate with dress. Contemporary cut or western style boots are acceptable if tastefully coordinated with dress.
C. **SUMMER DRESS/ACCEPTABLE TYPES**
   1. Dress or sport slacks with matching collared shirt.
   2. Casual sport suit, open collar matching sport shirt.
   3. Polo Shirt: The shirt shall be either black, white, tan, silver tan, OD green or dark green, long or short-sleeved polo style or V-neck style with collar. All shirt styles shall be embroidered with the Sheriff’s badge on the left side of the chest and first initial and last name on the right chest. Lettering shall be Helvetica style type, 3/8” in height. Unit/Division shall be embroidered under the badge. American flag may be embroidered centered on the left sleeve, union forward, measuring 3” x 1.68” and sewn above the hem of the sleeve.
      a. Shirts shall have the following color combinations for embroidering the Unit/Division and name:
         i. Black, White, OD Green and Dark Green shirt with Madeira #1971 gold thread.
         ii. White, or Tan/Silver tan shirt with black embroidery.

D. **UNACCEPTABLE DRESS**
   1. Levi’s or denim trousers, except in a training environment.
   2. T-shirt type slipover shirts, except in a training environment.

E. **PLAIN CLOTHES (WEAPONS, HANDCUFFS, BADGES OR OTHER SHERIFF’S EQUIPMENT)**
   1. Weapons, handcuffs, badges or other equipment may be worn exposed when the following conditions are met:
      a. The deputy is wearing professional business attire, as described above.
      b. The Agency issued badge is clearly visible, placed on the belt near a holstered firearm or affixed to a lanyard hung openly about the neck.
      c. The deputy is in possession of, and has readily available, the Agency issued identification card.
      d. The deputy is with or in the company of other uniformed personnel.
      e. If the above conditions are not met, weapons, handcuffs, badges or other equipment shall not be worn exposed with the following exceptions:
         i. Emergency situations.
         ii. Narcotics raids.
         iii. Felony arrest situations.
         iv. When wearing an approved polo shirt with the Sheriff’s badge embroidered on the left side of the chest.
         v. While inside Sheriff’s Office.
   2. **Jacket – Raid**
      The raid jacket shall be the only authorized plain clothes type special operations jacket. To maintain officer safety and scene security, Sheriff’s Office approved raid jackets or tactical vests shall be worn by plain clothes deputies—with the approved Sheriff’s Office short sleeve, long sleeve, or B.DU Blauer ARMORSKIN shirt—involved in tactical field operations or emergency incidents. A ballistic helmet may be worn as well.
a. **5.11 Packable Jacket Style #48035, Sheriff Green (890).**
   i. Shall be fitted with a soft badge, patches, name tape, and “SHERIFF” gold-colored tape on the back, consistent with the size of the 5.11 Tactical 4-in-1 jacket.

3. **PCS0 T-Shirt for Use with Tactical Vests**
   a. All sworn non-uniformed personnel are required to have at least one long sleeve OD green P.C.S.O. authorized tactical T-shirt or ARMORSKIN shirt. A short sleeve T-shirt is an option, but is not required. The T-shirt is to be worn under the approved tactical vest in the event of an emergency response. The sleeves must be visible so the SHERIFF markings can be seen. This is so all responding P.C.S.O. personnel are easily identifiable and give a professional and uniform appearance. The T-shirt, along with the tactical vest, will be kept readily available for use and emergency deployment.
   i. The Blauer undershirts may be worn in lieu of the t-shirt.
   b. The above also applies to any personnel in plain clothes responding to an emergency incident, including those with take home patrol cars. When time permits, the responding deputy will don the T-shirt and tactical vest. The tactical vest and T-shirt shall be kept readily available for use and emergency deployment.
   c. **PCS0 T-Shirt Specifications:**
      i. Right chest “PLACER SHERIFF” – PLACER 0.4 x 2.1”; SHERIFF 0.5 x 4.5”.
      ii. Left Chest “Badge” 3.5 x 4”.
      iii. Sleeve Badge (short sleeve t-shirt) – Badge 2.5 x 4”; Sheriff .5 x 3”.
      iv. Long Sleeve Badge Sheriff – Badge 2.5 x 4”; Sheriff 2.5 x 12”.
      v. Back of Shirt Placer Sheriff – Placer 1.6 x 8.6”; Sheriff 2.1 x 12”.
         (a) Shirt color is OD Green. All ink color is Athletic Gold.

VI. **SPECIALIZED ASSIGNMENTS**

Uniform shall be consistent with officer requirements, with exceptions for specialized equipment, and in compliance with this Order. Additional gear/clothing may be authorized by each special team or specialized unit, at the discretion of the Division Commander.

COND 6 shall supersede all other policies in which uniforms are mentioned.

When deployed, a member of a special team (HNT, EOD, Dive, etc.) will comply with this uniform policy. Shorts, jeans and other disapproved attire should not be worn. Members of a specialized unit should deploy with clothing that marks them as a deputy sheriff. Employees should make every attempt to deploy wearing the Tan or Silver Tan Polo (embroidered and marked appropriately and OD green pants. Additional gear, or other uniforms, may be authorized by each special team or specialized unit, at the discretion of the Division Commander.
A. **PCSOr Polo Shirt:**
A tan or silver tan polo may be worn by employees with multiple specialized assignments, if an employee does not wish to purchase multiple polo shirts for each assignment.

2. Front of shirt: Shall be embroidered with the Sheriff’s badge on the left side of the chest and first initial and last name on the right chest. Lettering shall be black thread, Helvetica style type, 3/8” in height.
3. Sleeves: American flag may be embroidered centered on the left sleeve, union forward, measuring 2” x 3”, ¾” above the edge of the sleeve 3” x 1.68” and sewn above the hem of the sleeve.

B. **MOUNTED UNIT**

The Agency uniform is approved for all Mounted Unit assignments with the following changes during deployment:

1. **Hats** – As specified for uniformed personnel.
2. **Footwear** – Standard full length boots or lightweight riding endurance footwear. Color must be black and the footwear must have a heel.
   a. Spurs: Silver/chrome color, English or Western style permitted. No excessive shanks/wheels and no additional noise making attachments.
3. **Pants** – As specified for uniformed personnel.
4. **Jacket** – All approved jackets are authorized.
5. **Insignia:**
   a. Name Plate: "mounted/crossed saber" name plate to be worn 1/2" inch above the officer’s personal name plate or 1/2" above the award ribbon bar. Mounted designator to be Gold Plate. Unit members may wear the Mounted Designator with the Sheriff’s Office uniform during non-Mounted Unit assignments.
   b. Whistle Shoulder Lanyard: Gold-plated chain and whistle combination to be worn on right shoulder during Mounted Unit assignments.
6. **Specialized Assignments:**
   a. Color Guard Assignment:
   i. Gold neck sweater ascot.
   ii. Gold shoulder braid - worn on right shoulder.
   b. **Training Uniform:**
   i. Unit polo style shirt.
   ii. Jeans.
   iii. Heeled footwear.
   iv. P.C.S.O. ball cap, cowboy style hat or helmet.
7. **Tack Requirements for Mounts:**
   a. Saddle: Western style construction, with or without a saddle horn, brown or black, roper cinch permitted.
   b. Black leather bridle, reins, breast collar with attached service star, black lead rope. Black saddle blanket with gold trim. Two cloth Sheriff’s patches, one to each rear of saddle blanket.
c. Optional:
   i. Black nylon Pommel bag with Sheriff’s markings or cloth stars.
   ii. Black nylon saddle bag(s) with Sheriff’s markings or cloth stars.
   iii. Black protective splint boots or reflective wraps, front and rear permitted.
d. Color Guard assignments for horses - gold leg wrappings front legs or reflective wraps.
e. Impact Weapons - Mounted officers may use a wooden Bokken as their primary impact weapon.

C. BICYCLE AND MARINE PATROL

Uniform shall be consistent with officer requirements with exceptions for specialized equipment and in compliance with this Order. Officers are responsible for purchasing and maintaining their bicycle uniform and equipment.

1. Uniform Shirt: A tan or silver tan polo or other shirt as approved by the Unit Commander.

2. Uniform Trousers and/or Shorts:
   a. Marine patrol: During warm weather, the only authorized shorts will be the green 5.11 Taclite Pro Shorts #73308 (11” inseam), color code #190, or the 5.11 Taclite Pro Shorts #73287 (shorter inseam), color code #190. The women’s short is the 5.11 Taclite Pro Shorts #63071, color code #190. When wearing the uniform shorts, the length shall be no shorter than two inches above the knee and shall not extend below the knee.
   b. Bike patrol: Black bicycle shorts may be worn, as authorized by Unit Commander. Padded spandex bicycle shorts may be worn under the uniform shorts for bike patrol. The spandex short shall not be visible unless they are black in color and extend no more than 3” below the 5.11 shorts. For cooler weather and/or nights, the standard green uniform trousers or full-length black padded spandex pant may be worn.

3. Jacket – All approved jackets are authorized.

4. Shoes/Socks:
   a. Shoes - Black low top athletic type shoes.
      i. Bicycle shoes may be worn while on bike patrol.
   b. Socks - Black ankle height, athletic socks, without logo or stripe.

5. Specialized Bike Patrol Safety Equipment – The following specialized equipment shall be worn in compliance with this policy.
   a. Helmet - Black with Sheriff’s logo.
   b. Gloves - Bicycle gloves shall be of a leather or synthetic fabric, black, tan, or brown, with no bright or neon colored logos or design.
   c. Eye protection may be needed against dust, exhaust, and sunlight.
6. **Gun Belt** – The ballistic nylon duty belt may be worn for uniform bicycle patrol (if purchased by the deputy). The standard leather belt will also be allowed for those bicycle patrol officers preferring them.

7. **Protective Vest** – Marine Officers on waterway, near waterway, or on the docks are not required to wear their ballistic vests. However, under the above conditions their ballistic vests should be immediately available to them at all times. When performing functions not mentioned above, Marine Officers shall wear their ballistic vests either under their polo shirt or in a vest carrier.

**D. SCHOOL RESOURCE OFFICER (SRO)**

1. **Polo shirt** – The shirt shall be either black, white, tan, silver tan, OD green or dark green, long or short-sleeved polo style or V-neck style with collar. All shirt styles shall be embroidered with the Sheriff’s badge on the left side of the chest and first initial and last name on the right chest. Lettering shall be Helvetica style type, 3/8” in height. Unit/Division shall be embroidered under the badge. American flag may be embroidered centered on the left sleeve, union forward, measuring 3” x 1.68” and sewn above the hem of the sleeve.
   a. Shirts shall have the following color combinations for embroidering the Unit/Division and name:
      i. Black, White, OD Green and Dark Green shirt with Madeira #1971 gold thread.
      ii. White, or Tan/Silver tan shirt with black embroidery.

2. **Pants** – Any authorized “Class C” pant may be worn with the polo shirt. The legs are to be plain bottom, with no cuffs.

3. **Alternate Pants** – School Resource Officers may wear any light, medium, or dark colored dress slacks that present a professional look.

**E. COMMUNITY SERVICES OFFICER (CSO) / FIELD COMMUNITY SERVICES OFFICER**

1. **UNIFORMS**
   There are four classes of uniforms to be worn by Community Services Officers.
   a. **CLASS A**: The “Class A” uniform shall be comprised of the following clothing items:
      i. **Shirt** – Long sleeve shirt manufactured by “Flying Cross,” white color (Border Patrol style), with military creasing, and Eureka gold buttons on the breast pockets and shoulder epaulets.
         (a) The shirt shall be worn complete with the Agency issued badge, name tag, shoulder patches and a “Community Services” rocker under the patch. The current shoulder patches and rocker shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam.
         (b) Collar stays should be used when necessary to keep the collar in place.
(c) The shirt is to be properly tailored and tucked tightly in the trousers, so as to prevent an excessive bloused effect. The use of shirt stays is recommended.

ii. **Pants** – Trousers shall be manufactured by Fecheimer, Horace Small, or Flying Cross, any weight (polyester or wool blend woven fabric), dark green in color. The waistband must be 1-3/4 inches to 2 inches in width and have seven keystone belt loops, 2 inches in length. The legs are to be plain bottom with no cuffs. The width at the bottom of the leg is to be no less than 16 inches and no more than 20 inches.

iii. **Tie** – Shall be black clip on style with four-in-hand or small Windsor knot, 3-1/2 inches at its widest point. The tie holder shall be the plain bar type with the facsimile of our badge and patch issued by the Sheriff’s Office. Tie holder shall be placed along the center of the tie, even with the bottom flap of the pocket. Bars shall be yellow metal with level construction, 5/16 of an inch wide with length compatible with width of the tie.

iv. **Belt** – Shall be black leather basket weave with a Garrison belt buckle with brass finish.

b. **CLASS B**: The “Class B” uniform shall be comprised of the following clothing items:

i. **Shirt** – Long or short sleeve shirt manufactured by “Flying Cross,” white color (Border Patrol style), with military creasing, and pleated pockets on the short sleeve option.

(a) The shirt shall be worn complete with the Agency issued badge, name tag, shoulder patches and a “Community Services” rocker under the patch. The current shoulder patches and rocker shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam.

(b) The shirt is to be properly tailored and tucked tightly in the trousers, so as to prevent an excessive bloused effect. The use of shirt stays is recommended.

(c) Only the collar or top button may be unbuttoned (no exceptions).

ii. **Pants** – Trousers shall be manufactured by Fecheimer, Flying Cross or Horace Small, any weight (polyester or wool blend woven fabric), dark green in color. The waistband must be 1-3/4 inches to 2 inches in width and have seven keystone belt loops, 2 inches in length. The legs are to be plain bottom, with no cuffs. The width at the bottom of the leg is to be no less than 16 inches and no more than 20 inches.

c. **CLASS C – FIELD CSO ONLY**: The “Class C” Utility Uniform shall be comprised of the following clothing items:

i. The shirt shall be worn complete with the Agency issued badge, shoulder patches and a “Community Services” rocker. The shoulder patches and
rocker shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam. Short or long sleeve types may be worn with the matching trousers. The legs are to be plain bottom, with no cuffs or blousing. The standard Sheriff’s Office CSO badge must be displayed. The employee’s last name will be embroidered above the right pocket, using black thread in Helvetica style type, 3/8” in height. The use of the employee’s first initial is optional.

ii. **UTILITY UNIFORM OPTIONS:**

i. **5.11 Tactical TDU and Taclite TDU:**

(a) **Shirt:** In color TDU Khaki 162:
   - Tactical TDU style #72002 (Rip Stop)
   - Taclite TDU style #71339 (short sleeve)
   - Taclite TDU style #72054 (long sleeve)

(b) **Pants** – In TDU Green, color code 190:
   - Tactical TDU in #74003 (Rip Stop)
   - Taclite TDU style #74280
   - It should be noted the Tactical TDU and Taclite TDU are interchangeable and may be worn together or separately.

ii. **5.11 Stryke:**

(a) **Shirt** – In TDU Khaki color code 162:
   - Style #72399 (long sleeve)
   - Style #71354 (short sleeve)

(b) **Pants** - In TDU Green, color code 190:
   - Style #74369 or #64386 (women’s cut)
   - The Stryke uniform shall not be worn with the 5.11 Tactical TDU or Taclite TDU.

iii. **Blauer B.DU ARMORSKIN**

(a) **Vest** - In C.D.C.R. Tan, Style #8470CDC - B.DU™ ARMORSKIN®

(b) **Vest Undershirts** – in C.D.C.R. Tan:
   - SS B.DU™ ARMORSKIN® Style #8472CDC (short sleeve)
   - LS B.DU™ ARMORSKIN® Style #8471CDC (longsleeve)

(c) **Pant** - In OD Green:
   - B.DU™ Tactical Pant, Style #8830
   - Women’s cut, Style #8830W

(d) **Optional Suspension System** - ARMORSKIN® Suspension System,
   - Style #: 174-1, Color: Black
   - The suspension system shall be worn as designed under the vest.

(e) **ARMORSKIN Requirements:**
   - The D.BU ARMORSKIN system is a versatile uniform, which provides a balance of comfort and utility. In complying with this policy, employees will take special care to prevent each
layer of this uniform from fading differently from one another. At no point should a shirt, pant or vest be of a different color due to fading.

- The vest and vest undershirt shall be worn together. Both vest and undershirt shall be embroidered with the employee’s name in compliance with this policy. The current agency shoulder patch shall be sewn to the sleeves of the undershirt, per policy. The fabric badge may be sewn or embroidered to the chest of the undershirt, per policy.
- The vest may be removed under the following conditions:
  - While at a report writing station.
  - For a short period of time within a secured portion of a facility (AJC, SPS, AMJ, SPJ, substations, etc.) or office with no inmate or public contact, for the purpose of cooling.
  - In a custodial setting, the vest may only be removed in an area in which no inmate may access, i.e.: secured housing unit, report writing, staff dining, briefing or administration area, etc. Under no circumstances will a vest be removed in a housing area, or in an area which an inmate has access.

d. CHOICE 4: CSO Polo
   i. Polo shirt – The shirt shall be either black, white, tan, silver tan, OD green or dark green, long or short-sleeved or V-neck style with collar. Personnel shall only wear the logo for the Unit/Division in which they are assigned. All shirt styles shall be embroidered with the Sheriff’s badge on the left side of the chest and first initial and last name on the right chest with “COMMUNITY SERVICE OFFICER” directly under the name. Lettering shall be Helvetica style type, 3/8” in height. Unit/Division shall be embroidered under badge. American flag may be embroidered centered on the left sleeve, union forward, measuring 3” x 1.68” and sewn above the hem of the sleeve. CSO’s may wear the shirt when casual dress is acceptable.
      (a) Shirts shall have the following color combinations for embroidering the Unit/Division and name:
         - Black, White, OD Green and Dark Green shirt with Madeira #1971 gold thread.
         - White, or Tan/Silver tan shirt with black embroidery.
   ii. Pants – All “Class C” pants are authorized.

2. EQUIPMENT:

   a. Duty Belt Option
      Nylon and basket weave shall not be worn together on a duty belt and all equipment shall match in material.
i. Basket Weave – Shall be black leather or synthetic basket weave composite, “Sam Browne” style.

ii. Nylon – The wearing of a nylon duty belt and gear is allowed. However, this is optional equipment and will not be provided by the Sheriff’s Office. The nylon belt and gear may be worn during any assignment not requiring a “Class A” uniform. The nylon belt and gear will be black. Nylon and leather equipment will not be intermixed. The following are the only acceptable brands of nylon gear:
   (a) Bianchi AccuMold/PatrolTek duty gear 
   (b) Safariland 
   (c) Nylok duty gear 
   (d) Cordura duty gear 
   (e) Other gear as authorized by the Training Division

b. Optional Equipment
   i. The following may be carried on the duty belt. Any other equipment must be approved by a supervisor.
      (a) Leatherman type tool 
      (b) Radio holder 
      (c) Key holder 
      (d) Flashlight holder 
   ii. Agency issued O.C. spray (oleoresin capsicum) can be carried on the duty belt if training has been provided by the Sheriff’s Office.
   iii. No firearms, impact weapons, Tasers, or any Conductive Electrical Weapons (CEW) will be carried on the body or in the vehicle.

3. OTHER UNIFORM PIECES:

These uniform pieces can be worn with any of the uniform choices, unless otherwise noted.

a. Footwear – Shoes or boots shall be plain leather (or leather-like) and black in color.

b. Socks – Shall be solid black. A white sock may be worn provided that none of the white sock or skin shows when worn with low-cut shoes. Exposure includes either standing or sitting. No type of ornamentation shall be permitted.

c. Belts – Black belts shall be worn with trousers on all uniforms with visible belt loops. Belts shall be black basket weave Garrison belt with a brass buckle.

d. Jackets – Cloth badges shall be authorized for jackets. Jackets shall have the wearer’s name embroidered on the right chest, or securely sewn on OD green name tape, and located on the jacket equal to the bottom of the patches on the jacket’s sleeve. The color of the stitching shall be Madeira #1971 and the letter type shall be Helvetica. Jackets shall be worn complete with standard P.C.S.O. patches and a “Community Services” rocker. The shoulder patches
and rocker shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam. The back of the jackets will have “Community Services” patch gold-colored lettering 4” in height.

i. **Foul Weather Jacket**
   (a) **5.11 Tactical 4-in-1 Patrol Jacket**: Style #48027, Sheriff Green (890).
   - The inner liner of this jacket shall not be worn separately from the outer liner.
   (b) **5.11 Valiant Duty Jacket**: Style #48153, Sheriff Green (890).
   - The inner liner of this jacket may be worn separately from the outer liner. To be worn separately, the inner liner must be embroidered with the wearer’s name and have fabric patches and fabric badge affixed to the liner.
   - At no point should the wearer remove the sleeves from the inner liner. Wearing the liner as a vest is not authorized.
   (c) **Windbreaker** – 5.11 Packable Jacket, Sheriff Green in color.
   (d) **Lightweight** – 5.11 Valiant Softshell Jacket Style #48167, Sheriff Green (890).

4. **CASUAL BUSINESS ATTIRE**
   a. Casual business attire will be allowed on days when the CSO is not representing the Sheriff’s Office at a public event and/or conducting community service business outside the office. A polo shirt may be worn as part of casual business attire.
   b. Unacceptable office attire: jeans, denim, shorts, athletic looking attire, or footwear that does not present a casual business or professional look.

F. **EVIDENCE UNIT:**

1. **UNIFORMS**
   a. **CLASS A**: The “Class A” uniform shall be comprised of the following clothing items:
      i. **Shirt** – Long sleeve shirt manufactured by “Flying Cross,” silver-tan, with military creasing, and Eureka gold buttons on the breast pockets and shoulder epaulets.
         (a) The shirt shall be worn complete with the Agency issued badge, name tag, and current shoulder patches. The shoulder patches shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam.
         (b) Collar stays should be used when necessary to keep the collar in place.
         (c) The shirt is to be properly tailored and tucked tightly in the trousers, so as to prevent an excessive bloused effect. The use of shirt stays is recommended.
ii. **Pants** – Trousers shall be manufactured by Fecheimer, Horace Small, or Flying Cross, any weight (polyester or wool blend woven fabric), dark green in color. The waistband must be 1-3/4 inches to 2 inches in width and have seven keystone belt loops, 2 inches in length. The legs are to be plain bottom, with no cuffs. The width at the bottom of the leg is to be no less than 16 inches and no more than 20 inches.

iii. **Tie** – Shall be black in color, clip on style with four-in-hand or small Windsor knot, 3-1/2 inches at its widest point. The tie holder shall be the plain bar type with the facsimile of our badge and patch issued by the Sheriff’s Office. Tie holder shall be placed along the center of the tie, even with the bottom flap of the pocket. Bars shall be yellow metal with level construction, 5/16 of an inch wide with length compatible with width of the tie.

iv. **Belt** – Shall be leather basket weave, black in color, and a Garrison belt buckle with brass finish.

b. **CLASS B**: The “Class B” uniform shall be comprised of the following clothing items:

i. **Shirt** – Long or short sleeve shirt manufactured by “Flying Cross,” silver-tan in color, with military creasing, and pleated pockets on the short sleeve option.
   (a) The shirt shall be worn complete with the Agency issued badge, name tag, and current patches. The shoulder patches shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam.
   (b) The shirt is to be properly tailored and tucked tightly in the trousers, so as to prevent an excessive bloused effect. The use of shirt stays is recommended.
   (c) Only the collar or top button may be unbuttoned (no exceptions).

ii. **Pants** – Trousers shall be manufactured by Fecheimer or Horace Small, any weight (polyester or wool blend woven fabric), dark green in color. The waistband must be 1-3/4 inches to 2 inches in width and have seven keystone belt loops, 2 inches in length. The legs are to be plain bottom with no cuffs. The width at the bottom of the leg is to be no less than 16 inches and no more than 20 inches.

c. **UTILITY UNIFORM:**

i. **Polo Shirt**: The shirt shall be black, long or short-sleeved polo style or V-neck style with collar. All shirt styles shall be embroidered with the Sheriff’s badge on the left side of the chest. Lettering shall be Helvetica style type, 3/8” in height. Unit/Division shall be embroidered under badge. American flag may be embroidered centered on the left sleeve, union forward, measuring 3” x 1.68” and sewn above the hem of the sleeve.
ii. **Pants**: In TDU Green, color code 190. The legs are to be plain bottom, with no cuffs or blousing:
   (a) 5.11 Tactical TDU style #74003 (Rip Stop)
   (b) 5.11 Taclite TDU style #74280
   (c) 5.11 Stryke Style #74369 or #64386 (women’s cut)

2. **OTHER UNIFORM PIECES**
   These uniform pieces can be worn with any of the uniform choices, unless otherwise noted.
   
a. **Footwear** – Shoes or boots shall be black plain leather (or leather-like).
b. **Socks** – Shall be solid black. A white sock may be worn provided that none of the white sock or skin shows when worn with low-cut shoes. Exposure includes either standing or sitting. No type of ornamentation shall be permitted.
c. **Belts** – Black belts shall be worn with trousers on all uniforms with visible belt loops.
d. **Jackets** – Black, as approved by the Unit Commander.
e. **Hat** – Can be any 6-panel brand baseball cap, black, in any style that allows for professional embroidery; no leather is permitted. The lettering on the cap is embroidered with Madeira yellow thread, color number 1971, Helvetica style type, and is centered with the bill as follows:
   i. "Placer County" - 8 mm in a 60 degree arc.
   ii. "Sheriff" – 14mm and parallel to the bill. The word "Sheriff" is 3/4" above the seam of the cap and the bill and below "Placer County". The bottom arc of Placer County is 1-7/8 inch from the seam of the cap bill.
   iii. Last name on back rim, 3/8" in size. Use of first initial at the discretion of the employee.
   iv. Optional Flag – Centered above left ear, ¾” above the edge of the cap using Madeira PolyNeon 40, #1971. Flag shall face union forward and measure 1.5” x .819”

G. **PROFESSIONAL STAFF**

The professional staff assigned to the Records Unit and Corrections shall have three approved uniform choices. Any of these uniforms may be worn while on duty.

1. **UNIFORM CHOICE 1**
   a. **CLASS A**: The “Class A” uniform shall be comprised of the following clothing items:
      i. **Shirt** – Long sleeve shirt manufactured by “Flying Cross,” silver-tan, with military creasing, and Eureka gold buttons on the breast pockets and shoulder epaulets.
(a) The shirt shall be worn complete with the Agency issued badge, name tag, most current shoulder patches. The shoulder patches shall be securely sewn, one on each sleeve, centered and placed one inch below the shoulder seam.
(b) Collar stays should be used when necessary to keep the collar in place.
(c) The shirt is to be properly tailored and tucked tightly in the trousers so as to prevent an excessive bloused effect. The use of shirt stays is recommended.

ii. **Pants** – Trousers shall be black polyester, rayon, or Lycra blend fabric manufactured by Flying Cross. The legs are to be plain bottom with no cuffs.

iii. **Tie** – Shall be black, clip on style with four-in-hand or small Windsor knot, 3-1/2 inches at its widest point. The tie holder shall be the plain bar type with the facsimile of our badge and patch issued by the Sheriff’s Office. Tie holder shall be placed along the center of the tie, even with the bottom flap of the pocket. Bars shall be yellow metal with level construction, 5/16 of an inch wide with length compatible with width of the tie.

iv. **Belt** – Shall be black leather basket weave, and a Garrison belt buckle with brass finish.

v. **Skirt** – The uniform skirt shall be of simple design in black polyester/wool blend woven fabric, with or without pockets/belt loops. The hemline is to be mid-knee or lower. It may be purchased through uniform outlet or custom-tailored using a pattern consistent with the foregoing specifications. Request for special designs must have approval of the Sheriff.

2. **UNIFORM CHOICE 2**

a. **Dress** – The dress shall be a forest green coatdress, long or short sleeved, double breasted with brass buttons, two side seam pockets, fully lined. This dress is available from Murphy and Hartelius, in San Mateo. The badge and name tag will be worn as on the shirt. Shoulder patches are not required.

3. **UNIFORM CHOICE 3**

a. **Polo Shirt** – The polo shall be either black, tan, silver tan, OD green or dark green, long, three-quarter or short sleeved style or V-neck style, with collar and no pocket manufactured by either Port Authority, Cornerstone, or Sport-Tek. All shirt styles shall be embroidered with the Sheriff’s badge (see COND 6 section K for badge specifications) and either RECORDS or CORRECTIONS embroidered below the badge in Madeira PolyNeon 40 #1971. Personnel shall only wear the logo for the Unit/Division in which they are assigned.
i. Undershirts shall be black in color. Long sleeved undershirts worn under short sleeved shirt shall be fitted and not baggy or faded.

b. **Skirt/Skort** – The uniform skirt/skort shall be of simple design and shall be black or tan in color. The skirt/skort shall be made of polyester/wool blend woven fabric, with or without pockets/belt loops. If belt loops are visible, a black belt shall be worn with the skirt/skort. The hemline shall be at the knee or below.

c. **Trousers** – The uniform trousers shall be black, or tan in color, of a polyester/wool blend or cotton woven fabric, with or without pockets or belt loops. The 5.11 Stryke, or Blauer B.DU ARMORSKIN, or Blauer TENX B.DU pant in black, OD green or khaki/tan in color may be worn. Pants shall be “loose-fitting”, but not baggy. If belt loops are visible, a black belt shall be worn with the trousers. Jeans are not acceptable at any time.

d. **Unacceptable Dress**

   i. Levi’s or denim trousers
   
   ii. Flared bottoms, skinny-type legs, cuffs
   
   iii. Leggings or jeggings

4. **OTHER UNIFORM PIECES**

These uniform pieces can be worn with any of the uniform choices, unless otherwise noted.

a. **Footwear** – Shoes or boots shall be plain leather (or leather-like) and black in color. Dress pumps or boot heels shall not exceed 2 ½ inches. No sandals or open toed shoes are to be worn with the uniform.

b. **Socks/Hosiery** – Socks shall be black in color. If hosiery is worn with the skirt, skort or dress, the hosiery shall be neutral colored or black nylons or tights without design.

c. **Belts** – Black belts shall be worn with the skirt, skort and trousers on all uniforms with visible belt loops. Belts shall be black basket weave garrison belt with a gold buckle. A belt is not to be worn with the dress.

d. **Sweater** – Black cardigan sweater with zip or button fronts are appropriate. No insignia or patches shall be worn with this sweater. The sweater is optional dress for all sworn and professional personnel.

e. **Fleece Vests** – The fleece vests shall be black polyester. The vest shall be embroidered with the Sheriff’s badge and “Unit” logo.

f. **Jackets** – Jackets shall be black poly/spandex woven blend. The jacket may be embroidered with the Sheriff badge and “Unit” logo as well as the last name of the employee.
I. PURPOSE

The purpose of this Order is to set forth an acceptable grooming standard for male and female personnel. Adoption of these standards shall supersede any previous orders regarding this subject. Our objective is to ensure personnel are neat and contemporary in appearance while providing safety, coupled with minimal infringement on personal choice.

II. GENERAL PROVISIONS

A. UNIFORMED EMPLOYEES

The following guidelines apply to sworn personnel and correctional officers, as well as sworn officers assigned to duty in street clothes (with the exception of special duties requiring "undercover" or surveillance activities). Any deviation from this policy must be approved by the Sheriff or Undersheriff.

1. Male Personnel

a. Hair

1) Hair shall be cut at sufficiently frequent intervals as to present a neat appearance at all times.

2) Where hair is styled or blocked, it shall be trimmed in such a manner as to not drop below the top of the uniform collar while the body is standing in an erect position. Hair on necklines shall be well trimmed with no indication of raggedness.

3) Hair may extend over the ear, if the officer chooses, to a point no lower than the middle of the ear.

4) Hair that is styled or combed forward will extend no lower on the forehead than 3/4 inch above the eyebrows, measured from the high point of the eyebrow.

b. Sideburns

1) Sideburns shall be kept neatly trimmed so as to preclude bushiness and shall not be over 1-1/2 inches in width.

2) The base of the sideburn shall be a clean-shaven horizontal line not to extend below the bottom of the ear lobe.
c. **Facial Hair**
   1) All personnel shall be clean-shaven when reporting for normal duty. Full beards, soul patches, or goatees without a mustache are not permitted.
   2) A circle beard may be worn if neatly trimmed, no more than 1/4-inch in length, and conservative in appearance. The portion above the upper lip shall not fall beneath the top of the upper lip. The lower portion shall not extend more than 3/4-inch beyond the corners of the mouth and more than 1-inch below the chin. The lower portion can be worn completely grown out, or as illustrated below. If you cannot grow the facial hair to fulfill the requirements outlined above, you are not authorized to wear the circle beard.

![circle beard]

3) A mustache may be worn if neatly trimmed. The portion of the mustache above the upper lip shall not fall beneath the top of the upper lip. No portion shall extend more than 3/4-inch beyond nor 1/4 inch below the corners of the mouth.

4) The circle beards are not authorized for wear with the Class A uniform. All personnel in Class A uniform shall be clean shaven or may wear a mustache as defined in item (3) above.

d. **Earrings**: Males may not wear earrings or other visible body piercing jewelry while on duty.

2. **Female Personnel**

   a. **Hair**
      1) Hair shall be clean, trimmed and present a neat appearance.
      2) Hair shall be worn so that it does not extend below the bottom of the back portions of the collar, and does not fall over the eyebrows.
      3) Hair shall be worn so that it cannot be readily grabbed by an assailant.
b. **Hair Devices**: Hair devices worn to hold longer hair in place shall be concealed as much as possible and shall be a color and style that blends with the hair.

c. **Cosmetics**

1) Make-up, when worn, shall be subdued and blended to match the natural skin color of the individual.
2) No excessively bright colors should be used for rouge, eye shadow, lipstick or nail polish.
3) Perfume or cologne may only be worn in moderation.

d. **Earrings**: For safety purposes and in keeping with professional appearance standards, any earrings worn are to be of the stud or clip-on type, conservative in design. Earrings shall not hang below the ear lobe and only one earring per ear will be allowed. Earrings are the only type of visible body piercing jewelry that may be worn on duty.

B. **ALL PERSONNEL – UNIFORMED AND PROFESSIONAL STAFF**

The following guidelines apply to all Sheriff’s Office employees, uniformed and professional staff, with the exception of special assignments requiring “undercover” activities.

1. **Tattoos**: Tattoos must be covered during work hours. Appropriate clothing (long sleeves) is the only acceptable means to cover tattoos. The only exception would be for training days where employees are not exposed to the general public.

2. **Piercings**: Earrings are the only type of visible body piercing jewelry that may be worn on duty; uniformed male employees may not wear earrings. For safety purposes and in keeping with professional appearance standards, no tongue or facial studs are allowed while on duty.
TITLE: PERSONNEL INVESTIGATION

EFFECTIVE: 01/01/2020

I. PURPOSE

This Order describes the guidelines applicable to Sheriff’s Office personnel investigations and complies with provisions of Chapter 9.7, Section 3300 et. seq. of the Government Code (Public Safety Officers Procedural Bill of Rights) as now exists and hereinafter may be amended.

II. POLICY

The integrity and reputation of the Placer County Sheriff's Office depends on the manner in which all members of this agency perform their varied duties and service obligations to the public. The performance of these duties and services include all manners of contacts and relationships with the public and other employees, both on and off-duty.

Investigations into allegations of misconduct by Sheriff’s Office members will be conducted in a legal, timely, reasonable and consistent manner. These investigations will not be delayed or held in suspension due to pending criminal or civil charges.

III. SHERIFF’S OFFICE AUTHORITY AND RESPONSIBILITY

The responsibility of the Sheriff’s Office is to ensure that such investigations are conducted in a prompt manner conducive to good order and discipline, while observing and protecting the individual constitutional rights of all Sheriff’s Office employees.

IV. RECEIVING CITIZEN COMPLAINTS

Complaints will be accepted in any form. They will be taken in person, by telephone, in writing, third party or from anonymous complainants. At some point the complainant’s statement must be written and signed using the State required complaint form. Inmates in the care of a Sheriff’s correctional facility may use the inmate grievance procedure to file a complaint against staff or Sheriff’s Office policy.

The purpose for this reporting system is to encourage citizens and Sheriff’s Office members to report their grievances to Sheriff’s management. Only then can these complaints be documented, investigated and reviewed.

The manner in which complaints are accepted by Sheriff’s personnel is vital. The objective is to demonstrate credibility and responsiveness while assuring citizens that their alleged grievances are welcomed and will be taken seriously.
Sheriff’s Office personnel need to be practiced, impartial listeners and avoid providing retorts or excuses. Many complaints or inquiries may be satisfactorily resolved during this initial contact simply by employing patience, understanding and empathy toward the complainant. Sheriff’s Office members are encouraged to try and resolve minor issues not involving misconduct, ethical violations or policy violations.

A. Verification: When receiving a complaint, the investigator will determine if Sheriff’s Office personnel are involved. If members are not involved, the citizen will be referred to the proper agency. If the complaint involves an in-progress field situation, the involved Sheriff’s Office employee’s supervisor will be notified immediately.

B. Categories of Complaints/Inquiries: The nature of a complaint against a Sheriff’s Office member will fall into one of four categories:

1. Inquiry: An allegation involving minor transgressions on the part of a Sheriff’s Office member may be handled informally by bringing the matter to the attention of the chain of command and his/her immediate supervisor at the Complainant’s request. In choosing this process the Complainant agrees not to proceed with a formal misconduct complaint. The utilization of this process does not imply that the subject officer has in fact committed the transgression as described by the citizen complaint. When an inquiry is utilized, an Inquiry entry will be entered into BlueTeam and forwarded to the Sheriff’s or Undersheriff’s office.

2. Policy Complaint: A complaint which pertains to an established policy, properly employed by a Sheriff’s Office member, which the complainant understands but believes is inappropriate or not valid. Complaints of this type will be entered into BlueTeam as an Inquiry.

3. Citizen Complaint: The allegation amounts to a violation of the law or of the Sheriff’s Office policies, procedures, rules or regulations, which, if true, would normally result in disciplinary action. This type of complaint is requested by a citizen wishing to proceed with a formal misconduct complaint. Complaints of this type will be entered into BlueTeam as a Citizen Complaint.

4. Misconduct Complaint: The allegation amounts to a violation of the law or of the Sheriff’s Office policies, procedures, rules or regulations, which, if true, would normally result in disciplinary action. This type of complaint is internally initiated by the Sheriff’s Office. Complaints of this type will be entered into BlueTeam as an Administrative Investigation.

C. Resolution of Inquiries: Supervisors handling inquiries wherein the person requests no further action against a member of the Sheriff’s Office will nevertheless enter the Inquiry into BlueTeam and forward it to the member’s Division Commander and then forward to the Sheriff/Undersheriff. All appropriate identifying information about the person and the facts involved in the incident causing the inquiry will be reviewed by the supervisor resolving the
issue. Nothing in this section shall be construed as to prevent the re-opening of the matter by the Sheriff’s Office for further investigation.

D. Documentation: The Placer County Sheriff’s Office employs IAPro and its BlueTeam interface software as the database for the documentation of its personnel investigation function. All inquiries, policy complaints and citizen complaints will be documented in BlueTeam and subsequently in IAPro, regardless of the type. Administrative Investigations will be entered directly into IAPro. Investigator’s notes and materials developed during the initial contact will be retained, including policy complaints. Notes regarding a policy complaint will be retained by the investigator for a period of one year.

All internal affairs interviews of Sheriff’s Office employees shall be recorded.

Witness interviews involving misconduct and policy complaints will be recorded. However, this should only be done with the person’s knowledge. Since these investigations are administrative in nature, covertly recording conversations is not allowed.

When citizens decline to be recorded or are unavailable for an interview, a brief written statement of the incident about which they are complaining is recommended. The alternative is to conduct the interview orally and compile detailed notes.

When appropriate, evidence should be gathered during the initial receipt of the complaint. Photos should be taken of injuries or damaged property. Medical releases should also be obtained at this time, which allow investigators access to copies of complainant’s medical reports.

Occasionally situations arise in which complaining parties have visible injuries but are not able to come to the Sheriff’s Office. They may be at home incapacitated, or be in the hospital, or in jail. In these situations it may be necessary to go to the complainant as soon as practical to photograph injuries.

V. INVESTIGATION GUIDELINES

The administrative investigation of a Sheriff’s Office member’s conduct must be completed in a fair and impartial manner. If it is not, the organization will be criticized by citizens, government officials and agency members.

A. Case Management: Misconduct and policy complaints will generally be investigated by specially trained supervisors familiar with administrative policies and procedures or by members of the Professional Standards Unit. When necessary, these supervisors will be detached from their usual normal duties to conduct these investigations in a timely, legal, reasonable and consistent fashion.

The Undersheriff’s Office will maintain a case file assignment log within IAPro, documenting the date assigned, investigator, file number, subject officer’s name, and date completed.
B. **Review Process:** Once a misconduct or policy complaint is received, it must be reviewed by the Undersheriff. The Undersheriff will then assign the complaint for formal investigation.

Cases involving allegations of criminal conduct will first be investigated as criminal matters. Internal Affairs investigators will conduct concurrent investigations and obtain copies of all criminal reports for use in the Administrative investigation. An administrative investigation will be conducted concurrently with the investigation filed with the District Attorney’s Office or other agency. The administrative investigation will include an examination of the complete criminal investigation, physical evidence, Coroner's report (if applicable), policy review, and tactics employed.

For the integrity of the administrative process, it is imperative that protected information does not flow from Internal Affairs to the criminal investigation.

C. **Timeliness:** Internal Affairs investigations must be completed in a timely manner. In most cases, ninety (90) days is sufficient from the date the complaint is received, to when the complaint is closed and notifications made. When circumstances exist that require additional time to conduct a thorough investigation, written updates to the Undersheriff will be required, to include reasons for the delay and an anticipated completion date.

D. **Investigative Report Format:** An Internal Affairs investigation will be reported utilizing the following format:

1. Background
2. Investigation
3. Applicable Authorities
4. Analysis
5. Findings (to be completed by higher authority, other than investigator)
6. Recommendations (to be completed by higher authority, other than investigator)

E. **Investigative Steps:** Internal Affairs investigators must prioritize their tasks in order to conduct a thorough and timely investigation. Investigations will be conducted in accordance with the law and the Placer County Sheriff’s Office Administrative Investigation Manual. The legal civil standard is a preponderance of the evidence in administrative investigations.

F. **Notification:** When the Internal Affairs investigator is prepared to interview the involved Sheriff’s Office member, an Administrative Investigation Advisement will be completed and sent to the member. A copy will also be sent to the member's chain of command.

G. **Conducting the Administrative Interview:** Planned, formal interviews of Sheriff’s Office members will be recorded. The recording device will be kept in open view. Recordings will be labeled and retained as part of the Administrative Investigation.

If the member is a sworn officer, they will be advised that the rights afforded them by the California Government Code, Sections 3300 through 3311 are in effect. These rights will also be afforded to all non-sworn members of the Placer County Sheriff’s Office.
If there is a possibility that the member’s conduct is criminal in nature, they will first be given the Sheriff’s Office approved Miranda warning. Should the member invoke his/her Miranda Rights, they shall be read the Lybarger Admonishment using the Sheriff’s Office approved form. When there is no alleged criminal conduct, the Miranda warning and Lybarger Admonishment are not necessary, unless the Sheriff’s Office member refuses to answer any questions.

H. **Representation at Interviews:** The role of an employee representative or attorney during the interview process is to "elicit favorable facts" according to the California Supreme Court. The employee’s representative is allowed to do more than just observe the interview. However, the employee must answer the investigator’s questions and the employee can be disciplined for refusing to answer questions.

I. **Providing Notes/Reports Prior to Interview:** Sworn Sheriff’s Office members or their legal representatives frequently request copies of all notes or reports prior to the interview, citing Government Code Section 3303(G).

Also per Government Code Section 3303(G), the Internal Affairs investigator is allowed to withhold information that the Sheriff’s Office deems confidential.

In the interest of conducting an unbiased investigation, statements of complainants, witnesses, evidence collected, and investigator’s notes and reports are deemed confidential and will not be provided prior to the interview. Information that may be provided prior to the interview include crime reports of the incident, activity reports and communications tapes, if they are available. These items may aid in the member’s recall of the incident and provide for a more accurate statement.

J. **Case Folder:** All formal misconduct investigations will be maintained in IA PRO. The file will be maintained by the assigned investigator as long as the case remains open and the following items will be included as attachments:

1. All original investigative reports.
2. All original documents/photographs.
3. All original administrative correspondence.
4. Case activity, noting the dates of each activity conducted by the investigator.

These items will be retained and safeguarded by the case investigator. Upon completion, the case file will remain in IA Pro and copies of the investigation will only be distributed to the Personnel Department and County Personnel.
VI. ADMINISTRATIVE REVIEW OF COMPLAINTS

Findings and recommendations involving formal misconduct and policy complaints will be approved by the Undersheriff. Findings and recommendations for misconduct investigations not routed to the Division Commander will be designated by the Undersheriff.

A. Internal Affairs Findings: In addition to the finding, the Division Commander shall enter one of the following dispositions for purposes of internal record-keeping and statistical display:

1. Unfounded: The investigation conclusively proved that the act, or acts, complained of did not occur, or the member(s) named in the complaint were not involved in the alleged misconduct.

2. Exonerated: The act(s) which provided the basis for the complaint occurred; however, the investigation revealed that such act(s) were justified, lawful, and proper.

3. Not Sustained: The investigation failed to clearly prove or disprove, by a preponderance of the evidence, the allegation(s) made in the complaint.

4. Sustained: The investigation disclosed sufficient evidence to prove the allegation(s) made in the complaint.

5. Frivolous: The complaint is totally and completely without merit or for the sole purpose of harassing an opposing party.

Immediately after completion of the investigation, the written report and case file, if appropriate, shall be reviewed by the Undersheriff. He/she shall make the final determination whether any or all of the allegations of the complaint are sustained or not sustained.

B. Disciplinary Notifications: Once approved by the Sheriff, disciplinary action will proceed. Informal discipline consisting of training, informal counseling, documented oral counseling, and letters of reprimand can be imposed immediately.

Formal discipline consisting of suspension, demotion, reduction of pay, disciplinary transfer or termination require due process and administrative appeals.

In cases involving discipline, a Notice of Proposed Action will be prepared and served. The member will be provided with a complete copy of the administrative investigation and a proof of service verification will be completed by the employee’s chain of command.

After the administrative appeal process is completed, a final recommendation will be approved by the Sheriff and an Order of Discipline will be prepared and served to the involved employee. This Order of Discipline will designate the level of discipline and how the discipline will be imposed.
Both the Notice of Proposed Action and the Order of Discipline will be prepared by the Undersheriff. In cases involving a suspension greater than three days, the Notice of Proposed Action and Order of Discipline will be routed to Personnel Review Committee and County Counsel for final review prior to service.

The effected member’s chain of command will be notified by the Undersheriff upon service of the Order of Discipline, in order to coordinate/schedule dates of suspension, for purposes of orderly staffing and planning.

C. Closing Complaints: When the findings and recommendations are implemented by the Sheriff, the misconduct investigation is closed. Appropriate notifications will then be prepared by the Undersheriff and sent to the Sheriff’s Office member and his/her supervisors (Lieutenant, Captain). The date that these closing notifications are sent will be recorded in the file.

1. Complainant Notice: The Undersheriff will notify the complainant, by mail, of the final disposition of the case within 30 days of its conclusion. The complainant will be advised only of the disposition of the case (exonerated, sustained, not-sustained, unfounded, or frivolous).

2. Employee Notice: A notice of completed Internal Affairs Complaint will be completed by the Undersheriff and copies routed to the Sheriff’s Office employee and his/her Division Commander. This notice will identify the allegation, findings and complaint number. Employees are encouraged to contact the Undersheriff and discuss the incident or review the investigation.

VII. ADMINISTRATIVE PROCESS

A. Access to Internal Affairs Records: Only those members of the Sheriff’s Office authorized by the Sheriff will be allowed access to Internal Affairs records. The following personnel are authorized access to a member’s Internal Affairs records, with the indicated limitations:

1. The Member: Members may review their own Internal Affairs records by appointment with the secretary to the Undersheriff. Members may prepare brief notes, but will not be allowed to photocopy or remove any documentation from the file.

2. The Member’s Supervisors: Any supervisor in the involved member’s direct chain of command may review the subordinate’s Internal Affairs records when such review pertains to a Sheriff’s Office function, goal, assignment or responsibility.

3. Internal Testing: A supervisor of a unit or section administering an internal testing process to fill a position in that unit or section may review the Internal Affairs records of any member making a request for the assignment.
4. **Internal Affairs Records**: Any member assigned to the Sheriff’s Professional Standards Unit or the assigned Internal Affairs Investigator may review another member’s Internal Affairs records for the purpose of effectively completing an internal investigation.

5. **Outside Requests**: Any requests to review a member’s Internal Affairs records by an outside agency must be approved by County Counsel in accordance with California Penal Code Section 832.7, California Evidence Code Section 1043, or pursuant to a Federal court order.

**B. Inquiry Log**: A log will be maintained by the Undersheriff’s secretary listing the name, date and reason for reviewing a member’s file. The Sheriff or Undersheriff will ensure that the Sheriff’s Office member reviewing the file is authorized to do so.

Contacts by telephone will also be noted on this log. The only information provided by telephone will be whether or not misconduct investigations exist for review.

**C. Chemical Tests**: When appropriate, as part of a misconduct investigation, Internal Affairs investigators can require an employee to submit to a chemical test(s). Options for chemical tests are breath, urine, or blood.

A written analysis will be requested from the laboratory, explaining the test results. This report will become part of the administrative investigation.

**D. Civil Service**: When discipline resulting from an internal affairs investigation is appealed by a member to the Civil Service Commission, the Division Commander or designee is responsible for the following:

1. Reviewing the case with County Counsel.
2. Coordinating the appearance of witnesses.
3. Subpoena service as required.
4. Presenting the original case file and evidence at the hearing.
5. Presenting a professional, unbiased attitude and appearance at the hearing.

**E. Fitness for Duty Evaluation**: When a Sheriff’s Office member has been relieved from duty for medical reasons, a fitness for duty evaluation may be conducted at the direction of the Sheriff or Undersheriff.

The evaluations should only be undertaken where there are severe job related medical factors. These medical evaluations must be coordinated with County Counsel and the County Medical Director.

The evaluations are confidential medical information and will not become a part of any disciplinary file. The evaluation results will be sent to the Sheriff.
In the event that a member refuses to submit to a fitness for duty evaluation, the Sheriff or Undersheriff may officially order the member to undergo the evaluation. A continued refusal can then be treated as a violation of a direct order and a disciplinary investigation can be instituted.

F. **Periodic Review:** Division Commanders will periodically review early intervention data, performance evaluations, Internal Affairs records, disciplinary actions, vehicle accident history, and procedural questions involving the members under their command in an effort to identify these trends or patterns in a timely manner.

G. **Searches:** Administrative searches will be conducted in accordance with California Government Code, Section 3309.

In cases where there is doubt as to whether a particular search would be permissible without a search warrant or valid consent, County Counsel will be contacted for advice.

H. **Skelly Hearing:** The Skelly hearing is an administrative appeal process available to the Sheriff’s Office member, prior to the issuance of disciplinary discipline.

VIII. **CONFIDENTIALITY**

Except as provided in these procedures, records of complaints and investigations conducted by the Sheriff’s Office shall be confidential to the extent allowed by law.

IX. **MAINTENANCE OF INTERNAL AFFAIRS RECORDS**

A. Investigative reports, writings and files of every citizen complaint shall be retained by the Placer County Sheriff’s Office per the below records retention schedule after a disposition has been rendered. These records shall be maintained by the Sheriff’s Office and shall remain confidential.

1. **Records Retention Schedule**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LENGTH</th>
</tr>
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<tbody>
<tr>
<td>Procedural Questions</td>
<td>6 years</td>
</tr>
<tr>
<td>Citizen Complaints</td>
<td>6 years</td>
</tr>
<tr>
<td>Agency-Initiated Complaints</td>
<td>6 years</td>
</tr>
<tr>
<td>Officer-Involved Shootings</td>
<td>6 years</td>
</tr>
<tr>
<td>County Vehicle Traffic Accidents</td>
<td>3 years</td>
</tr>
<tr>
<td>Documented Oral Counseling:</td>
<td>1 year</td>
</tr>
</tbody>
</table>
B. All Internal Affairs records may be purged after the retention level has been reached, unless designated otherwise by the Sheriff or Undersheriff or under the following conditions:

1. Records of complaints that are subject to civil litigation or criminal proceedings shall be retained until final adjudication of the matter.

2. The Sheriff shall have the authority to retain for a period longer than two years any case file or records not otherwise provided for in this procedure.

C. Every sustained case which has resulted in a letter of reprimand, suspension, loss of pay, demotion in rank, or termination, shall require a written explanation of the disciplinary action taken to be placed in the employee’s personnel file. The retention of these disciplinary action letters shall not be affected by the destruction of the investigative files and records. Disciplinary action in the form of suspension, loss of pay, demotion in rank, or termination becomes a permanent part of the affected employee’s personnel file. Documented verbal counseling or letters of reprimand become a part of the affected employee’s personnel file, but an employee may petition the Undersheriff after one year for removal of these adverse comments.

D. Employee(s) accused of misconduct shall be notified immediately after the file destruction that internal investigative records have been purged.

X. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Order or any additions or amendments thereto, or the application thereof to any person, if for any reason are held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Order, or its application to other persons.
PLACER COUNTY SHERIFF’S OFFICE
GENERAL ORDERS
COND 9

TITLE: EMPLOYEE DISCIPLINE
EFFECTIVE: 01/01/2020

I. PURPOSE

The Placer County Sheriff’s Office has a responsibility to its members and the community to seek out
and discipline those whose conduct discredits the Sheriff’s Office or impairs its effective operation.
Discipline has as its immediate purpose the channeling of individual effort into effective and
productive action. It may involve encouragement, inspiration, training, or the imposition of negative
sanctions. Negative sanctions administered internally may range from a warning, where the
immediate effect is on the individual, to termination, where the positive result is the reassurance to
other employees of the unacceptable limits of misconduct. Policies, procedures, rules, regulations,
and written or oral directives are promulgated as guidelines to acceptable and desired objectives.
When violations of such directives occur, members of the Sheriff’s Office will be subject to disciplinary
action.

II. PROCEDURE

A. Nature of Discipline: Members who voluntarily comply with all Sheriff’s Office policies,
procedures, and rules contribute the most to making a well-disciplined and efficient
organization. When the agency operates in such a manner, there is little need for corrective
action. A violation of the Sheriff’s policies, procedures, rules, or the law may require
disciplinary action.

Discipline may take the form of training or counseling intending to correct the behavior of
an individual; or it may involve disciplinary action. The use of disciplinary action, however,
will be employed when other forms of corrective action have failed to correct the
undesirable behavior or when the gravity of the violation dictates its use for the good of the
Sheriff’s Office.

B. General Conduct Subject to Disciplinary Action: Any member whose personal actions
reflect poorly on the reputation of the Sheriff’s Office or County of Placer; or who commits
an offense punishable under the laws, statutes or ordinances of the United States, the State,
or local government; or, who violates any provision of the rules and regulations of this
agency; or, who disobeys any lawful order; or, neglects his/her duties; or, is incompetent to
perform assigned duties; or, who performs their assigned duties in an inefficient manner is
subject to appropriate disciplinary action.

C. Specific Conduct Subject to Disciplinary Action: As specified by County Code Section
3.08.1190, disciplinary action may be imposed under the following grounds:

1. Unauthorized absence.
2. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony of any offense involving moral turpitude is deemed to be a conviction within the meaning of the Placer County Code.

3. Disorderly or immoral conduct.

4. Dishonesty.

5. Incompetence or inefficiency.

6. Insubordination.

7. The use of alcohol, drugs or narcotics, medications or any substance that impairs job performance and/or the safety of the employee and/or other persons.

8. Neglect of duty other than incompetence or inefficiency or failure to meet reasonable work performance standards and requirements.

9. Negligence of, or willful damage to, waste of, or unauthorized use or theft of, public supplies or equipment.

10. Violation of Civil Service laws, County policies and/or procedures.

11. Fraud in security appointment.

12. Failure to meet reasonable work performance standards and requirements.

13. Discourteous treatment of the public or other employees.


15. Other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to his/her agency or employment. The County shall be held to a standard of expectation which is no less than those standards of the State civil service system and applicable case law.

D. Forms of Disciplinary Action

1. **Training**: Training will be provided as a corrective measure when the underlying cause of deficient performance is clearly attributed to a demonstrated lack of special skills, not required as prerequisite job skills, or trained, either formally or on-the-job, prior to the assignment where the deficiency was noted.
2. **Informal Counseling:** Informal counseling is appropriate for correction of first-time, minor deficiencies in performance or non-compliance with uniform and grooming standards.

3. **Documented Oral Counseling:** Supervisors will document oral counseling in cases where minor violations of Sheriff’s policies, procedures, and rules are repetitive in number or when the member, during the counseling session, indicates a resistance to the counseling provided. Oral counseling may also be documented in the employee's performance appraisal. Management is required to look at documented counseling as being lesser in severity than a written reprimand.

4. **Written Reprimand:** A written reprimand is a formal notification to a member regarding their failure to meet reasonable standards in their work or conduct, or a demonstration of a performance deficiency requiring immediate improvement.

5. **Suspension, Demotion and Dismissal:** These are disciplinary actions involving major or repetitive violations of conduct or performance.

E. **Authority for Disciplinary Action**

1. Supervisors may provide informal training, recommend more formal training, and provide informal counseling, documented oral counseling, or written reprimands as appropriate. In addition, supervisors may refer to the Division Commander more significant cases for action to include suspension, demotion, or dismissal.

2. Written reprimands shall be approved by the Division Commander before service to the employee. The employee shall have the right to attach a response to the written reprimand in compliance with the Placer County Code. Any response by the employee shall be reviewed by superiors in the chain-of-command of the employee prior to placement in the employee's personnel file.

3. Disciplinary actions involving suspension, demotion or dismissal may be effected by the Sheriff. The employee will be afforded all due process and appellate rights as required by law.

F. **Transfer from Assignment:** Nothing in this section shall prohibit the Sheriff from transferring an employee from an assignment where the employee is incompetent or inefficient in their performance of the duties required in this assignment.

G. **Inter-Divisional Disciplinary Action:** A supervisor or commander of one division may take immediate disciplinary action in the form of documented oral counseling when the member of another division exhibits improper conduct. The violation noted will be written and forwarded to the employee's Division Commander immediately. More serious matters will be referred to the employee's command by written memorandum.
H. **Initiation of Disciplinary Action**

1. Disciplinary actions involving suspension, demotion or dismissal will be commenced by service of a written "Notice of Proposed Action" containing the following:
   
   a. Name of the employee.
   b. The specific rule(s) violated.
   c. The grounds for the disciplinary action.
   d. Any materials upon which the action is based.
   e. A notification to the employee of his/her right to respond, either orally or in writing, to the Undersheriff within seven (7) calendar days.

2. After review of any written response or deliberation after the oral response of the employee, the Sheriff may file a written order initiating disciplinary action and serve the order to the employee. The order will state the exact disciplinary action to be imposed.

I. **Effective Date of Disciplinary Action**

1. Discipline not involving termination shall become effective when either the employee has not filed a request for appeal hearing (within the ten (10) days as required under Section 3.08.1280) or at the conclusion of a hearing when findings have been made by the Civil Service Commission.

2. In the event the order initiating discipline involves discharge from employment or termination, the discipline shall become effective when the appointing authority has served the employee with a copy of the order and filed the original order with the Personnel Director pursuant to Section 3.08.1240.

J. **Appeals for Disciplinary Action:** An appeal by an employee in the classified service shall be made to the Civil Service Commission.

K. **Use of Counseling and Training:** Misconduct investigations which result in a finding of "Exonerated" or "Not-Sustained" will not relieve the Sheriff’s supervisors or commanders from the responsibility of counseling or training subordinate personnel who demonstrate problems of knowledge, judgment or common sense.
TITLE: SOCIAL MEDIA POLICY

EFFECTIVE: 01/01/2020

I. PURPOSE

The Placer County Sheriff's Office endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this agency's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

II. POLICY

Social media provides a valuable means of assisting the Sheriff's Office and its personnel in community outreach, problem-solving, crime investigation, crime prevention, and related objectives. The Placer County Sheriff's Office also recognizes that the role these tools play in the personal lives of some agency personnel. The personal use of social media can have bearing on Sheriff's Office personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions with certain uses of social media by Placer County Sheriff's Office personnel.

III. DEFINITIONS

- **Blog**: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- **Page**: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
- **Post**: Content an individual shares on a social media site or the act of publishing content on a site.
- **Profile**: Information that a user provides about himself or herself on a social media networking site.
- **Social Media**: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to social networking sites (Facebook, Snapchat), microblogging sites (Twitter, Nixle), photo and video sharing sites (YouTube, Instagram), wikis (Wikipedia), blogs, and news sites.
- **Social Networks**: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- **Web 2.0**: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term inter-changeably with social media.
- **Wiki**: Web pages(s) that can be edited collaboratively.
IV. ON-THE-JOB USE

A. Determine Strategy

1. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency’s presence on the website.

2. Where possible, the page(s) should link to the Placer County Sheriff’s Office official website.

3. Social media page(s) shall be designed for the target audience(s), such as community outreach or youth.

B. Procedures

1. All Placer County Sheriff’s Office social media sites or pages shall be approved by the Sheriff or his or her designee, and shall be administered by the Sheriff’s designee(s).

2. Where possible, social media pages shall clearly indicate they are maintained by the official Placer County Sheriff’s Office and shall have agency contact information prominently displayed.

3. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
   a. Content is subject to public records laws. Relevant records retention schedules apply to social media content.
   b. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

4. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Placer County Sheriff’s Office.
   a. Where possible, pages shall clearly indicate that posted comments will be monitored and the Placer County Sheriff’s Office reserves the right to remove obscenities, off-topic comments, and personal attacks or any other violation of the EULA (End User License Agreement) of the supporting website.

   b. The First Amendment and relevant case law should be strongly considered and followed when removing visitor comments. No comment shall be removed because of a point-of-view disagreement.

C. Agency Sanctioned Use

1. Sheriff’s Office personnel representing the Placer County Sheriff’s Office via social media outlets shall do the following:
a. Conduct themselves at all times as representatives of the Placer County Sheriff's Office and, accordingly, shall adhere to all agency standards of conduct and observe conventionally accepted protocols and proper decorum.

b. Identify themselves as a member of the Placer County Sheriff's Office.

c. Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to agency training, activities, or work-related assignments without approval from the Sheriff or designee.

d. Not conduct political activities or private business.

e. The use of Placer County Sheriff’s Office computers by employees to access social media is prohibited without authorization. All personnel are required to follow the Placer County Voicemail, Email, Internet and Computer Use Policy.

f. Placer County Sheriff’s Office employees use of personally owned devices to manage the agency’s social media activities or in the course of official duties is prohibited without authorization.

g. Placer County Sheriff’s Office employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

h. The Placer County Sheriff’s Office often posts photographs of employees and their work-related activities on social media as a community outreach tool. If an employee wishes to have their photo removed, they may notify the social media administrator(s) in writing. The social media administrator will remove the employee’s photo from any official Placer County Sheriff’s Office social media site within two business days upon receipt of the request. It is the responsibility of the employee to notify the photographer or videographer of this objection prior to taking the picture or video if the employee knows, or should have known, the picture or video being taken was for social media or website use.

2. Potential Uses - With the understanding that technology and social media platforms evolve rapidly, authorized uses for social media may include, but are not limited to the following potential uses:

a. Social media is a valuable investigative tool when seeking evidence or information about:
   1) Investigating crimes
   2) Missing persons
   3) Wanted persons
   4) Gang participation
   5) Crimes perpetrated online (i.e. cyberstalking, identify theft)
   6) Photos or videos of a crime posted by a participant or observer

b. Social media can be used for community outreach and engagement by:
   1) Providing crime prevention tips
   2) Offering online-reporting opportunities
3) Sharing crime maps and data
4) Soliciting tips about unsolved crimes

c. Social media can be used to make time-sensitive notifications related to:
   1) Road closures
   2) Special events
   3) Weather emergencies
   4) Missing or endangered persons

d. Persons seeking employment and volunteer positions use the internet to search for opportunities, and social media can be a valuable recruitment mechanism.

V. PERSONAL USE / PRECAUTIONS AND PROHIBITIONS

A. Placer County Sheriff’s Office personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not otherwise violate existing orders, policies and procedures governing employee conduct.

B. The Placer County Sheriff’s Office personnel should assume that their speech and related activity on social media sites will reflect upon the Placer County Sheriff's Office. As public employees, personnel are cautioned that when making statements pursuant to an official duty, their speech is not protected under the First Amendment. Such speech may form the basis for discipline if it violates existing orders, policies and procedures governing employee conduct. However, in no case is the policy to be interpreted to prohibit in any way an employee's rights to form, join, and participate in activities of employee organizations of their own choosing for the purpose of representation on all matter of employee-employer relations pursuant to state and federal law.

C. Placer County Sheriff’s Office personnel shall not post, transmit, or otherwise disseminate information to which they only have access as a result of their official duties without permission of the Sheriff or his or her designee.

D. The Placer County Sheriff’s Office wishes employees to take pride in their workplace and does not prohibit affiliation with this agency. Employees may post their employment, job assignment, and any uniformed personal photos of themselves on their personal websites as long as they are in good taste.

E. When using social media, Placer County Sheriff’s Office personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Placer County Sheriff’s Office General Orders regarding conduct is required in the personal use of social media. In particular, personnel are prohibited from the following:

1. Speech that ridicules, maligns, disparages, or otherwise expresses bias against any race, any religion, or any protected class of individuals.

2. Speech involving themselves or other employees reflecting behavior that would reasonably be considered illegal.
F. Placer County Sheriff’s Office employees may not divulge confidential information gained by reason of their authority; make any statements, speeches, appearances, or endorsements; or publish materials that could reasonably be considered to represent the views or positions of this agency without expressed authorization from the Sheriff or his or her designee.

G. Placer County Sheriff’s Office personnel should be aware that they may be subject to civil litigation for:

1. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation).

2. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.

3. Using someone else’s name, likeness, or other personal attributes without that person’s permission for an exploitative purpose.

4. Publishing the creative work of another, trademarks, or certain confidential business information without permission of the owner.

H. Placer County Sheriff’s Office personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by this agency at any time without prior notice.

I. Reporting Violations – Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy should notify his or her supervisor immediately for follow-up action.

VI. SAFETY TIPS / PITFALLS

A. Most modern day cell phones have cameras. The pictures you take with these devices have hidden “Metadata” on the photo: resolution, date photo taken and GPS coordinates where the picture was taken. If you post these photos, it is very easy to pull the Metadata off the photo, thus effectively giving someone the latitude/longitude of where the photo was taken. They are so accurate, it can tell you which room of a home the photo was taken in. You can turn off GPS imprints in your various devices usually under the settings or security areas. For instance the IPhone is: Settings -> Privacy -> Location Services -> Camera (turn off).

B. “John Doe is at ___________ having lunch!” Modern day “tagging” applications can track your movements. Stores that have the ability to read your applications will automatically post that you are there. It is recommended that you turn off tagging applications while at work.
C. Doxxing: Obtaining information about a person by searching the internet. Be very cautious about what information is on the web about you. Doxxing is becoming a common tactic by individuals or groups that dislike law enforcement or perceive that some type of injustice has been committed by a law enforcement officer(s). Information is gathered such as home address, phone numbers, vehicles, work locations, social security numbers, etc. This information is then publically blasted across various social media platforms for all to see. There are private companies you can hire for reasonable fees that will attempt to “scrub” your information off the web.

D. Vetting: Using the internet to do a background search on someone. This has become common practice for news agencies and defense attorneys. If you put it out there, they are going to find it. If it is controversial in nature, they may use it in a negative manner and very much out of context.

E. Are “Private” or “Friends Only” settings really private? No. There is absolutely nothing prohibiting a “friend” from publicizing something you post. There is no expectation of privacy of information freely given to “friends.” Do you really know the people you have friended? Please, do not post anything you do not wish scrutinized by media, lawyers, management or your mother if freely given by a “friend.”

F. Information uploaded to internet domains, sites or businesses may exist in some form, even when the original post has been deleted. Some social media sites have several hundred million photos, which they may not delete from their archives even if the user has deleted such content from their page. Consider the material you are posting before you commit your data, photos or comments to such sites.
I. PURPOSE

The Professional Standards Unit (PSU) is charged with the responsibility of promoting and supporting professionalism throughout the organization with the goal of strengthening public confidence by transparent, fair, and objective management of the practices, conduct, and ethics of the Placer County Sheriff’s Office.

Accordingly, the PSU is responsible for:

- Managing the Complaint and Internal Affairs functions to include investigation of serious allegations of misconduct, critical incident review, and investigation oversight.
- Assisting in personnel development by contributing to recruitment and backgrounds efforts, and the continued professional development of Sheriff’s Office personnel.
- Policy development and review.
- Identifying training needs, correcting inefficient procedures, systems, and equipment; recognizing new techniques which may benefit the Sheriff’s Office.

II. POLICY

A. Critical Incident Administrative Investigation

The PSU shall conduct the administrative investigation of critical incidents and are subject to call out for such purposes. Critical incident administrative investigations will be conducted in accordance with General Orders OPER 12, “Critical Incident Management” and documented in accordance with General Orders COND 8, “Personnel Investigation.” Critical incidents include:

1. Any incident resulting in the death or serious bodily injury, as defined in Penal Code § 243(f)(4), due to the use of force by or against any Sheriff’s Office personnel during the performance of their duties.

2. Traffic collisions involving on-duty personnel or county owned vehicles resulting in serious injury.

3. In custody deaths.

4. Any serious incident resulting in injury or departmental liability as determined by the Sheriff or Undersheriff.
The responsibility of the Professional Standards Unit in these investigations is to respond to the scene, observe the investigation, determine policy adherence, and report observations to the Sheriff. The responding Professional Standards Detective may monitor the criminal or accident investigation. They may inspect the scene and be prepared to provide a report to the Sheriff. Any investigation conducted by the Professional Standards Unit in these cases is administrative in nature.

B. **Policy Development and Review**
   General Orders are issued by the Sheriff and are intended to maintain the ethics and high standards of the Sheriff’s Office. The PSU shall be responsible for the management and development of the General Orders with the approval of the Sheriff in accordance with ADMIN 3, “Written Directives.”

C. **After Action Analysis**
   The PSU will ensure that post incident analysis and annual summary reports of Internal Affairs Investigations and Blue Team entries are prepared and disseminated to the Sheriff. The purpose of the analysis is to help identify issues that may either help institute operational best standards and practices, or hinder the effectiveness and ability to carry out the mission of the Placer County Sheriff’s Office. These patterns can be used to identify training needs, departmental policy or procedure changes, as well as recognize positive patterns of behavior.

D. **Internal Affairs Investigations:**
   All Internal Affairs functions of the PSU will be conducted in accordance with ethics, law, and General Orders COND 8, “Personnel Investigation.”

   The PSU will serve as fact finders when investigating allegations of criminal wrongdoing or non-criminal misconduct, as directed by the Sheriff. The PSU Sergeant will review all allegations and assign an investigator. More than one investigator may be assigned at the discretion of the Administration.

   1. **Criminal Misconduct:** When allegations include potential criminal conduct, there will be separate but parallel administrative and criminal investigations. The administrative investigation will be the responsibility of the PSU.

   2. **Non-criminal Misconduct:** Any allegation, if sustained, which may result in discipline and/or termination, allegations brought to the Sheriff’s attention via lawsuit, allegations of workplace harassment, or at the discretion of the Sheriff.

E. **IA PRO**
   IA Pro is software designed to conduct, track, and maintain an Internal Affairs caseload. All Internal Affairs Investigations, Citizen Complaints, and Inquiries shall be documented and stored in IA Pro. The PSU shall serve as the facilitator of the IA Pro system including administration, review, training, and reporting of IA Pro information.

   1. All investigations of personnel complaints, including those stored in IA Pro, shall be considered confidential peace officer personnel files, and shall not be reviewed or
released to other than the involved officer or authorized personnel without valid lawful request. Files shall be maintained in IA Pro pursuant to established General Orders, Placer County Code, and state statutes regarding the maintenance and destruction of public records.

F. **Blue Team**
The PSU shall serve as the facilitator of the Placer County Sheriff’s Early Intervention System (BlueTeam) including administration, review, training, reporting, and as per COND 12, “BlueTeam.”

G. **Personnel Recruitment**
It is the policy of the Placer County Sheriff’s Office to recruit and select the best possible candidates for all employment opportunities within the Office with an emphasis on candidates displaying the core values of the Office. The PSU will assist Placer County Human Resources personnel in the recruitment and selection process.

H. **Background Investigations**
The PSU will assist with background investigations conducted on candidates being considered for employment within the Sheriff’s Office as directed by the Support Services Captain. All backgrounds will be conducted in accordance with General Orders PERS 11, “Pre-Employment Background Investigations” and/or POST background standards.

I. **Personnel Annual Review Process**
The purpose of the performance evaluation system is to provide an objective means for evaluating the performance of personnel by serving as a constructive guide, establishing performance goals, and a measurement of career progress. Guides for the personnel review process are standardized in Placer County Code 3.08.1060. The PSU will partner with the Sheriff’s Administrative Services Human Resources Unit to ensure the fairness, impartiality, and uniformity of evaluations. Evaluations should contain measurable goals and objectives that reflect performance results and accomplishments. The PSU will ensure that, as part of the annual evaluation process, all employees have a signed acknowledgement of receipt and understanding of all General Orders and policy updates.

J. **Leadership Development**
The PSU will work with the Training Unit in order to develop and maintain a Placer County Sheriff’s progressive leadership course for professional and sworn staff.
I. PURPOSE

A. BlueTeam is data collection software used in order to perform incident based statistical analysis. BlueTeam is configured to assist in the collection and reporting of mandatory statistical data to the California Department of Justice. The Professional Standards Unit (PSU) shall serve as the facilitator of the BlueTeam system including administration, review, training, and coordination of reporting of Blue Team information.

B. BlueTeam shall be used to track the following incidents:
   - Use of Force Incidents
   - Commendations
   - Firearms Discharges (Animal Dispatch and Negligent)
   - Forced Entry (including Cell Extractions)
   - K9 Deployments
   - Show of Force Incidents
   - Supervisor’s Notes
   - Vehicle Pursuits
   - On-Duty Vehicle Accidents
   - Audits

C. An Early Intervention System is an essential component of good discipline in a well-managed organization, and as such statistics gathered in BlueTeam shall be used to provide a proactive, non-disciplinary early intervention approach. BlueTeam provides a system of review for selected performance indicators that otherwise may be insignificant when examined individually, to aid in early intervention, policy compliance, and identification of training needs and liability concerns. This contributes to the recognition of positive patterns of activity as well as prevention of problematic and negative events and consequences.

II. POLICY

A. Shift supervisors are responsible for ensuring BlueTeam entries are completed for each applicable incident. Entries will be made by the supervisor who reviews and supervises the associated employee’s reports. The supervisor will check the BlueTeam entry for completeness, incident justification, and compliance with law and policy, as well as ensure all necessary attachments including photos and supporting documents on high risk/high liability incidents are complete and uploaded into the program. All BlueTeam entries will be completed and forwarded before the supervisor goes on days off.
   1. If the incident is deemed appropriate and within policy, the supervisor shall complete the BlueTeam entry and may forward it to the PSU for filing. This does not preclude the forwarding of any incident, including high-risk, high-liability incidents, to the Division
Commander through the Chain-of-Command for informational purposes. Events of this nature should be forwarded prior to end of shift.

2. If the supervisor does not believe the action(s) were appropriate or justified or are unable to reach a conclusion about the correctness they shall forward the entry though their Chain-of-Command.

3. Lieutenants or Captains reviewing entries brought to their attention and finding the associated incident justified, lawful and within policy, shall approve them. If other peripheral issues are viewed in the incident that would not lead to formal discipline, they may be handled informally at the shift level. If there is continued question about a Use of Force entry, it will be forwarded to the Use of Force Review Board in accordance with OPER 23 “Use of Force Review Board.”

4. If, after initial administrative review, or as per OPER 23 “Use of Force Review Board,” the incident may result in discipline, the incident shall be forwarded to the Undersheriff for review and possible Administrative Investigation or Inquiry.

5. All completed incidents will be forwarded to the PSU. The PSU is responsible for accepting completed incidents into the database and closing them in BlueTeam.

B. Alerts in the BlueTeam system will be monitored by the PSU. Alerts will be forwarded to the affected employee’s Division Commander for follow-up. Alerts that are determined to not require an intervention will be saved in the BlueTeam system and no further action will be taken: those indicating potential problematic performance or behaviors will be assigned by the Division Commander for possible intervention.

C. Intervention plans will be developed by the affected employee’s supervisor as directed by their Division Commander. Plans will identify intervention efforts, as well as provide resources for the affected employee. Intervention plans will have a set time frame for completion as determined by the Division Commander.

D. Individual personnel records stored in Blue Team, shall be considered confidential peace officer personnel files, and shall not be reviewed or released to other than the involved officer or authorized personnel without valid lawful request. Reporting of general statistics and trends, and file maintenance shall be in accordance with established General Orders, County Policy, and state statutes regarding the release, maintenance, and destruction of public records. Access to Internal Affairs Records shall be made in accordance with COND 8, “Personnel Investigation.”

E. BlueTeam entries are not replacements for incident reports or other documentation as required by policy or law.
**OPERATIONAL ORDERS**

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I. PURPOSE AND SCOPE

The purpose of this Order is to establish guidelines for sworn personnel required to use force to accomplish the police mission. While there is no way to specify the exact amount or type of objectively reasonable force to be applied in any situation, each officer is expected to use these guidelines to make such decisions in a professional, impartial, and safe manner.

Officers must have an understanding of, and true appreciation for, the limitations of their authority. This is especially true with respect to officers overcoming resistance while engaged in the performance of their duties.

This organization recognizes and respects the value of all human life and dignity without prejudice to anyone. It is also understood that vesting officers with the authority to use objectively reasonable force and protect the public welfare requires a careful balancing of all human interests.

California Penal Code Section 835a:

(a) The Legislature finds and declares all of the following:

(1) That the authority to use physical force, conferred on peace officers by this section, is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The Legislature further finds and declares that every person has a right to be free from excessive use of force by officers acting under color of law.

(2) As set forth below, it is the intent of the Legislature that peace officers use deadly force only when necessary in defense of human life. In determining whether deadly force is necessary, officers shall evaluate each situation in light of the particular circumstances of each case, and shall use other available resources and techniques if reasonably safe and feasible to an objectively reasonable officer.

(3) That the decision by a peace officer to use force shall be evaluated carefully and thoroughly, in a manner that reflects the gravity of that authority and the serious consequences of the use of force by peace officers, in order to ensure that officers use force consistent with law and agency policies.

(4) That the decision by a peace officer to use force shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when officers may be forced to make quick judgments about using force.
(5) That individuals with physical, mental health, developmental, or intellectual disabilities are significantly more likely to experience greater levels of physical force during police interactions, as their disability may affect their ability to understand or comply with commands from peace officers. It is estimated that individuals with disabilities are involved in between one-third and one-half of all fatal encounters with law enforcement.

(b) Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use objectively reasonable force to effect the arrest, to prevent escape, or to overcome resistance.

(c) (1) Notwithstanding subdivision (b), a peace officer is justified in using deadly force upon another person only when the officer reasonably believes, based on the totality of the circumstances, that such force is necessary for either of the following reasons:

(A) To defend against an imminent threat of death or serious bodily injury to the officer or to another person.

(B) To apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. Where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

(2) A peace officer shall not use deadly force against a person based on the danger that person poses to themselves, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the peace officer or to another person.

(d) A peace officer who makes or attempts to make an arrest need not retreat or desist from their efforts by reason of the resistance or threatened resistance of the person being arrested. A peace officer shall not be deemed an aggressor or lose the right to self-defense by the use of objectively reasonable force in compliance with subdivisions (b) and (c) to effect the arrest or to prevent escape or to overcome resistance. For the purposes of this subdivision, “retreat” does not mean tactical repositioning or other deescalation tactics.

(e) For purposes of this section, the following definitions shall apply:

(1) “Deadly force” means any use of force that creates a substantial risk of causing death or serious bodily injury, including, but not limited to, the discharge of a firearm.

(2) A threat of death or serious bodily injury is “imminent” when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the peace officer or another person. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed.
(3) “Totality of the circumstances” means all facts known to the peace officer at the time, including the conduct of the officer and the subject leading up to the use of deadly force.

II. DEFINITION

Force shall be defined as the use of physical power, strength, or any weapon, instrument, device to overcome, control, or restrain any person or to otherwise overcome resistance.

III. POLICY

It is the policy of this organization that officers shall use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control. “Reasonableness” of the force used must be judged from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when officers may be forced to make quick judgments about using force.

Any interpretation of “reasonableness” must allow for the fact that law enforcement officers, in circumstances that are tense, uncertain and rapidly evolving, are often forced to make split-second decisions about the amount of force that is necessary in a particular situation under Graham v. Conner, 109 S. Ct. 1865 (1989).

IV. FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether or not to apply any level of force and evaluating whether an officer has used objectively reasonable force, a number of factors should be taken into consideration. These factors include, but are not limited to:

A. Scope of the intrusion (degree and extent of force)
B. Manner of intrusion
C. Place where the force was used
D. Need to perform official duties
E. Justification of the use of force
F. Facts and circumstances
G. Severity of the crime involved
H. Suspect poses an immediate threat to the officer(s)/others
I. Suspect actively resists or flees

J. The conduct of the individual being confronted (as reasonably perceived by the officer at the time)

K. Officer/subject factors (age, size, relative strength, skill level, injury/exhaustion and number of officers vs. subjects)

L. Influence of drugs/alcohol (mental capacity)

M. Proximity of weapon(s)

N. Availability of other options (what resources are reasonably available to the officer under the circumstances)

O. Seriousness of the suspected offense or reason for contact with the individual

P. Training and experience of the officer

Q. Potential for injury to citizens, officers and suspects

R. Risk of escape

S. The conduct of the officer and the subject leading up to the use of deadly force (*Hayes v. County of San Diego* 57 Cal. 4th 622 (2013)).

T. Other exigent circumstances

It is recognized that officers are expected to make split-second decisions and that the amount of an officer’s time available to evaluate and respond to changing circumstances may impact his/her decision.

While various degrees of force exist, each officer is expected to use only that degree of force objectively reasonable under the circumstances to successfully accomplish the legitimate law enforcement purpose in accordance with this policy, state, federal and case law.
Resistance Defined, P.O.S.T. Learning Domain 20

<table>
<thead>
<tr>
<th>Suspect’s Actions</th>
<th>Description</th>
<th>Possible Force Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative</td>
<td>Subject offers no resistance</td>
<td>-Mere professional appearance</td>
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<tr>
<td></td>
<td></td>
<td>-Nonverbal actions</td>
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<tr>
<td></td>
<td></td>
<td>-Verbal requests and commands</td>
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<tr>
<td>Passive non-compliance</td>
<td>Does not respond to verbal command but also offers no physical form of resistance</td>
<td>-Officer’s strength to take physical control, including lifting/carrying</td>
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<td></td>
<td></td>
<td>-Control holds and techniques to direct movement or immobilize a subject</td>
</tr>
<tr>
<td>Active resistance</td>
<td>Physically evasive movements to defeat an officer’s attempt at control, including bracing, tensing, running away or verbally signaling an intention to avoid or prevent being taken into or retained in custody</td>
<td>-Control holds and techniques to control the subject and situation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Use of personal weapons in self-defense and to gain advantage over the subject</td>
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<td>-Use of devices to secure compliance and ultimately gain control of the situation</td>
</tr>
<tr>
<td>Assaultive</td>
<td>Aggressive or combative; attempting or threatening to assault the officer or other person</td>
<td>-Use of devices and or techniques to secure compliance and ultimately gain control of the situation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Use of personal body weapons in self-defense and to gain advantage over the subject</td>
</tr>
<tr>
<td>Life-threatening</td>
<td>Any action likely to result in serious injury or possibly the death of the officer or another person</td>
<td>-Utilizing firearms or any other available weapon or action in defense of self and others</td>
</tr>
</tbody>
</table>

V. DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

A. Deadly force can only be used when necessary to defend against an “imminent threat” of death or serious bodily injury to the officer or another person.
B. Deadly force should not be used when the danger is just to the subject only (i.e. solo suicide subject) and/or the officer believes the subject does not pose an imminent threat of death or serious bodily injury to the peace officer or another person.

C. Officers may use deadly force to effect the arrest or prevent the escape of a suspected felon where the officer reasonably believes the suspect poses a significant threat of death or serious bodily injury to the officer or others. A verbal warning preceding the use of force should be given when possible and when doing so does not increase the danger to the officer or others. Additionally, when feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer. Common “fleeing felon” statute is unconstitutional when lethal force is used on an unarmed non-violent suspect, Tennessee v. Garner 105 S. Ct. 1694 (1985).

D. Use of the Carotid Restraint Control Hold shall be considered use of deadly force.

VI. IMPROPER USE OF FORCE

A. Penal Code Section 149 provides that, "Every public officer who, under color of authority, without lawful necessity, assaults or beats any person", is guilty of a felony.

B. The use of improper force occurs when the type or degree of force employed was either excessive or unreasonable.

C. Questions as to the reasonableness of force used may be referred to the Use of Force Review Board as per OPER 23 “Use of Force Review Board.”

D. The use of improper force by any member of the Sheriff’s Office against any persons will not be tolerated.

VII. REPORTING THE USE OF FORCE

Any use of physical force by a member of this organization shall be documented completely and accurately in an appropriate report depending on the nature of the incident and shall be entered in BlueTeam per COND 12, “BlueTeam”. The use of particular weapons such as chemical agents may require the completion of additional report forms as specified in organizational policy and/or law. The following are use of force reporting writing fundamentals:

- Initial reason for the contact
- Officer arrival
- Approach
- Weapons known or believed involved
- Size of the officer v. subject
- Physical condition of officer(s) v. subject
- Perceived martial expertise of subject
• Friends and associates present
• Terrain (footing)
• Drugs and alcohol
• Subject’s actions
• Officer’s actions
• Witness observations and statements
• Transport procedures
• Photographs or video of force applications to subject’s body, visible or not

Other specific details to be considered and answered in the reporting process include:

• Marked v. unmarked unit
• Uniformed v. plain clothes
• Verbally identified or not
• Number of officers present, one or two man unit(s)
• What did officer hear, see, and smell on the approach?
• What information did officer have from dispatch, other units, citizens (ID’d or anonymous)?
• What initial verbal commands were given?
• Subject’s verbal and physical body language response
• What did/was the subject physically doing on the approach and/or first contact?
• What control methods were attempted/used?
• What type of escalation/de-escalation was used/attempted?
• Duration and extent of resistance by subject
• Was subject handcuffed/restrained, how, were cuffs double-locked?
• Subject’s demeanor, acts or statements during transport
• Did subject apologize for fighting or making you use force?
• Did officer record statements?
• Was it necessary to use maximum restraint during or to enable transport?
• Where was subject taken and was medical treatment provided or offered and what was subject’s response to those answers?
• What did independent witnesses say during or immediately after the use of force?
• If the subject was apologetic, were they given an opportunity to write an apology letter?

VIII. PEOPLE WITH DISABILITIES

Individuals with physical, mental health, developmental or intellectual disabilities are more likely to experience greater use of force. Officers will need to take this into consideration as these individuals may not have the ability to comply or follow commands based upon their disability.

When dealing with “people with disabilities,” once the scene is stabilized and there is no threat to life, then the officer has a duty to accommodate the person's disability, but not before. People affected by mental illness can be unpredictable and sometimes violent. Officers should never
compromise their own safety or the safety of others when dealing with individuals who display symptoms of a mental illness.- P.O.S.T. Learning Domain 37.

• Request backup
• Stabilize the scene
• Calm the situation
• Communicate
• Do not make threats
• Be truthful
• Communicate in short sentences
• Medications?
• Acknowledge their feelings
• Do not mock or belittle
• Do not agree or disagree with their delusions
• Do not threaten with arrest or in any manner- P.O.S.T. Learning Domain 37.

IX. NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practical following the application of physical force, under any of the following circumstances:

• Where the application of force appears to have caused physical injury.
• The individual has expressed a complaint of pain.
• Any application of a less lethal control device.
• Where the individual has been rendered unconscious.
• When any use of force application has been captured by video, pictures or source media and that information is known to the officer.

X. MEDICAL ATTENTION FOR INJURIES SUSTAINED USING FORCE

Medical assistance shall be obtained for any person(s) who has sustained visible injury, expressed a complaint of pain, or who has been rendered unconscious.

A. The on-duty supervisor will respond to the medical facility and evaluate the circumstances surrounding the incident.

B. The on-duty supervisor will determine whether the actions taken by the officer(s) were within agency guidelines and determine the suggested level of investigative oversight.

C. In either instance, the on-duty supervisor will notify the Watch Commander of the findings. Based on the incident a determination will be made as to the level of investigative oversight, the use of Investigations and Evidence.

For additional procedural guidelines specific to use of firearms and chemical agents, see General Orders OPER 2 and OPER 3.
TITLE:       FIREARMS
EFFECTIVE:  01/01/2020

I. USE OF WEAPONS

The basic firearms use policy of the Placer County Sheriff’s Office is that firearms shall be used only in compliance with OPER 1- Use of Force, or under the other provisions defined in section I. B of this order.

A. Drawing Weapon

Officers shall only draw their sidearm, or any other weapon, when they are arresting or attempting to arrest any person or persons whom they believe is about to commit, or is in the process of committing, a felonious crime, or when entering a structure, area, or approaching a vehicle or situation in which there is likelihood of danger to the officer or other persons. The promiscuous or frivolous display of firearms is expressly forbidden. Any time a deputy draws his/her weapon and takes aim at a subject, a BlueTeam entry will be made to explain the circumstances of why the weapon was aimed at the subject.

B. Discharge of Firearm

An officer of the Placer County Sheriff’s Office shall not discharge or use any other type of deadly force in the performance of his/her duties, except under the following circumstances:

1. In the defense of their life or any other person who is in imminent danger of death or great bodily harm.

2. To effect the arrest or prevent the escape of a suspected felon where the officer reasonably believes the suspect poses a significant threat of death or serious bodily injury to the officer or others.

3. To kill a dangerous animal that is attacking the officer or another person or persons, or which, if allowed to escape, presents a danger to the public.

4. When humanity requires the destruction of an animal to save it from further suffering and other disposition is not possible.

5. For target practice at an approved range or in unrestricted areas.

6. To give an alarm or call for assistance for an important purpose when no other means are available.
C. **Display and Discharge of Firearms Prohibited**

Officers shall not display their firearms, or draw them in any public place except for inspection or use nor shall officers handle their weapons in a careless manner that could result in an accidental or negligent discharge of the firearm.

D. **Acting as a Peace Officer While Off Duty or in Other Jurisdictions**

Officers are reminded that as employees of the Placer County Sheriff’s Office, the policies set forth here are in force whether or not the officers are on-duty in this County, on special or casual assignment in other legal jurisdictions or, when off-duty, but acting as a peace officer.

E. **Armed While Judgment Impaired Prohibited**

Officers are reminded that as peace officers and employees of the Placer County Sheriff’s Office they are representatives of this agency and expected to demonstrate sound judgment on or off-duty. Officers shall not be armed when consuming an amount of an alcoholic beverage or taking any drug that would tend to adversely affect the officer’s senses or judgment.

II. **AUTHORIZED DUTY WEAPONS**

A. **Duty Weapon(s) Defined**

A “duty weapon” is defined as any firearm(s) that an officer of the Placer County Sheriff’s Office has been issued from the Sheriff’s Armory or any personally-owned, optional carry, Rangemaster approved weapon. “Duty weapon” also includes any firearm that an officer routinely carries, has access to or could be expected to use in their duty assignment, such as the Patrol 12 gauge shotgun, Patrol .223/5.56 rifle or other approved duty weapon.

B. **Required Weapon(s) Qualifications**

Officers of the Placer County Sheriff’s Office who carry any firearm in the course of their duties, whether an issued or optional carry firearm, on or off-duty, must demonstrate proficiency and qualify with their weapon(s) within Sheriff’s Office standards. *(Refer to PCSO General Orders / OPER 9, Firearms Qualification.)*

C. **Placer County Sheriff’s Office Rangemaster Approved Weapons List**

For a complete listing of all weapons and related equipment approved for duty use, contact the Sheriff’s Training Unit.
D. **Primary Service Sidearm**

1. **Duty Sidearms - Issued**: Officers may be issued a weapon for duty use from the Sheriff’s Armory, and are responsible for the reasonable care and maintenance of their issued weapon(s), magazines and clips.

2. **Duty Sidearms - Optional**: Officers may elect to carry their own semi-automatic pistol in lieu of the issue weapon by approval of the Sheriff’s Office Rangemaster. Officers who cannot qualify with their optional carry weapon(s) to the Sheriff’s Office standards will be required to qualify with and carry an issued sidearm as assigned by the Sheriff’s Office Rangemaster.

Only full-size, commercially available model sidearms will be utilized for uniformed patrol duty, with a barrel length no less than three inches and no greater than six inches. Trigger pull weight will be no less than four pounds. Weapon modifications, including cosmetic modifications or exceptions to this policy must be approved by the Sheriff’s Office Rangemaster.

E. **Issued and Optional Patrol Rifles**

1. **Patrol Rifles – Issued**: When available, the Sheriff’s Office may issue .223/5.56 mm AR-15 rifles for duty use in semi-automatic fire only. Officers are responsible for the reasonable care and maintenance of their issued weapon(s) and magazines.

   a) Requests to carry a Sheriff’s Office patrol rifle shall be directed to the Rangemaster in written memorandum format (electronic requests will suffice) by personnel requesting to be assigned a rifle. The Field Operations Administrative Lieutenant shall be copied on the original request.

   b) Patrol rifles will be issued to uniformed personnel assigned to patrol in the Field Operations Division as first priority. Other personnel, such as detectives, school resource officers, etc., assigned to Field Operations but not assigned to uniformed patrol may request a rifle and their request will be considered on a case by case basis.

2. **Patrol Rifles – Optional**: The Sheriff’s Office recognizes that some officers may wish to purchase their own AR-15 patrol rifle. Officers must have successfully completed their Field Training. All officer assault weapon purchases will be coordinated through the Sheriff’s Office Rangemaster and be completed in accordance with Federal Law, State law and CA/DOJ firearms registration stipulations and requirements.
Only Sheriff’s Office Rangemaster approved, low-power (4X or less) optical or holographic sights will be utilized on Patrol .223/5.56 caliber rifles. Any rifle equipped with an optic will also have iron sights installed and zeroed appropriately. Weapon modifications, including cosmetic modifications or exceptions to this policy must be approved by the Sheriff’s Office Rangemaster.

F. Deployment of Patrol Rifle

Sworn personnel may deploy the patrol rifle in any circumstance where they can articulate a reasonable expectation that the rifle may be needed. Examples of when the patrol rifle should be deployed include but not limited to the following:

1. Situations when personnel reasonably anticipate an armed encounter.
2. When personnel face a situation that may require the delivery of accurate and effective fire at long range.
3. There is a reasonable need to meet or exceed a suspect(s) firepower.
4. When personnel reasonably believe a suspect(s) may be wearing body armor.
5. When authorized or requested by a supervisor.
   a. When a patrol rifle is deployed, sworn personnel carrying an issued or approved Sheriff’s Office ballistic helmet shall don the helmet immediately when safe to do so.

G. Issued and Optional Patrol Shotguns

1. Patrol Shotguns – Issued: The issued 12 gauge duty shotgun for the Placer County Sheriff’s Office is the Remington Model 870 series, pump action Police Magnum, or the Mossberg Model 590 series pump action. The patrol shotguns may be issued to an individual officer or made available as a pool weapon for checkout. Officers are responsible for the reasonable care and maintenance of their issued weapon(s).

2. Patrol Shotguns – Optional: The Sheriff’s Office recognizes that some officers may wish to purchase their own Patrol 12 gauge shotgun. Officers must have successfully completed their Field Training and have completed their Placer County probationary period. All officer patrol shotgun purchases will be coordinated through the Sheriff’s Office Rangemaster and be completed in accordance with Federal law, State law and CA/DOJ firearms registration requirements.
Officers who elect to carry an optional shotgun must demonstrate proficiency and qualify with their weapon to Sheriff’s Office standards. *(Refer to PCSO General Orders / OPER 9, Firearms Qualification.)*

3. For a listing of all approved shotgun ammunition for duty use, contact the Sheriff’s Training Unit.

H. **Backup Weapon(s)**

Deploying a backup weapon is generally a last resort in the event of mechanical failure or loss of the officer’s primary weapon.

1. The following caliber weapons are authorized for backup use: 221r, 22 magnum, 25 ACP, 32 ACP, 380 auto, 38 special, 357 magnum, 9mm, 40 cal. S&W and 45 ACP caliber.

2. Officers who elect to carry any backup weapon(s) must demonstrate proficiency and qualify with their weapon(s) to Sheriff’s Office standards. *(Refer to PCSO General Orders / OPER 9, Firearms Qualification.)*

I. **Off-Duty Weapon(s)**

The Placer County Sheriff’s Office recommends but does not mandate off-duty carrying of firearms. However, when an officer chooses to do so, the following shall apply:

1. Any personally-owned or optional carry weapon shall be registered and on file in the Sheriff’s Office Training Unit.

2. The Sheriff’s Office will furnish ammunition for off-duty carry. Ammunition for qualification and training will not be provided unless the weapon is compatible with agency calibers; i.e. 380 auto, 9mm, 40 cal., 45 ACP, 38 special or 357 magnum.

3. When an employee of the Sheriff’s Office is carrying any weapon described in this policy, whether on their person, in a holster or other container, or in a vehicle, if such weapons have a safety device, said device shall be employed in a "safe" and/or "on" position.

4. For officers choosing to carry an off-duty weapon, it is recommended they have their Placer County Sheriff’s Office identification on their person when carrying their weapon. It is further recommended that officers carry their issued PCSO badge to identify themselves to the public or any other law enforcement agency in the event of an incident.
5. Officers who elect to carry an off-duty weapon(s) must demonstrate proficiency and qualify with their weapon(s) to Sheriff’s Office standards. *(Refer to PCSO General Orders / OPER 9, Firearms Qualification.)*

J. **Firearm(s) Storage**

**All Firearms – Issued or Optional:** During duty hours, patrol rifles not under the officer’s immediate control shall be locked in the Sheriff’s Office vehicle’s electric weapons lock(s), the rifle’s safety selector shall be in the “SAFE” position, a full magazine inserted in the mag well with the bolt forward on an empty chamber. If the vehicle is not equipped with an electric lock, rifles shall be kept secured in the locked trunk or locked storage area of the officer’s vehicle utilizing a locking cable. The weapon(s) shall be secured to a hard point in the locked vehicle with the locking cable threaded through the receiver of the rifle(s); or it shall be stored within a weapon lock-box that is locked and bolted to the vehicle’s framing. During off-duty hours, if the officer removes the rifle from his/her assigned vehicle’s security (mentioned above), the weapon(s) shall be stored at the Sheriff’s Office or inside the officer’s residence per CA/DOJ standards and/or California State Law. The magazine on rifles shall be removed, the bolt shall be forward on an empty chamber, safety selector shall be in the “SAFE” position, and a chamber safety block inserted. If the officer leaves a handgun in an unattended vehicle, the handgun shall be locked in the vehicle’s trunk in a locked container out of plain view, or lock the handgun in a locked container that is permanently affixed to the vehicle’s interior and out of plain view.

K. **Weapon Mounted Lights**

The Sheriff’s Office recognizes that some officers may wish to utilize lights mounted on their firearms. Weapons mounted lights are permissible with the following conditions:

1. The light must be of a type approved by the Sheriff’s Office Rangemaster.

2. Weapons mounted lights must be a dedicated system and carried in a holster designed to accommodate the weapon with the light attached. The light switch must be operable by the officer’s off-hand thumb, not the trigger finger, and shall be capable of momentary on-off mode.

3. Officers who carry any weapons mounted light system are reminded the weapons mounted lights are tactical illumination/sighting devices to aid the operator in illuminating and identifying a threat. A weapons mounted light will not be used for routine illumination or searching where taking someone under muzzle control would not be justified. All officers who carry any weapons mounted light systems shall have a separate, primary light source for routine illumination.
L. **Weapon Mounted Lasers, Night Vision and Thermal Imaging Devices**

The use of visible laser sighting devices on Placer County Sheriff’s Office duty sidearms is prohibited. The Sheriff’s Office recognizes that some officers have access to or have their own night vision devices. Any night vision or thermal imaging device for patrol use will only be utilized for searching, locating suspects or potential threats. Under no circumstances shall night vision or thermal imaging be used simultaneously with a weapons system or be mounted to any weapons platform.

M. **Optional Holsters and Equipment**

Optional carry holsters, magazine or other equipment pouches must be purchased by individual officers. Holsters must be an approved type. *(Reference PCSO General Orders, COND 6, Section M).*

The Sheriff’s Office recognizes that some officers will wish to upgrade their ballistic protection beyond the issued body armor. Rangemaster approved Level III or Level IV rifle plates and carriers may be purchased by individual officers and utilized when responding to potential high-risk priority one incidents.

N. **Modification and Repair of Firearms**

1. No officer other than a Sheriff’s Office armorer shall modify the working parts of or repair any issued firearm.

2. Any issued firearm in need of repair shall be turned into a Sheriff’s Office armorer, Rangemaster or the on-duty Watch Commander who may issue another firearm to the officer.

3. No Sheriff’s Office issued firearm or personally owned firearm carried on or off-duty will have any mechanical alteration that impairs safe function of the weapon, or inhibits or renders inoperative any safety device.

4. Any Sheriff’s Office issued firearm or personally owned firearm carried on duty shall not have cosmetic alterations without permission from the Rangemaster.

O. **Inspection of Firearms**

Any officer’s firearm(s) will be subject to inspection at any time by a superior officer or Rangemaster and shall be kept clean and in good working order.

P. **Ammunition**

The Sheriff’s Office shall provide ammunition for duty use and range qualification training.
Only the ammunition provided by the Sheriff’s Office is authorized for duty use. Ammunition for off-duty and backup weapons will be provided by the Sheriff’s Office for carry use, training and qualification purposes only in the calibers normally stocked by the Sheriff’s Office. Any other ammunition must be approved by the Sheriff’s Office Rangemaster prior to use. No reloaded ammunition shall be used.

Q. Reserve Officers and Assistant Deputy Sheriffs

All on-duty Reserve Deputy Sheriffs and Assistant Deputy Sheriffs are required to comply with the aforementioned orders; off-duty Reserve Deputy Sheriffs and Assistant Deputy Sheriffs shall not carry a concealed/loaded firearm without first obtaining a concealed weapons permit.

R. Specialized Duties

Certain specialized duties may at times necessitate the carrying of different types of handguns, or firearm(s), lasers, thermal imagery or night vision devices. The Sheriff, Undersheriff or Field Operations Commander may authorize other types of weapons for particular situations or assignments. Officers receiving such special authorization shall qualify to the satisfaction of the Sheriff’s Office Rangemaster and Special Enforcement Team Commander.

III. REPORTING AND INVESTIGATIVE PROCEDURES

The following procedure shall be followed when an officer of the Placer County Sheriff’s Office discharges a firearm, whether on or off-duty, except at an approved range or unrestricted area:

A. When an officer of the Sheriff’s Office discharges a firearm, the officer shall verbally notify the Watch Commander without unreasonable delay by notifying the on-duty supervisor through Dispatch.

B. The officer who discharged a firearm shall file a written report of the incident to the on-duty supervisor prior to the conclusion of his/her shift or at the beginning of their first shift when returning from any adjusted, scheduled or sick day off. If the officer is a subject officer involved in an officer-involved shooting, no written report will be necessary as their statement will be contained in the official law enforcement and/or administrative investigation.

C. The on-duty supervisor shall personally investigate any firearms discharged by any employee. The supervisor will notify the Watch Commander without unreasonable delay. The supervisor will complete a detailed BlueTeam entry and forward it to the Watch Commander, Division Commander and employee’s Division Command Staff by the end of their shift.

D. If an employee, on or off-duty, when acting in the scope of their employment or capacity
as a peace officer, discharges a firearm outside the Placer County limits, they shall notify the on-duty supervisor through Dispatch without unreasonable delay. The on-duty supervisor shall notify the Watch Commander without unreasonable delay. The supervisor will complete a BlueTeam entry and forward it to the Watch Commander, Division Commander and employee’s Division Command Staff by the end of their shift. If the officer is a subject officer involved in an officer-involved shooting, no written report will be necessary as their statement will be contained in the official law enforcement and/or administrative investigation.

E. Division Commanders shall review the BlueTeam entries forwarded to them and after review shall attach their review of the incident and submit it to the Undersheriff for further consideration.

F. When an officer of the Placer County Sheriff’s Office is the victim of a theft or loss of any duty or issued firearm, the officer shall verbally notify the on-duty supervisor through Dispatch without unreasonable delay. The on-duty supervisor shall notify the Watch Commander. The supervisor will complete an electronic memo and address it to the Watch Commander, Division Commander and employee’s Division Command Staff by the end of their shift. The theft/loss shall also be promptly reported to the involved jurisdiction. If the lost or stolen weapon was obtained through the Federal Excess Property 1033 Program, the procedure outlined in the CalEMA Weapons Agreement must be followed. The administrator of the Military Reutilization Program will be responsible for reporting to the Department of Defense.
I. PURPOSE

The purpose of this Order is to provide a policy and procedure for use of chemical agents, or “tear gas” as defined by 17240 PC and “tear gas weapon” as defined 17250 PC including oleoresin capsicum (OC) and ortho-chlorobenzylidene-malononitrile (CS), by sworn deputies and/or correctional officers of the Sheriff’s Office.

II. CHEMICAL AGENT USE STATEMENT

It is understood that the possibility of injury, great bodily injury, or death can occur from use of chemical agents. The employment of a chemical agent is an attempt to take a subject(s) or animal under control with a larger margin of safety for the public and officer(s) as well as a reduced potential for serious injury to the recipient(s).

Chemical agents are to be used only by properly trained Sheriff’s Office personnel and only when they can be employed safely.

III. DEFINITIONS

A. “TEAR GAS” DEFINED – PC 17240

(a) As used in this part, “tear gas” applies to and includes any liquid, gaseous or solid substances intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispersed in the air.

(b) Notwithstanding subdivision (a), “tear gas” does not apply to, and does not include, any substance registered as an economic poison as provided in Chapter 2 (commencing with Section 12751) of Division 7 of the Food and Agricultural Code, provided that the substance is not intended to be used to produce discomfort or injury to human beings.

B. “TEAR GAS WEAPON” DEFINED – PC 17250

As used in this part, "tear gas weapon" applies to and includes:

(a) Any shell, cartridge, or bomb capable of being discharged or exploded, when the discharge or explosion will cause or permit the release or emission of tear gas.
(b) Any revolver, pistol, fountain pen gun, billy, or other form of device, portable or fixed, intended for the projection or release of tear gas, except those regularly manufactured and sold for use with firearm ammunition.

IV. AUTHORIZED USE – OC, CS, and PC 22820

A. Oleoresin Capsicum (OC) – OC can be used by trained deputy sheriffs and correctional officers pursuant to completion of a P.O.S.T. approved OC course per PC 22820.

The oleoresin capsicum (OC) is a defensive instrument that gives the sworn deputy or the correctional officer an alternate choice between other defensive weapons. In special circumstances, supervisors can authorize the use of OC spray to disperse a violent assembly.

The oleoresin capsicum (OC) is to be used only in those situations wherein the statutes allow a peace officer or correctional officer to use objectively reasonable force. Once a subject has been subdued, is under control, and the situation has calmed, the subject shall not be subjected to further applications of oleoresin capsicum (OC).

B. Ortho-chlorobenzl-malononitrile (CS) – The use and deployment of CS shall be done by personnel as authorized by the Sheriff, Undersheriff, or their designee by, but not limited to, a member(s) of a specialized unit or team upon completion of a P.O.S.T. approved chemical agent instructor course.

C. PC 22820 – Nothing in this division prohibits any person who is a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, from purchasing, possessing, transporting, or using any tear gas or tear gas weapon if the person has satisfactorily completed a course of instruction approved by the Commission on Peace Officer Standards and Training in the use of tear gas.

V. ALTERNATIVE DEPLOYMENT METHODS

A. The PepperBall system and FN 303 platforms may be used as an alternative method to deploy OC. Only those personnel trained in the use of this system at a Sheriff’s Office approved course will be allowed to utilize it.

B. A 12 ga. shotgun or 37/40 mm launcher may be used as an alternative method to deploy CS. Only those personnel trained in the use of this system at a Sheriff’s Office approved course will be allowed to utilize it.

C. Nothing in this policy shall preclude the Sheriff, Undersheriff, or their designee from authorizing a specialized unit or team to use approved munitions or deployment systems not mentioned above.

VI. MEDICAL TREATMENT
A. Persons who are exposed to a chemical agent by a member of the Sheriff’s Office shall be provided treatment for the exposure without unnecessary delay when such can be done safely. The person(s) will also be transported to a medical facility for additional treatment and medical clearance for incarceration if applicable. Medical clearance records will be obtained and provided to custody medical staff.

B. Person(s) exposed while incarcerated within the care and custody of the jail(s) will be assessed by custody medical staff then treated and transported as needed.

VII. REPORTING

A. If an offense report is not completed documenting the deployment, the deputy and/or correctional officer deploying the agent shall notify his/her immediate supervisor and prepare a supplementary report documenting the incident either via a supplemental field operations report, jail incident report, or an after-action/incident report. All deployments of Chemical Agents shall be entered into BlueTeam per COND 12-“BlueTeam”.

B. All injuries sustained by the suspect(s) will be photographed and described in the officer’s report.

C. Copies of medical clearance records will be included in the report when available.
I. PURPOSE

This Order is to establish procedures of training and certification for impact weapons.

II. DEFINITIONS

A. Types of Impact Weapons

1. Long Baton (36”-48”)
2. 26”~32” Straight Baton
3. 24” Side Handle Baton
4. Yawara Stick (including "Kubaton" and "Short Billy")
5. Expandable or collapsible versions of the above, no less than 21”
6. Like or similar weapons

B. For the purpose of this section "sworn personnel" includes those employees who would carry or use any of these weapons in the scope and course of their assigned duties.

III. POLICY

A. All sworn personnel shall be certified by Sheriff’s Office instructors in the use of the baton they choose to carry or has been assigned to them concurrent with their division’s in-service training schedule. Under no circumstances shall any sworn personnel’s certification extend beyond two years consistent with P.O.S.T. perishable skills training requirements.

B. The 26” straight baton is provided to all sworn personnel in Field Operations. The long baton, 24” side handle baton, or Yawara stick are to be provided at individual expense. An expandable or collapsible baton will be provided to deputies and correctional officers assigned to Corrections. Long batons and expandable batons may be provided to personnel in specialized assignments, such as S.E.T., Corrections or crowd control response.

IV. RECORDS

The Training Unit shall maintain a record of the standard of training and certification for each impact weapon.
V. TARGET AREAS OF SUSPECT(S) BODY

A. Unintended target areas for less lethal are:
   1. Head
   2. Neck
   3. Throat
   4. Heart
   5. Xiphoid Process
   6. Groin
   7. Spine
   8. Kidneys

B. Dictated by the amount of resistance the deputy or officer encounters, permissible target areas are those including, but not limited to:
   1. Hands
   2. Wrists
   3. Forearms
   4. Elbows
   5. Feet
   6. Ankles
   7. Shins
   8. Knees

C. Intentional use of an impact weapon against unintended target areas may constitute great bodily injury or lethal force and must be reasonable under the circumstances.

VI. MEDICAL TREATMENT

Persons struck by an impact weapon shall be transported to a medical facility for treatment of an injury and/or for medical clearance for incarceration without unnecessary delays when such can be done safely. Medical clearance records will be obtained and provided to custody medical staff. (Refer to PCSO General Orders / OPER 1, Use of Force, for reporting procedures.)

VII. DOCUMENTATION

A. All injuries sustained by the suspect(s) will be photographed and described in the officer’s report. All uses of force involving impact weapon strikes shall be entered into BlueTeam per COND 12-“BlueTeam.”

B. Copies of medical clearance records will be included in the report when possible.

VIII. TRAINING

A. Training in the use of impact weapons shall be composed of a training program approved by the Sheriff or his designee and delivered by impact weapon instructors.

B. Impact weapon training shall be held on an annual basis.
TITLE: CAROTID RESTRAINT CONTROL HOLD

EFFECTIVE: DELETED 6/16/2020

THIS ORDER DELETED PURSUANT TO PRESIDENTIAL ORDER
TITLE: MULTI-JURISDICTIONAL OFFICER-INVOLVED SHOOTING/FATALITIES PROCEDURE
EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to define scene responsibilities in the investigation process; and to thoroughly and objectively investigate a multi-jurisdictional shooting or fatal incident; and to provide the officer(s) involved with an awareness of the investigation process.

II. POLICY

To ensure that a neutral, impartial, and thorough investigation of an officer-involved shooting is conducted whenever such an incident occurs.

Additionally, the “Officer-Involved Fatal Incident Protocol” drafted by the Placer Law Enforcement Agencies (PLEA) should be referenced in accordance with this policy.

III. PROCEDURE

A. Non-Injury Shooting/On Duty

1. Investigation is to be handled by the officer's employing agency with notification to the agency of geographical jurisdiction where the shooting occurred.

2. Involved officer will then follow procedures outlined in his agency's General Orders Manual involving non-injury shootings.

B. Non-Injury Shooting/Off Duty

1. Investigation is to be handled by the agency having geographical jurisdiction where the shooting occurred.

2. Involved officer will then follow procedures outlined in his/her agency's General Orders Manual involving non-injury shootings.

C. Shootings involving injury, death, or fatalities resulting from the use of force, shall be investigated by the agency having geographical jurisdiction.

1. An officer involved in a shooting outside the jurisdiction of the officer's agency, whether on duty or off duty, shall, as soon as possible, notify the agency of jurisdiction and the employing agency's on-duty watch commander.
However, if an on-duty peace officer is involved in an incident within the geographical jurisdiction of another agency, but was acting in the performance of his/her duties in connection with a criminal matter originating in his/her own jurisdiction, the primary agency may defer its investigative authority to the officer’s own agency, which will then investigate the incident as if it were the primary agency.

2. **Officer Responsibilities**

   a. Take action to care for the injured, including the request for emergency medical aid.

   b. Immediately act to apprehend the suspect(s).

   c. Immediately notify the patrol supervisor on duty.

   d. Take steps to secure the scene and protect evidence.

   e. Locate and identify witnesses.

   f. Avoid discussing the incident until the arrival of a supervisor and then inform supervisor of the circumstances and what action has been taken. Answer public safety statement questions and participate in a scene walk-through with investigating officers.

   g. Secure weapons.

      1) Firearm - secure in officer’s holster until requested by investigator from the investigating agency. Do not allow weapons to be touched or examined by anyone else. Weapon is not to be unloaded, reloaded, or manipulated in any way.

      2) Other weapons - secure and protect as any other piece of evidence until requested by the investigator from the investigating agency.

3. **Supervisor Responsibilities**

   a. Employing Agency

      1) Respond to the scene (if practical).

      2) Take steps to ensure the involved officer’s responsibilities are carried out and assume responsibility of preserving the integrity of the scene until arrival of the supervisor/investigator from the
investigating agency. This may include but is not limited to the following:

a) Limiting access to only those who must enter for official reasons.

b) Start a log detailing the identities of all persons entering/exiting the scene.

c) Establishing a perimeter for each scene (if more than one) a sufficient distance away to safeguard evidence.

d) Request additional resources as needed

3) Whenever possible ensure all witnesses and involved officers are separated as soon as practical after the incident to ensure that statements and recollections of events are independent.

4) Make notification/updates in accordance with employing agency’s General Orders.

5) Notify agency of investigative jurisdiction.

b. Investigating Agency

1) Be responsible for stabilizing the situation and maintaining the integrity of the crime scene.

2) Make notification in accordance with the investigating agency’s General Orders. Notify employing agency (if different from the primary agency).

3) Obtain the identification of all officers, participants, and witnesses.

4) Ensure that the involved personnel are provided transportation from the scene. Ensure that concerned personnel do not discuss the incident with anyone, except those allowed by law or departmental orders, pending formal interviews with investigators.

5) If necessary, the supervisor shall assign an officer to remain with personnel involved in the injury/fatal shooting(s) at the scene. The assigned officer shall refrain from discussing the incident with the involved party(ies) and shall ensure involved officers do not discuss the incident among themselves.

6) Ensure that all witnesses are identified. Officers may question witnesses briefly at the scene to establish that they are, in fact, witnesses, or to gain information necessary to identify and
apprehend suspect(s). Detailed interviews shall be the responsibility of investigation personnel. Every effort must be made to keep witnesses separate and/or request they not discuss the incident among themselves. Witnesses will be kept separate from involved personnel.

7) If the officer(s) is injured, an officer from the employing agency may be assigned to respond to the hospital as soon as possible to assist the injured officer, medical personnel and investigators.

8) An officer should be assigned to accompany injured suspects who are transported to the hospital for treatment.

9) Absent of extraordinary circumstances, the involved officer's weapon, holster, gun belt, and extra ammunition will be retained by the officer until requested by the investigator(s). If weapon(s) are secured, provide for an immediate replacement.

10) Supervisors and investigator(s) shall consider the stress created by the shooting incident and the needs of the involved officer(s). Administrative leave may be granted to the involved officer(s) after approval by the Sheriff or Undersheriff. This need will be evaluated on a case by case basis.

4. Division Commander or Designee Responsibilities

a. Employing Agency

Monitor progress of incident to ensure that the policies and procedures are properly carried out with respect to employing agency's responsibilities.

b. Investigating Agency

1) Upon notification of an officer involved in a shooting that has resulted in an injury or death, the division commander or his designee shall notify the following:
   (a) Investigation commander
   (b) Technicians to perform crime scene investigative support
   (c) District attorney on call
   (d) Coroner's officers if fatality is involved

2) The investigation commander, or designee, shall be the Officer-in-Charge (OIC) and shall ensure that a thorough investigation is conducted into the incident in accordance with established investigation procedures. The OIC shall assign the necessary
investigators to respond to the scene and contact the supervisor, who shall provide them with whatever information is available and provide such assistance as required. Any unrelated criminal investigation involving persons shot by an officer shall become the responsibility of investigation personnel to ensure all aspects of the investigation are complete.

3) All formal interviews shall be tape recorded and transcribed. The officers will not normally be required to prepare their own reports, however, may do so after or in addition to the formal interviews.

4) The investigation commander shall be responsible for keeping the department head informed of the significant developments of the case.

5. District Attorney Involvement

   a. The deputy district attorney on call, or their designee, may assist the investigative process employed by the department to include assistance at the scene and the offering of legal advice.

   b. When deemed necessary, may perform an independent investigation, separate from that of the police investigation.

6. Involvement of Coroner’s Deputy

   The coroner’s deputy shall work in conjunction with the investigating agency having responsibility for the body, property, valuables, etc. (The body shall be moved only after consulting with investigators.) Investigating agency shall have primary responsibility for interviewing witnesses and submitting reports to the coroner’s office.

7. Notification upon Injury or Death of an Employee

   Notification shall be made in accordance with the employing agency’s General Orders.

8. The investigation into a shooting/fatal incident in accordance with this procedure shall include, but is not limited to, the following basic information when applicable to the investigation:

   a. Detailed statements from all officers present.

   b. Canvassing of the area for any possible witnesses and obtaining detailed statements from them.
c. Detailed inspection of the firearm. Also note firearm's serial number, make, model, caliber type, and caliber of ammunition, weight of bullet, pounds of trigger pull required, etc.

d. Where possible, retrieve and book all expended cartridges.

e. Account for and book (if possible) all expended projectiles.

f. Diagram the scene, including positions of persons and objects together with measurements, including trajectory of all expended rounds, if possible.

g. Obtain photographs of the scene. If incident occurred at night and the scene cannot be adequately illuminated, secure the scene and then arrange for additional photographs the next working day.

h. Arrange for recordings of the radio transmissions shortly before and after the incident. Place a hold on the 24-hour tape from the communication center.

i. If any property is damaged, prepare adequate pictorial sketches and also photographs.

j. Establish all factors of probable cause that contributed to the officer's decision to discharge the weapon.

k. Ensure that all items of evidence related to the shooting are collected and booked into evidence.

l. Note the condition of any equipment that may be associated with the weapon discharge, remove from service, and book for later inspection all such equipment that even remotely could have contributed to, or may have been damaged as a result of the weapon discharge. For example, if the weapon discharged due to being caught on the officer's gun belt or clothing, then book all such articles; i.e., the gun belt, holster, etc., routinely. If the discharge was a result of a vehicle door closing on the officer who had his weapon drawn, then remove the vehicle from service. The objective is to immediately remove from service equipment that may have been defective.

9. District Attorney Review

Properly prepared case reports of officer-involved shootings will be submitted to the District Attorney's office for review and appropriate action.
10. **News Media Releases**

The initial release of information to the news media regarding officer-involved shootings/fatalities will be made by the employing agency. Any subsequent release of information will be made jointly by the department heads of the employing agency and investigating agency, or by their designee.
I. PURPOSE

The purpose of this Order is to establish guidelines for vehicular pursuits involving the operation of Sheriff’s Office emergency vehicles.

Emergency vehicles operated in the course of a pursuit of an actual or suspected violator shall be in compliance with 21055 CVC, which states the driver of a vehicle sound a siren as may be reasonably necessary and display a red lamp visible from the front of the pursuing vehicle.

Pursuant to 21056 CVC, all employees operating Sheriff’s Office vehicles under emergency conditions outlined in 21055 CVC are not relieved of the duty to drive with due regard for the safety of all persons using the roadway, nor are they protected from the consequences of an arbitrary exercise of the privileges granted in section 21056 CVC. Peace officers employed by the Placer County Sheriff’s Office in assignments where the employee has the potential to engage in a pursuit shall receive regular and periodic training on an annual basis on the pursuit policy pursuant to 13519.8 of the California Penal Code and California Senate Bill 719 enacted January 1, 2006.

Additionally California Government Code 820.8 states that except as otherwise provided by statute, a public employee is not liable for an injury caused by the act or omission of another person and nothing in that section exonerates a public employee from liability for injury proximately caused by his or her own negligent or wrongful act or omission.

II. POLICY AND PROCEDURES

A. Circumstances to Initiate a Pursuit

1. Definition of Pursuit: A pursuit is an active attempt by one or more peace officers to apprehend a suspect operating a motor vehicle while the suspect is trying to avoid capture by using high-speed driving or other evasive tactics such as driving off-highway, making sudden or unexpected movements, or maintaining a legal speed but willfully failing to yield to the deputy’s signal to stop.

2. Determination of Circumstances to Initiate a Pursuit: The conduct of a pursuit should be carefully evaluated prior to its initiation and on a continuing basis throughout the pursuit to consider changing conditions and factors justifying its termination in the interest of public safety. The determination of whether to initiate a pursuit must evaluate the importance of protecting the public and balancing the known or reasonably suspected offense, and the apparent need for immediate capture against
the risks to peace officers, innocent motorists, and others to protect the public pursuant to 17004.7(c)(1) CVC.

3. **Reasons for which a Pursuit Is Authorized:**
   a. Violation/justification for the pursuit
   b. Immediate apprehension of the suspect is a priority due to the perceived threat the suspect poses to the public/law enforcement.

4. **Issues to be Considered in Reaching a Decision to Pursue:**
   a. Is the suspect known to the officer?
   b. Can the suspect be apprehended later without serious threat to the safety of others?
   c. Type of area where pursuit will occur (rural, residential, commercial, etc.)
   d. Time of day
   e. Type of roads (paved, gravel, etc.)
   f. Type of highways (freeway, rural, etc.)
   g. Weather conditions
   h. Nature of threat presented by the suspect
   i. Condition of patrol vehicle
   j. Driving skills of the pursuing officer(s)
   k. Location and availability of back-up officers
   l. Knowledge of the area
   m. Radio communication limitations
   n. Likelihood of apprehension
   o. Nature of the known offenses
   p. Safety of any passenger(s) in the suspect vehicle
   q. The location of the suspect vehicle is no longer known
   r. The likelihood of capturing the suspect(s) is minimal
   s. Excessive speeds
   t. Safety of pursuing officer(s)
   u. Hazards to uninvolved bystanders or motorists

**B. Number of Authorized Pursuit Vehicles and Unit Responsibilities**

1. The active pursuit shall not involve more than two units plus a supervisor, unless more assistance is specifically requested. Additional units may be authorized considering the following:
   a. Nature of the offense
   b. Number of suspects
   c. Other clear and articulated facts demonstrating an extraordinary hazard to officers

2. Only a field supervisor or officer-in-charge may authorize more than two units in an active pursuit. All other units will remain aware of the progress and direction of the pursuit. These units will not parallel the pursuit on adjacent streets or
respond to the area to deploy themselves in the pursuit without the authorization of the field supervisor or watch commander.

3. Units not actively involved in the pursuit may make brief broadcasts of their geographical location in preparation for intercept or deployment of hollow spike strips, as may be directed by the field supervisor.

4. The assisting units shall immediately notify Dispatch they are involved in the pursuit. The assisting unit may assume radio communication responsibilities for the pursuit, as directed by the primary unit or the field supervisor.

5. The assisting unit will maintain a safe distance behind the primary unit, but remain close enough to render backup assistance when required.

6. All units not active in the pursuit shall avoid intersecting the path of an oncoming high-speed vehicle.

7. If the primary unit becomes disabled or is, for any reason, unable to proceed in a continuing pursuit, the closest assisting unit shall assume the primary position.

8. All status changes of units involved in the pursuit shall be immediately reported to Dispatch.

C. Communication Procedures and Initiating/Primary Unit Responsibilities

1. The responsibility for the decision to initiate a pursuit lies with the primary officer. The officer shall immediately notify Dispatch that a pursuit is underway and provide the following information:

   a. Call sign
   b. Location, speed, and direction of travel
   c. Vehicle description, license number (if known) and number of occupants (if able to determine)
   d. The specific reason for the pursuit, including known or suspected violations
   e. Traffic conditions

2. Failure to provide this information may be sufficient justification for the field supervisor or officer-in-charge to terminate the pursuit.

3. The primary unit shall have operational responsibility for the conduct of the pursuit until relieved by the field supervisor or other officer-in-charge. The primary unit may request sufficient additional units as may be justified to effect the apprehension of the suspect(s) without unnecessarily endangering themselves or other persons.
4. The primary unit may continue the pursuit as long as it is reasonable to do so, or until directed by a supervisor or air support to terminate, or until the suspect is stopped.

5. Until relieved of the responsibility by a secondary unit, the primary unit shall continually update Dispatch as to the progress of the pursuit.

6. The primary officer may make the decision to terminate the pursuit and shall notify Dispatch of this decision immediately.

D. Responsibilities During Pursuit

1. The Primary Unit
   a. The primary unit shall assume command of the pursuit and exercise control through the field supervisor or officer-in-charge. Since the primary unit is in the best position to view the conduct of the pursuit, they must make regular and frequent broadcasts of the progress of the pursuit, as is required for continuing evaluation and effective tactical deployment of other units and resources by the field supervisor.

   b. If the field supervisor is the primary or secondary unit in a pursuit, he/she will relinquish his/her position to another marked unit in a safe manner at the earliest opportunity. The intent for the field supervisor to relinquish his/her position in a pursuit is to allow them to better manage the pursuit.

2. Field Supervisor
   a. Upon being notified of the pursuit, the field supervisor shall acknowledge monitoring the pursuit and shall verify the following:

      i. The vehicle designated as the primary unit and that no more than the required or necessary units are involved.
      ii. Aerial assistance, if available, has been requested.
      iii. Proper radio frequency is being used.
      iv. Affected jurisdictions have been notified.
      v. The reason for the pursuit justifies its continuation.

   b. The field supervisor will continue to direct the pursuit and approve or order alternative tactics, such as use of hollow spike strips, road closures to direct the pursuit, etc.

   c. The field supervisor shall continue to maintain control until the pursuit is terminated.
d. In the absence of adequate information from the primary or assisting unit, the field supervisor should consider an order to terminate the pursuit.

e. As with any tactical field situation, it is not necessary the field supervisor be physically present in order to begin coordination and assert control of the pursuit.

f. The supervisor for the zone where the pursuit ends should proceed to the termination point to provide guidance and necessary supervision.

3. Dispatch Responsibilities

a. Receive and record all incoming information on the pursuit and the pursued vehicle.

b. Immediately notify the field supervisor, or the on-duty watch commander if the supervisor is pursuing the unit, of the details of the pursuit. If the field supervisor cannot be located or is unavailable, the officer-in-charge of the pursuit is responsible for controlling the pursuit.

c. Clear all radio channels of unnecessary traffic and advise all units that a pursuit is in progress, including all relevant information.

d. Perform relevant record and warrant checks, advising field units of any findings.

e. Control all radio communications during the pursuit. Any units deploying or availing themselves for assistance to a pursuit shall broadcast on the primary channel seized for the pursuit.

f. Coordinate assistance as directed by the field supervisor or officer-in-charge.

g. Continue to monitor the pursuit, even if assumed by other jurisdictions, until it has been terminated.

h. Communicate the progress of the pursuit to other jurisdictions that may be affected by its course. Communicate requests to assume or assist, as directed by the field supervisor or officer-in-charge, as delineated in PLEA Pursuit Operations Agreement.

E. Driving Tactics and Emergency Vehicle Operations

1. Overtaking and Pursuit of Violators: The responsibility for the decision to overtake rests with the individual officer. In arriving at this decision, officer must
carefully consider all factors involved, including the seriousness of the offense, the possible consequences of a high-speed pursuit, and the safety of all persons. In order to diminish the likelihood of a pursuit, officers intending to stop a vehicle should, when practical, be within a close proximity of the vehicle before activating emergency equipment. In routine enforcement activities, specific incidents may escalate from routine overtaking situations if the suspect decides to evade apprehension. If this occurs, the vehicle pursuit policy and procedures apply.

2. Caravanning: There shall be no caravanning by field units not directly involved in the immediate pursuit.

3. Passing and Intersections: There shall be no attempt by deputies to pass other field units involved in the pursuit unless the passing deputy receives specific permission from the primary unit or the field supervisor. Deputies will proceed through intersections or pass civilian vehicles who fail to or are unable to yield only after ensuring vehicle, bicycle, and pedestrian lanes are clear of any hazard and with due regard for the safety of all persons and property.

4. Spacing: All units in pursuit, whether the vehicle in front of the unit is the suspect vehicle or another patrol vehicle, shall space themselves at a distance that will ensure proper braking and reaction time in the event the lead vehicle stops, slows, or turns.

5. Number of Patrol Vehicles: No more than two patrol vehicles will become actively involved in a pursuit, unless specifically directed otherwise by the field supervisor. Other officers should be alert to the pursuit progress and location.

6. Unmarked Vehicles: Officers operating unmarked vehicles (provided the vehicle is equipped with emergency lights and sirens) may engage in hot pursuit only when the fleeing vehicle presents a serious threat to life or property. Whenever a marked vehicle becomes available to take over the pursuit, the unmarked vehicle will withdraw from active pursuit and serve in a support role.

7. Controlled Access Highways: Officers shall not pursue suspects the wrong way on interstate or other controlled access highways or divided roadways unless specifically authorized by the field supervisor.

8. Traffic Control Devices: Extreme caution must be used whenever officers disregard traffic signs or signals, even though statutes specifically permit such conduct. Officers shall make use of all available warning devices to alert other motorists and pedestrians.

9. Hollow Spike Strips: Hollow spike strips may be deployed as a method of terminating a pursuit when the deploying officer(s) have communicated the exact position of the deployment to pursuing units.
10. **Other Methods of Lawful Intervention:** Using private motorists as moving roadblocks is prohibited. Ramming or shooting at a suspect vehicle is considered use of deadly force and must be in compliance with policies relating to the Use of Deadly Force.

F. **Authorized Pursuit Intervention Tactics.**

Pursuit intervention tactics include, but are not limited to, blocking, ramming, boxing, and roadblock procedures. Pursuit intervention tactics are authorized under the following circumstances and conditions.

1. **Offensive Tactics:** In the course of the pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches, or any other obstacle, boxing in, heading off, ramming, or driving alongside the pursued vehicle while it is in motion shall be prohibited, unless such actions are specifically authorized by the field supervisor. Such actions may be approved only when the use of deadly force would be authorized. Any pursuing vehicle shall not duplicate reckless or hazardous driving maneuvers.

2. **Roadblocks:** The use of a roadblock must be authorized by the field supervisor. Generally, a roadblock will be employed only as a last resort. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop. The roadway shall not be completely blocked unless the use of deadly force would be authorized.

G. **Factors for Determining Speeds Throughout A Pursuit**

The following factors are to be considered by a peace officer and supervisor in determining speeds throughout a pursuit. Evaluation of these factors shall take into consideration of public safety, peace officer safety, and safety of the occupants in a fleeing vehicle.

1. Public Safety
2. Nature of offense and apparent circumstances
3. Officer Safety
4. Vehicle Code requirements
5. Passenger in officer’s vehicle (e.g., citizen, witness, prisoner)
6. Pedestrian and vehicular traffic patterns and volume
7. Other persons in or on pursued vehicle (e.g., passengers, co-offenders, hostages)
8. Location of the pursuit (e.g., school zone, playground, residential, downtown, jurisdiction)
9. Time of day
10. Speed of fleeing suspect
11. Weather and visibility
12. Road conditions
13. Identity of offender (if known)/offender can be located at a later time
14. Capabilities of law enforcement vehicle(s)
H. Role of Air Support and Aerial Assistance

1. Aerial assistance will be utilized if available. The role of the aircrew during a vehicle or foot pursuit is to assist and coordinate field unit activities. The aircrew is responsible for monitoring and broadcasting pursuit information such as traffic hazards, actions of the suspects(s), and any other pertinent information. Overall control of the pursuit shall remain with the primary ground unit and field supervisor. For the benefit of officers, the aircrew should re-broadcast transmissions from supervisors, Watch Commander, or Communications regarding dropping off, discontinuing or limiting the pursuit.

2. The helicopter cannot assume the role of primary pursuit vehicle because aircraft are not recognized as emergency vehicles under Section 165, Section 17004 of the California Vehicle Code, which states, in part, that public employees are not liable for civil damages while operating authorized emergency vehicles in the line of duty, or when immediate pursuit of an actual or suspected violator of the law.

3. If pursuing units discontinue a pursuit, or if a supervisor calls off a pursuit for any reason, the aircrew may, at the discretion of a supervisor, continue tracking (i.e. monitoring) the suspect from the air. The aircrew may follow the suspect vehicle until such time that they believe the suspect may be apprehended without engaging in another vehicle pursuit. The aircrew should make every attempt to not allow the suspect to know they are being followed (gaining altitude, staying behind the vehicle, not utilizing the searchlight, etc.) while monitoring the vehicle.

4. The aircrew involved as air support during a pursuit shall have the authority to terminate the pursuit.

I. Termination or Discontinuance of Pursuit

In addition to the duty to drive with due regard per 21056 CVC and 21807 CVC, deputies engaged in a vehicle pursuit will be aware of factors to be considered when determining when to terminate or discontinue a pursuit. These factors include, but are not limited to, all of the following:

1. Ongoing evaluation of risk to the public or pursuing peace officer.
2. The protection of the public, given the known or reasonably suspected offense and apparent need for immediate capture against the risks to the public and
peace officers.
3. Vehicular or pedestrian traffic safety and volume.
4. Weather conditions.
5. Traffic conditions.
7. Availability of air support.
8. Procedures when an offender is identified and may be apprehended at a later time or when the location of pursuit vehicle is no longer known.

J. Procedures for Apprehending an Offender Post Pursuit
The following procedures for apprehending an offender following a pursuit shall be utilized. Safety of the public and peace officers during the law enforcement effort to capture an offender shall be an important factor.

1. The assisting unit shall immediately notify Dispatch when and where the suspect vehicle is stopped so as to relieve this responsibility of the primary unit, whose immediate attention will be focused on tactics to safely capture the suspect(s). All actions following the pursuit, including the apprehension of the suspect, should comply with established policy & procedure, with consideration given to the safety of the involved units and the public. (General Orders Oper 1 Use of Force)

K. Coordination, Management and Control of Inter-Jurisdictional Pursuits

1. Pursuits into Other Jurisdictions

   a. When a pursuit extends into another jurisdiction, the responsible supervisor or the primary unit shall determine if the allied agency should assume the pursuit. The following should be considered:

      i. The distance and speed involved.
      ii. The pursuing officer’s possible unfamiliarity with the new area.
      iii. The willingness and capacity of the allied agency to take over the pursuit.
      iv. Communication problems with PCSO leaving radio range.

   b. If it is determined that the conduct of the pursuit should be relinquished to the other jurisdiction, the request shall be clearly relayed to that law enforcement agency. Confirmation of the acceptance of that request should be obtained.

   c. If the pursuit is assumed by allied agency, the initiating officer and the participating supervisor should proceed (at legal speeds) to the termination point, if within a reasonable distance, to provide guidance and information required for the arrest.
2. **Pursuits from Other Jurisdiction into PCSO Areas**: PCSO participation in an allied agency’s pursuit is appropriate only in response to a specific request for participation. Mere notification of the existence of a pursuit shall not be construed as a request to assist for participation. The issue of whether PCSO is being requested to assist in the pursuit shall be clarified upon such notification. This information and/or request will be relayed to field units by the dispatcher. The dispatcher will advise the field supervisor of the information and/or request from the allied agency. The field supervisor will determine the level of PCSO involvement and provide appropriate direction.

Any pursuits involving Placer Law Enforcement Agencies subscribing to the Pursuit Operations Agreement shall conform to the terms of that Agreement.

L. **Reporting and Post-Pursuit Analysis**

1. **Any enforcement action involving a vehicle pursuit as defined by this Policy must be reported on the CHP 187 form, entered into BlueTeam per COND 12-“BlueTeam,” and a PCSO Crime/Incident Report, regardless if the suspect is apprehended or not. The Crime/Incident Report shall contain all relevant information concerning the initiation, conduct, and termination of the pursuit, in addition to any charges to be filed if/when the suspect is apprehended.**

2. **Post Pursuit Actions**: Pursuit incident/crime reports shall be reviewed by the first line Supervisor of the officer(s) involved in the pursuit to ensure policy compliance.

3. **All pursuits, regardless of whether or not suspect(s) are captured, shall be entered into the Blue Team software program**

4. **Reporting and post-pursuit analysis will be conducted as required by Vehicle Code §14602.1.**
I. PURPOSE

The purpose of this Order is to establish guidelines for Sheriff’s Office personnel operating authorized emergency vehicles responding to emergency calls or while engaged in rescue operations as codified and outlined in, but not limited to, sections 21055 CVC and 21056 CVC. This type of response is also referred to as a “Code 3” response (use of emergency lights and siren).

II. POLICY

The opportunity for accidents and the potential for officer injury can be proportional to the number of emergency units responding to a scene under emergency conditions and the distance which they have to travel. The fundamental purpose for a Code 3 response is to enable public safety personnel to arrive quickly and safely at a scene of an emergency.

Pursuant to 21055 CVC, it is the policy of the Placer County Sheriff’s Office that Code 3 operations be utilized to respond to the following conditions:

- An emergency call
- A rescue operation
- A pursuit
- A fire alarm

The safety of the officer and the public must always be of primary concern when driving under emergency conditions. Due to the increased risk of injury or death resulting from an accident during a Code 3 response, sound judgment must predicate the officer’s discretion. Every effort shall be made to transport injured persons by ambulance. However, in those situations where an unreasonable delay will jeopardize the life of the injured party, officers may exercise their judgment and transport to the nearest medical facility where a doctor is on duty, or medical staging area.

Pursuant to 21056 CVC, Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section.
III. PROCEDURES

A. Code 3 Driving Authorized

1. The majority of Code 3 calls are received from the communications dispatcher. When the dispatcher assigns a Code 3 priority call, officers will consider it authorized. Priority calls in this category shall include responses to:

   a. Aiding an officer in distress/emergency call-outs
   b. In progress violent felonies
   c. Scenes of major disasters
   d. Traffic accidents with reported injury
   e. Other calls for which the dispatcher may authorize Code 3 driving. (The shift supervisor or officer-in-charge can authorize or abort a Code 3 run at their discretion based upon the guidelines delineated in this policy.)

2. The nature of Code 3 automatically magnetizes units to the immediate vicinity. Congestion of unauthorized units could deter any efforts to assist the officer in distress. Consequently, during officer-in-distress situations, it is the responsibility of the supervisor to monitor how many units are to drive Code 3, and authorize or reduce as needed.

3. The remaining Code 3 calls are those that an officer encounters while on routine patrol. Serious injuries involving severe bleeding or breathing stoppage would be examples of incidents an officer encounters while on routine patrol. The need for Code 3 operation is left to the judgment of the senior officer in the car. If the decision is made to drive Code 3, he/she will ensure that the dispatcher is notified, and indicate the reason, i.e. in destination to a medical facility.

B. Safety Precautions

1. Emergency vehicles driving Code 3 shall operate within the limits set by CVC Section 21056, which states that officers will drive with due regard. Factors to consider include speed, traffic conditions, road conditions such as surface and width of the road, and weather conditions.

2. Officers will slow and prepare to yield to traffic at intersections bearing stop signs or red traffic signals and proceed through only after ensuring that they can do so safely. When approaching a blind intersection, officers may proceed through when safe.

3. No use of MDC or other electronic devices (not including two-way radio) will occur by an officer driving Code 3.
C. Officer Responsibility

Every officer should become familiar with the parts of the Vehicle Code which exempt compliance with the rules of the road in emergency situations.

Section 21056 CVC does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect them from the consequences of an arbitrary exercise of the privileges granted.

Section 21057 CVC provides that every police officer is prohibited from using a siren or driving at an illegal speed when serving as an escort of a vehicle, except when the escort is furnished for the preservation of life, or when expediting movements of supplies and personnel for any federal, state, or local government agency during a national emergency, state of war, or local emergency.

IV. EVACUATION (HI/LO) SIREN

The Hi/Lo siren may be used to alert targeted communities during emergency evacuations. The Hi/Lo siren is an indicator to people in a specific area that they are in imminent danger and is used to convey the need to evacuate immediately. Indiscriminate use of the siren may reduce the public’s awareness of the siren’s uniquely identifiable sound and purpose, and is therefore prohibited.

The Hi/Lo siren may not be used while driving Code 3; however, emergency lights shall be activated while using the Hi/Lo siren to warn of danger. All traffic laws must be obeyed while using this siren. If a Code 3 response is necessary, wail or yelp are approved Code 3 sirens.

V. CONCLUSION

The individual officer’s good judgment will remain the most important factor when exercising the discretion to drive Code 3. The officer must critically weigh the need for such an action against the resulting safety hazards. Final responsibility rests with the officer for the consequences of his/her decision. During Code 3 calls, it is the responsibility of the supervisor to authorize how many units are to drive Code 3.
TITLE: FIREARMS QUALIFICATION

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to establish requirements for firearms qualification for Sheriff’s Office personnel.

II. QUALIFICATION REQUIREMENTS

Qualification requirements (positions, number of rounds and time firing) will be approved by a Sheriff’s Office Rangemaster. Only ammunition approved by the Rangemaster may be used.

III. RANGE ATTENDANCE

A. Division Commanders are expected to ensure that all sworn personnel in their commands qualify with their duty weapons a minimum of once every six months.

1. The Rangemaster will determine acceptable qualifying standards and requirements.

2. All sworn personnel, assistant deputies and reserve deputies must qualify a minimum of once every six months with a passing score.

3. All sworn personnel desiring to carry an "off-duty" weapon (other than duty firearm) must qualify a minimum of once every six months.

NOTE: Sworn personnel carrying backup firearms on or off-duty must qualify with these weapons a minimum of once every six months, at the Sheriff’s Office firearms range. The firearms must be inspected and approved by the Sheriff’s Office Rangemaster prior to use as a backup firearm.

B. The Training Unit will prepare a quarterly memo to all division supervisors informing them of the times and dates the Rangemaster will be on the range. At the beginning of the third month of each quarter the Training Unit will also prepare a list of personnel for each division supervisor of those needing to qualify at the next range session in order to meet the six month qualification requirement.

C. Failure to comply with the regulations governing qualifications, duty weapons and off-duty weapons will result in disciplinary action. The first will consist of written admonishment; the second may consist of suspension or other more severe action.
IV. RECORDS

The Sheriff’s Office Training Unit will maintain records of firearm qualification for Sheriff’s Office personnel.

Only the Sheriff or Undersheriff may exempt personnel from the provisions mandated in the above Order.
I. PURPOSE

The purpose of this Order is to advise members of the County’s rules and regulations regarding the use of county vehicles.

II. RULES GOVERNING THE USE OF COUNTY VEHICLES

The rules governing the use of County vehicles are contained in Placer County Administrative Rules Chapter 2.100. The following sections have been excerpted from these rules as they apply to the Sheriff's Office:

A. County vehicles provided, including leased vehicles, shall be used only for official county business. County vehicles shall not be used for personal reasons.

B. All county or privately owned vehicles being operated during the conduct of county business shall be operated in a manner consistent with all safety and legal requirements of the County, State or jurisdiction in which they are located.

C. No person shall operate a county vehicle that does not have issued to him/her, and in said person's possession, a valid driver’s license, which has been issued by the state in which the employee resides, which shall be the agency head’s responsibility to confirm.

D. Each employee shall be responsible for proper use, care and operation of the county car that is assigned to him/her. Employees operating county cars shall operate such cars at a reasonable and safe speed and in a safe, courteous and legal manner.

E. Fines and penalties imposed by a court for a violation while on county business are the personal responsibility of the driver.

F. All persons operating county vehicles shall be county employees or such other persons acting on behalf of the County.

G. Employees are prohibited from carrying in county vehicles passengers who are not a party to County business.
III. SEAT BELTS

Members will wear seat belts at all times while driving County vehicles. Personnel patrolling in parking lots and residential areas or arriving at emergency calls, providing they are traveling at a speed less than 20 miles per hour, are permitted to unfasten their seat belts providing they are immediately refastened upon returning to normal driving conditions.

IV. USE OF CELLULAR TELEPHONES AND WIRELESS COMMUNICATION DEVICES

A. Employees driving any county vehicle shall use a hands-free device at all times when talking on a cellular telephone. Each Sheriff’s Office employee issued a cellular telephone has been provided a hands-free device; but this policy also applies to use of personal cellular telephones while driving county vehicles.

B. Employees shall not drive any county vehicle while typing or sending text messages on a PDA or cellular telephone. Mobile Data Computer usage is covered in the Field Operations Division Manual, Chapter 5-30.

V. RULES GOVERNING TAKE-HOME PATROL VEHICLES

A. The Placer County Sheriff’s Office wishes to further deter crime, and improve visibility and service to the community through a pilot program of take-home patrol cars.

B. The first deployment of the take-home patrol cars will be determined by the following criteria:

1. Acceptance of a take-home patrol car is voluntary.

2. Initial cars will be issued to patrol assigned deputy sheriffs who live in Placer County.

3. Initial deployment will go to deputies in order of seniority as a deputy.

4. If a senior deputy transfers into the Patrol Division, that deputy may not bump a junior deputy who has already received a take-home patrol car. The senior deputy must wait for the next available take-home patrol car.

5. Deputies must agree to the terms of the take-home car policy and sign a form acknowledging their understanding of the policy prior to receiving a take-home car.

C. Deputies shall park their patrol cars in a visible location to the street when the car is at their home. The vehicle must be locked whenever it is unattended.
D. All sworn uniformed personnel who operate any marked patrol car shall wear a ballistic vest in addition to the required uniformed officer equipment.

E. Deputies while on duty or off duty and operating an assigned patrol vehicle shall be appropriately attired, to effectively perform a police function, while at the same time present a favorable image.

F. When operating a marked patrol unit out of uniform, deputies shall abide by the following, in addition to wearing the ballistic vest:

1. Shall wear the Sheriff’s Office approved marked T-shirt. An approved carrier tactical vest or duty belt may be worn in conjunction with the approved T-shirt. Refer to General Orders COND6 §III.S - Tactical Vest and Plate Carrier Vests.

2. Shall carry a portable radio.

3. Shall carry approved qualified or assigned firearm.

4. Shall possess one intermediate force option such as OC, Taser, or baton.

5. Shall carry handcuffs.

6. Shall wear laced-type footwear covering the entire foot or boots.

7. May wear shorts when commuting to and from work. The shorts must be a neutral color and must be no shorter than thigh length and no longer than the middle of the knee.

G. Deputies must report to work at their assigned station at the designated time. Commute time to and from work is not considered work time for purposes of compensation.

H. If a deputy must intervene in an enforcement situation, such as stopping a drunk driver, he/she will be compensated for that time required to complete the intervention. An on-duty sergeant should be advised of the intervention so that appropriate staffing decisions can be made, i.e. hand off case to other deputy or not. Deputies are discouraged from making enforcement stops for traffic infractions while commuting to or from work.

VI. VEHICLE MAINTENANCE TRACKING

A. Sheriff’s vehicle maintenance staff will closely monitor the maintenance records and expenses of take-home cars and provide a quarterly report to the Field Operations Commander on the maintenance records of those vehicles compared to the non-take-home car fleet.
B. Deputies will be notified regarding the necessity to bring their assigned vehicle to the County Garage or PCSO auto service workers for preventative maintenance. It is the responsibility of the individual deputy to have their car at the designated location at the appropriate maintenance time. Deputies will not be paid overtime for pick-up and delivery to the garage or auto service workers. It is recommended that deputies take their car to the garage for this service at the end of their previously scheduled duty shift to avoid having to do it on their regularly scheduled day off.

C. It is the responsibility of the individual deputy to remove personal property from their assigned vehicle when delivering it to the garage or others for maintenance. Occasionally the vehicle may be taken to an outside vendor for maintenance and it is not the responsibility of auto service workers or the garage to remove personal property.

D. All firearms will be removed from the vehicle by the deputy prior to delivering the vehicle to the garage for service.

E. Modifications may only be made to the vehicle by the County Garage or auto service personnel and only with the permission of the Field Operations Administrative Lieutenant.

F. Vehicles will be kept clean inside and out.

G. During any extended absence (11 total days or more) assigned patrol vehicles will be stored at the Placer County Sheriff’s Office. This includes extended sick, vacation, administrative or other authorized leave as well as training. Deputies may not use their marked patrol vehicle to commute to work when assigned to light duty. If their light duty assignment extends beyond 11 total days, (i.e. 4 work days plus RDO’s) they must return the vehicle to the Sheriff’s Office. The Sheriff or his designee may grant exceptions.

H. Deputies are responsible for keeping their vehicles properly stocked with flares, operable fire extinguisher and first aid kit and other normally stocked vehicle supplies from departmentally purchased supplies.

I. While using the assigned patrol vehicle off-duty the police radio will be kept on. The deputy will not be required to log on or off, but will advise Dispatch if able to respond to an emergency call.

J. On occasion, an inspection of the vehicle and its contents may be conducted to assure compliance with Sheriff’s Office standards.

VII. MANAGEMENT OVERNIGHT VEHICLES

A. Recognizing that management staff is not subject to FLSA regulations due to their status as salaried employees, and that management staff are subject to responding to ongoing critical incidents at any time, they will be authorized to use their vehicles during off-duty hours. If
they choose to use their vehicle during off-duty hours, they will be required to monitor their radios and respond to any incident they determine requires a management response. Furthermore, they will be required to keep critical incident equipment in their vehicles at all times that will allow them to respond from any location to assist in a critical incident. This policy also requires that they be within radio range. If they are unable to meet these criteria while off-duty, they must use their personally owned vehicle.

B. If management staff members choose or are obligated to intervene in an ongoing incident while driving in their overnight vehicle, they too will be required to carry their sidearm, handcuffs, radio, intermediate force option equipment, and a Sheriff’s raid jacket or Sheriff’s tactical vest in order to be readily identified as a peace officer to others.
TITLE: SHERIFF’S VEHICLE ACCIDENT REPORT PROCEDURE

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to outline the method by which an on-duty County employee is to report an accident involving either a marked or unmarked vehicle.

II. POLICY

A. In the event that an on-duty County employee is involved in an accident (injury or non-injury) the employee shall immediately:

1. Notify Dispatch and request that the on-duty supervisor respond to the scene.

2. Request and/or render necessary medical aid.

3. Protect the scene and not remove the vehicle(s) unless it presents a danger to other motorists. If it is necessary to remove the vehicle, the employee involved shall mark or otherwise clearly identify the positions of the vehicle(s) on the roadway.

4. Secure the names of possible witnesses or the license numbers of vehicles that may have witnessed the accident.

5. Keep calm and be courteous. Do not argue at the scene.

6. Follow the instructions printed on the accident information packet envelope located in the vehicle’s glove box.

B. The investigation of the accident will be handled by the California Highway Patrol or police department within jurisdiction of occurrence. The employee shall provide the facts of the accident to the investigating agency.

III. PROCEDURES

A. Responsibility of the Supervisor

1. The supervisor at the scene shall be responsible for photographing the accident.

2. The supervisor is responsible for obtaining or directing that the necessary information is obtained to complete the County accident report form, including insurance information.
3. The supervisor shall ensure that the County accident report form is completed before the termination of the employee’s shift, and do so personally should the employee be unable. The original County accident report form is to be directed to the employee’s division lieutenant. The lieutenant will forward as necessary.

4. The supervisor shall complete a report detailing his/her observations of the scene. Upon review, the Lieutenant shall enter the incident into BlueTeam per COND 12—“BlueTeam.”

B. Responsibility of Involved Employee

1. Any employee involved in an accident shall follow the procedures outlined in this Order.

2. The employee shall complete all necessary forms as required; i.e. accident report, workers’ compensation report, etc.

C. Damage to County Vehicle Only

If the following conditions are met, an outside agency jurisdictional report is not necessary:

1. County vehicle(s) damage only.

2. No injuries.

3. No other drivers involved.

4. No private property damage or chance of outside claim of property damage against the County.

5. Proper documentation and photos by supervisor and employee.
I. PURPOSE

This purpose of this Order is to provide a general outline for consistent response to all critical incidents and also provide follow-up care and support to all employees involved in such incidents. This Order will address the following areas:

A. Lethal Force Procedures
B. Critical Incident Debriefs
C. Line of Duty Death Procedures

II. POLICY

A. Lethal Force Procedures

The following procedures shall be followed by Sheriff’s Office personnel in the aftermath of lethal force encounters which result in death or serious injury. The primary goal is to ensure that the physiological and psychological needs of personnel involved in these incidents are addressed.

1. Any Sheriff’s Office member directly involved in a deadly force/serious injury incident shall meet with a licensed counselor or psychologist that is familiar with post-traumatic stress disorder and law enforcement practices. This shall be accomplished before returning to work, and facilitated by the Support Services Lieutenant.

   In addition, the affected Sheriff’s Office member(s) shall attend a follow-up counseling session with the counselor/psychologist at six months and a year, respectively.

2. When practical, a critical incident stress debriefing will be conducted by a trained facilitator, as soon as practical after the critical incident. Personnel significantly involved in the incident will attend and be compensated.

3. Supervisor Responsibilities
   
   a. The primary responsibility of the on-scene supervisor is to ensure the safety of the public and all personnel involved. Once this has been accomplished the supervisor shall:
1) Secure the scene for criminal and administrative investigation activities;
2) Ensure that the Watch Commander is notified.
3) Separate the personnel directly involved in the application of lethal force, or in the incident resulting in serious injury or death, from other personnel involved in the incident, while still attending to their needs. This is to ensure the integrity of the statements made to investigators and to prevent personnel from “second guessing” their perceptions of the incident.
   - Do not leave the involved personnel alone or allow them to give detailed statements concerning the incident to personnel other than the assigned investigator.
   - This does not preclude those personnel from giving a brief explanation of what transpired to the first responding supervisor.

4. **Watch Commander Responsibilities**

   a. Upon notification of a lethal force encounter, the Watch Commander shall:

      1) Ensure that the above first responding supervisor responsibilities have been satisfied
      2) Notify the Sheriff, Undersheriff, Division Commander, and Law Enforcement Chaplaincy of the incident. This can be accomplished directly or by delegation to Dispatch staff.
      3) Respond to the scene or the location of the involved personnel if they have already been removed from the scene.
      4) Assign, as necessary, personnel to conduct the investigation of the incident.
      5) Make needed notifications to District Attorney, Risk Management, County Counsel, and Sheriff’s Office support units. Also ensure that a representative from the employee’s labor organization is contacted.

B. **Critical Incident Debriefs**

   The Sheriff’s Office recognizes that any critical incident may have long-lasting effects on all employees involved in the incident, and that in any critical incident there may be valuable lessons to be learned. For the purpose of debriefing, a critical incident is defined as a person’s direct personal exposure to an incident that involves actual or threatened death or serious injury, witnessing an event that involves death or serious injury, or learning about unexpected or violent death, serious harm, or threat of death or injury experienced by a family member or other close associate.

   This policy will address two types of critical incident debriefs, Critical Incident Stress Debriefs (CISD) and Critical Incident Tactical Debriefs (CITD).
1. **Critical Incident Stress Debrief (CISD)**

The primary goal of a Critical Incident Stress Debrief is to ensure that the physiological and psychological needs of personnel involved in critical incidents are addressed, and to prevent, limit, or alleviate the negative effects of post-traumatic stress disorder (PTSD) following exposure to such an incident.

The CISD will be conducted by a trained facilitator, in conjunction with the Peer Support Team as defined in OPER 24- PEER SUPPORT TEAM. This will occur as soon as reasonably possible after the incident. Those personnel directly involved in the incident will attend and will be compensated.

**NOTE:** Any Sheriff’s Office member directly involved in a deadly force/serious injury incident will be required to meet with a licensed counselor or psychologist that is familiar with PTSD and law enforcement practices. This is to be accomplished before returning to work. Additional meetings should be conducted at six months and one year after the incident.

2. **Critical Incident Tactical Debrief (CITD)**

The primary goal of a Critical Incident Tactical Debrief is allow all participants, in a structured environment, the opportunity to discuss different tactical options that could have been considered to reach a successful outcome. It allows all participants to have a voice, to learn from the incident itself, and to better prepare for the next critical incident.

The Critical Incident Tactical Debrief will typically be held when practical following the critical incident. All involved Sheriff’s Office members will be invited to attend. This includes, but is not limited to, Patrol, Investigations, Dispatch, Fire and medical personnel.

A facilitator will conduct the debrief and will inform all participants of the format and avenues of follow-up, if necessary or desired. In chronological order, all participants will be allowed to discuss their role in the incident and ask any pertinent questions related to the incident. The facilitator will provide follow-up referrals if requested.

At the conclusion of the general debrief, participants will be encouraged to meet with members of their own division to further discuss lessons learned and ideas for better procedures, and to more openly discuss actions specific to their division or raise questions.
C. Line of Duty Death Procedures and Notification

In the event of a line of duty death, the Sheriff or designee will assign a Sheriff’s Office member to be the family coordinator. The coordinator will follow the procedures outlined in the Sheriff’s Office Line of Duty Death manual in designating additional personnel to specific assignments related to the planning and organizing of an agency funeral.

1. Emergency Information

All employees of the Sheriff’s Office will maintain an updated emergency information form. The form will be kept in the employee’s personnel file and will be accessed in the event of the employee’s death or serious injury. Changes shall be submitted to the Undersheriff’s secretary in written form within 24 hours of such change.

2. Notification

It is the policy of the Sheriff’s Office that any employee who receives information concerning the death or a serious injury of another Sheriff’s employee, either on-duty or off, shall immediately notify the Watch Commander or Officer-in-Charge. The Watch Commander or Officer-in-Charge will then contact the Sheriff and/or the Undersheriff. The Watch Commander will also contact the Law Enforcement Chaplain and the Peer Support Supervisor and summon them to the Sheriff’s Office.

The family of a Placer County Sheriff’s employee who has been killed or seriously injured shall be notified immediately, in person, by a Sheriff’s Office representative as directed by the Sheriff.
TITLE: CCW LICENSES

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this order is to comply with Penal Code Section 26160, which requires the written policy of the Carry Concealed Weapon (CCW) criteria is published and made available to the public.

The Sheriff of Placer County may issue a license to carry a concealed weapon pursuant to Penal Code Section 26150. The Sheriff is not required to issue a concealed weapon license, nor does the applicant have a right to such a license. California law has established criteria to be examined prior to the Sheriff issuing a concealed weapon license.

II. POLICY

A. Authority of the Sheriff

The Sheriff of Placer County may issue a concealed weapon license to residents of Placer County and with some restrictions, business owners in Placer County. Upon demonstration of the requirements listed under § II B of this order, the Sheriff may issue to that person a license to carry a firearm capable of being concealed upon the person. By agreement with the Placer Law Enforcement Association, it is preferred that the Sheriff of Placer County be the issuing entity for most Placer County jurisdictions.

The Sheriff’s responsibility to public safety dictates that good cause and specific criteria be established prior to the Sheriff considering the issuance of a license to carry a concealed weapon. Personal convenience, position, or job classification alone will not constitute good cause for the issuance of a license. Upon the issuance of a license there may be reasonable restrictions or conditions that the Sheriff deems warranted, including restrictions as to time, place, manner and circumstances under which a person may carry a concealed weapon.

B. Requirements

1. Application/Background Form: Each applicant shall complete an application/background form for a concealed weapon license. Applicants will submit a completed application online through the Permitium system. If applicant does not have access to a computer a paper application will be given to them to complete, and the CCW Unit will enter the information into the Permitium system. Each application/background shall be reviewed and, if sufficient cause for issuance of the license does not exist, the applicant will be notified at the time of the interview.

2. Interview: The applicant will submit to an interview by the Sheriff or their designated representative. Applicants must appear in person for the interview.
3. **Citizenship**: Applicants must be citizens of the US or residing in the US legally as a Permanent Resident Alien.

4. **Residency**: An applicant must be a resident of Placer County. Residency will be determined by multiple factors including, but not limited to; property tax records, voter registration, state tax records, driver license, and others. Non-residents will be referred to the law enforcement agency having jurisdiction over their place of residence.

5. **Age**: Applicants must have attained the age of 21 at the time of application.

6. **Good Moral Character**: Applicants will demonstrate a reputation of good moral character, with respect to his/her ability to responsibly and safely carry a concealed weapon.

7. **Good Cause**: An applicant will present good cause to support his/her request for a concealed weapon license. The mere fact that a license has been issued in the past does not, in itself, justify the renewal of a concealed weapons license. Cause may vary among the following factors; degree or frequency of exposure to harm, employment, demographics and victimization or risk to applicant averted by granting a CCW license. In making a determination as to reasonable cause, the Sheriff will consider all available information and, where there exists a sufficient connection between the approval of a CCW license and the avoidance of victimization, make that decision most beneficial to public good and safety. The Sheriff will rely first on objective standards, personal history, training and professional evaluations of the applicant, and secondly on subjective factors.

C. **Types of Licenses**

1. **Regular**: A CCW license may be issued to residents in the county or city within the county. These CCW licenses will be valid for a period of two (2) years unless there is good cause for issuance for a shorter period of time.

2. **Employment**: A CCW license may be issued by the Sheriff and is valid only in the county of issuance. These CCW licenses may be valid for a period of time not to exceed 90 days. The Sheriff must inform the business licensee in at least 16 point type that the licensee must give a copy of the CCW license to the chief of police or sheriff in the city or county in which he or she resides, and that any application to renew or reissue this type of CCW license may only be granted upon concurrence of the chief of police or sheriff in the city or county in which the licensee resides.

3. **Judge**: A CCW license may be issued to a California judge and full-time court commissioner, and to a federal judge or magistrate of federal courts. Such CCW license will be valid for any period of time not to exceed three (3) years.

4. **Reserve Peace Officer**: A CCW license may be issued to a reserve peace officer appointed pursuant to section 830.6 PC with the Placer County Sheriff’s Office who resides within Placer County. Such CCW licenses will be valid for a period of time not to exceed four (4) years, except that any such license shall be invalid upon conclusion of the person’s appointment as a reserve peace officer.

5. **Special Law Enforcement**: There are a variety of federal law enforcement personnel, either active or honorably retired who may meet the specific requirement set forth on 25650 PC who will qualify for a CCW license. Retired federal officers falling into this category must present the Sheriff with a letter from his/her agency stating that they have/had peace officer powers, carried a firearm while working, retired under honorable conditions, and a
recommendation from the agency for the issuance of a CCW license. These licenses are usually issued for a term of up to five years. A firearm qualification is required upon issuance and recertification.

III. PROCEDURE

A. New License Applications

1. Required Documents
   a. Valid California identification or identification issued by a U.S. governmental agency
   b. Proof of US citizenship or legal residency: If not born a U.S. Citizen applicant must provide either a Naturalization Certificate or Resident Alien Card.
   c. Proof of residency in Placer County. Applicants must show two valid forms of proof of residency, such as current property tax bill, or utility bills. A post office box will not be considered an acceptable address.
   d. Prior to the issuance of a CCW license, the applicant must show proof of recent attendance and successful completion of a CCW course issued by a Sheriff’s Office approved instructor specializing in the instruction of carrying a concealed weapon. The course will be a minimum of eight (8) hours as required by state law. If applicant has a current valid CCW permit from another county within the state, only a four (4) hour course is required.
   e. Completed CCW license Application/Background package

2. Background Investigation

   The purpose of a background investigation is to determine the applicant’s need and suitability for a concealed weapons license.

   Applicants may be required to grant the Sheriff’s Office specific releases necessary to the making of an informed evaluation of the applicant. Such information access may include, but is not limited to, access to employment, medical, judicial, and financial records. The failure to provide a required waiver shall constitute automatic voluntary withdrawal of the application.

   a. The applicant’s background shall address, as a minimum, the following areas:
      (1) Criminal, civil and personal history
      (2) Physical and emotional ability to handle a firearm

   b. The background investigation is divided into three phases, commencing with information provided by the applicant. These are non-invasive, direct and reference investigations as described below:
      (1) A non-invasive background examination is records oriented and shall generally consist of at least the following historical reviews: federal, state
and local criminal history, civil history including restraining orders, tax and assessor’s rolls, and driver’s license history.

(2) A direct investigation will consist of a personal interview with Sheriff’s personnel and may include contact with employer, co-workers, neighbors or other persons of interest to whom the applicant is known.

(3) A reference investigation shall generally focus on a specific professional assessment of the candidate. Such inquiries are designed to determine freedom from physical or emotional conditions which, when coupled with a concealed firearm, could place the applicant or others at risk. The scope of this investigation may vary based upon the candidate, non-invasive and direct findings, and the needs of public safety.

(4) Live scan fingerprints of each applicant shall be required. The California Department of Justice will forward the results of California DOJ, FBI and Firearm Clearance to our agency.

c. The Office must notify an applicant, in writing, within 90 days of the original application, if their application has been approved or denied or within 30 days after receipt of the applicant’s criminal background check from the Department of Justice, whichever is later.

d. Applicants may appeal if their license is denied. All appeals must be in writing and addressed to Placer County Sheriff’s Office, 2929 Richardson Drive, Auburn, CA 95603, Attention: CCW Licenses. Appeals must be received by the Sheriff’s Office no later than 30 days from the date of the denial notification.

B. License Renewal

1. Procedure

Requests for license renewal should be submitted no sooner than 30 days prior to the expiration of the original CCW License. Applications shall be submitted on-line through the Permituim System. If permit is expired more than 120 days and a “No Longer Interested Letter” has been sent to DOJ, the applicant must start the process over and apply as a new licensee.

2. Documents Required

a. Valid California identification or identification issued by a U.S. governmental agency
b. Proof of US citizenship or legal residency: If not born a U.S. Citizen applicant must provide either a Naturalization Certificate or Resident Alien Card.
c. Proof of residency in Placer County. Applicants must show two valid forms of proof of residency, such as current property tax bill, or utility bills. A post office box will not be considered an acceptable address.
d. Prior to the issuance of a CCW license, the applicant must show proof of recent attendance and successful completion of a CCW course issued by a Sheriff’s Office
approved instructor specializing in the instruction of carrying a concealed weapon. The renewal course will be a minimum of four (4) hours as required by state law.

e. Completed CCW license Application/ Background/ Renewal Form

3. Other License Renewal Requirements

Requirements of residency, good moral character, and good cause apply to license renewals.

C. License Criteria

1. Considerations for a CCW License

a. Need for the license
b. Physical condition of the applicant
c. Emotional stability of the applicant
d. Previous weapons experience of the applicant
e. Criminal history of the applicant
f. Alternatives to the issuance of the license
g. Limitations to be imposed on the license
h. Any other reasons deemed appropriate by the Sheriff or his designee
i. Additional Requirements may be instituted by the Sheriff as warranted by law

2. Determination of Physical/Emotional Fitness

The applicant may be required to provide certification from the designated Sheriff’s Office psychologist or psychiatrist that they are free from mental disorders that might, when coupled with a firearm, present an extraordinary risk to the applicant or others. The psychologist or psychiatrist that is consulted must be the equivalent to that used for Sheriff’s Office employees. The applicant may be charged for the actual cost of the testing in an amount not to exceed one hundred fifty dollars ($150).

3. Considerations for Denial

a. Any person prohibited by law from owning or possessing any firearm or ammunition
b. Subject of a Restraining Order issued by any Court
c. Conviction of Driving Under the Influence of Drugs/Alcohol within the past five (5) years or has a criminal history demonstrating substance or alcohol abuse
d. Prior conviction of any felony
e. Convicted of 148 PC (resisting or interfering with an officer) or 242 PC (battery), within five (5) years
f. Conviction of a drug offense under the Health and Safety Code, within 5 years.
g. Applicant has multiple convictions
h. Applicant does not reside in the County of Placer (see business exception above)
i. Applicant has dishonorable discharge from military service
j. Applicant has history of mental illness
k. Applicant was previously denied a license to carry a concealed weapon
l. Applicant has had a concealed weapon’s license revoked
m. Applicant has a history of violence or unstable personality
n. Applicant is physically unable to handle or qualify in handling the weapon
o. Applicant is untruthful in any portion of the application or background investigation
p. Other cause to question residency, good cause for carrying concealed weapon, or suitability for carrying a concealed weapon.

IV. RESPONSIBILITIES AND RESTRICTIONS

A. CCW licenses issued in Placer County have the following restrictions:

Licensee shall not, when carrying a weapon:

1. Consume any alcoholic beverage.
2. Commit any criminal act. Licensees must report any arrest to the Sheriff’s Office CCW Coordinator within ten (10) days.
3. Be in a place having a primary purpose of dispensing alcoholic beverages for on-site consumption.
4. Be under the influence of any drug, or alcohol.
5. Use any illegal drug.
6. Refuse to show permit or surrender weapon to law enforcement upon request.
7. Impede any peace officer.
8. Represent self as a peace officer to any person, if not so employed.
9. Possess weapon at any place where prohibited by law or sign.
10. Unjustifiably display weapon.
11. Carry a concealed weapon not listed on the permit.
12. Fail to disclose, when stopped or detained by law enforcement, their status as a CCW permit holder when carrying a weapon on their person or in their vehicle.
13. Change residence without reporting new address in writing within ten (10) days to the Sheriff’s Office CCW Coordinator. If new residence is in California but outside of Placer County, the permit will remain valid for 90 days from notification or the remainder of its term whichever expires first. If moving out of state permit must be surrender within ten (10) days.

B. The following regulations pertain to the weapons permitted for Placer County CCW permit holders:

1. The license shall be carried upon the person whenever carrying an authorized concealed weapon.
2. Only weapons listed on the license may be carried concealed. Only three (3) weapons are allowed on the concealed weapons license unless additional weapons are approved by the Sheriff.

3. The weapon shall be the product of a recognized manufacturer free from mechanical and other flaws, within tolerances determined by manufacturer's specifications, and in good working order.

4. Weapons approved shall be either revolver or semi-automatic with an ammunition capacity of no less than five rounds.

5. Weapons must have a bullet with a specification of no less than .25 calibers, nor greater than .45 calibers. Derringer or other “hide-away” type weapons, or “single shot” weapons are not permitted. If the weapon is listed as a “single shot” weapon with the Department of Justice, it is prohibited from being carried as a concealed weapon.

6. Any weapon listed on a CCW permit must be registered with California Department of Justice, Firearms Bureau to the holder of the permit, legal spouse or registered domestic partner.

7. Modifications may be allowed to enhance sighting, such as laser sights and/or night sights, as well as modifications to grips. Other modifications to the weapons that would alter it from the manufacturer’s original setting are not allowed.

C. Fees

1. Cost Recovery and Fees

   a. The issuance of a concealed weapons license is an extraordinary service. As such, it is essential that the Sheriff’s Office recover costs incurred. These costs consist of fees paid to other agencies, the processing of background materials, administrative and related costs.

   b. Fees are based on actual costs. Fees are periodically reviewed to ensure they accurately reflect actual costs.

   c. Fees are a matter of law and they are enumerated in the Penal Code and in the Placer County Code.

   d. Fees are itemized and listed in the application instructions.

2. Payment of Fees

   a. All fees due the Sheriff’s Office will be paid upon submission of the CCW application. Acceptable methods of payment shall be cash, check or money order.

   b. Fees paid concurrent with application are non-reimbursable, without regard to whether the application is ultimately approved or denied.
V.  OFFICE RESPONSIBILITIES

   A.  Administrative

      1.  Applications and Appointments

          a.  Any resident of Placer County will be issued the appropriate application forms and instructions which can be downloaded from the Placer County Sheriff’s web page.
          b.  Appointments for an interview can be scheduled via the Sheriff’s web page or with the assistance of staff as needed.
          c.  Per PC 26225 (c), an annual report will be submitted to the California Attorney General indicating the total number of CCW Licenses issued to reserve officers and the number issued to judges.

      2.  CCW Unit

          a.  Each CCW License file will be assigned an individual index number and the complete file will be maintained by the CCW unit.
          b.  The CCW Unit is responsible for processing and issuing of new licenses, renewals, modification of licenses.
          c.  The CCW Unit is responsible for the modifications of associated fees.

VI.  FIELD ENFORCEMENT

   A.  Field Contacts

      1.  If an deputy comes in contact with a CCW license holder and has reasonable cause to believe that the license holder is violating any condition of the license he/she should:

          a.  Advise the subject that the weapon must be unloaded and transported in a manner permissible per California Penal Code.
          b.  Seize the CCW license. Advise the license holder they cannot carry until the license is returned to them by the issuing agency.
          c.  Prepare a written report as appropriate.

      2.  If a CCW license holder is arrested for any violation, the license will be seized and returned to the issuing agency. If the licensee is armed when arrested, the weapon will be booked appropriately.

      3.  A Deputy working for the Sheriff’s Office will be guided by the following when contacting CCW License holders:

          a.  Consideration of officer safety
          b.  Consideration of safety to the public
          c.  Respect the rights of all persons
TITLE: AUTOMATED EXTERNAL DEFIBRILLATOR

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to establish a policy for the use of the Automated External Defibrillator (AED).

II. POLICY

To provide the highest level of service to the citizens of and visitors to Placer County and to provide for the care and custody of inmates confined in the Placer County Jail. Those members considered Public Safety Personnel under Title 22 of the CCR who are trained and certified in the use of Automatic External Defibrillator will use them in accordance with Sheriff’s Office protocols, based upon Title 22 CCR, Sierra-Sacramento Valley Emergency Medical Service Agency Defibrillator Program Guidelines.

III. PROCEDURE

Refer to the Corrections Division and Field Operations Division Manuals for specific AED program protocols and procedures.
TITLE: DUTY SIDEARM PURCHASE FOR SWORN RETIREES

EFFECTIVE: 01/01/2020

I. PURPOSE

This Order provides information for the purchase of a Sheriff’s Office issued duty sidearm by a sworn employee in good standing, retiring via a PERS Public Safety Retirement with the Placer County Sheriff’s Office.

II. POLICY

Placer County Sheriff’s sworn personnel who have been employed for a period longer than 120 months and have been duly retired through a service retirement or from a job-incurred disability not related to a mental or emotional disorder and who have been granted the legal right to carry a concealed firearm may be authorized by the Sheriff to purchase his/her sidearm. This Order only applies to sidearms purchased and issued by the Sheriff’s Office. The Sheriff will be the final authority in determining whether or not a retiree is eligible for this program.

III. PROCEDURE

A. The retiree shall request to purchase his/her handgun in writing to the Sheriff’s Office within 30 calendar days of his/her retirement date.

B. The Sheriff’s Office Rangemaster will obtain a minimum of three quotes during June of each year to determine the fair market value for the sidearm. This is the same price that a vendor would give the Sheriff’s Office towards a credit trade-in value of the used weapon when the Sheriff’s Office would routinely purchase new weapons.

C. The weapon will be turned in to the Rangemaster/Armorer for inspection.

D. The retiring employee will pay the Placer County Sheriff’s Office for the weapon.

E. The weapon will be transferred in the CLETS system to the retiring officer via a “voluntary registration” by staff from the Evidence Unit. A copy of the transfer will be maintained for Sheriff’s Office records by the Rangemaster.

F. The weapon will be released to the retiring officer.

This Order was established within the guidelines of the California Department of Justice/Firearms Unit in accordance with applicable state law.
It is the policy of the Placer County Sheriff’s Office to ensure that a consistent high level of service is provided to all community members, including those who speak a foreign language, are deaf, or hard of hearing. The purpose of this Order is to set forth procedures for handling calls for service where the involved parties require translation or auxiliary aid services, whether for limited English proficiency or the hearing impaired, to ensure proper law enforcement services are provided.

In many circumstances, family members (especially children), friends, other inmates or other detainees are not competent to provide quality and accurate interpretations. Issues of confidentiality, privacy, or conflict of interest may also arise. Individuals may feel uncomfortable revealing or describing sensitive, confidential, or potentially embarrassing medical, law enforcement (i.e. sexual or violent assaults), family, or financial information to a family member, friend, or member of the local community. In addition, such informal interpreters may have a personal connection to the person or an undisclosed conflict of interest, such as the desire to protect themselves or another perpetrator in a domestic violence or other criminal matter.

I. FOREIGN LANGUAGE TRANSLATION

This Sheriff's Office has specific legal obligations under the Fourteenth Amendment to communicate effectively with people who have limited English proficiency, so that no person is deprived of life, liberty, or property, without due process of law; nor denied the equal protection of the law.

A. Policy

1. Officers should make every effort to not use family members or friends as interpreters when investigating criminal cases. This includes children, caretakers, friends, other inmates or other detainees.

   Family members and/or friends may be appropriate interpreters in limited or exigent circumstances, i.e. public safety statements, non-criminal matters, or citizen contacts. In criminal matters, if an informal interpreter is used, officers should consider a re-interview, when practical, using the Language Line interpreter.

2. All field operations cell phones will have the AT&T Language Line number programmed into them for use in the field.

3. Patrol and investigations personnel may use Sheriff's Office issued phones to access the Limited English Proficiency line.
4. If there is a need for evidentiary or court purposes for the call to be recorded, officers may request Dispatch to transfer him/her to the Language Line and request the call be recorded.

B. Procedure

1. Dial the AT&T Language Line service at 1-800-880-1994.

2. Advise the agent of the language needed, if known.

3. The Language Line service agent will ask for:

II. DEAF OR HARD OF HEARING INDIVIDUALS

The Placer County Sheriff’s Office has specific legal obligations under the Americans with Disabilities Act to communicate effectively with people who are deaf or hard of hearing. Additionally, specific legal obligations exist under the Fourteenth Amendment to communicate effectively with people, so that no person is deprived of life, liberty, or property, without due process of law; nor denied the equal protection of the law.

A. Policy

1. People who are deaf or hard of hearing are entitled to a level of service equivalent to that provided to other persons.

2. The Sheriff’s Office will make every effort to ensure that its officers and employees communicate effectively with people who are deaf or hard of hearing.

3. Effective communication with a person who is deaf or hard of hearing involved in an incident, whether as a victim, witness, suspect, or arrestee, is essential in ascertaining what actually occurred, the urgency of the matter, and type of situation.

4. Various types of communication aids, known as “auxiliary aids and services,” are used to communicate with people who are deaf or hard of hearing. These include use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of an assistive listening system or device to amplify sound for persons who are hard of hearing; or use of a qualified oral or sign language interpreter.
5. The type of aid that will be required for effective communication will depend on the individual’s usual method of communication, and the nature, importance, and duration of the communication at issue.

Deputies may contact California Relay Service for access to a variety of resources for deaf or hard of hearing persons by dialing 711 on a cell phone or landline. The resources include the following:

Voice: Voice to Voice Communication
TTY: Teletypewriter
VCO: Voice Carry Over
HCO: Hearing Carry Over
STS: Speech to Speech

6. In many circumstances, oral communication supplemented by gestures and visual aids or an exchange of written notes will be an effective means of communicating with people who are deaf or hard of hearing. In other circumstances, a qualified sign language or oral interpreter may be needed to communicate effectively with persons who are deaf or hard of hearing. The more lengthy, complex, and important the communication, the more likely it is that a qualified interpreter will be required for effective communication.

7. To serve each individual effectively, primary consideration should be given to providing the type of communication aid or services requested by the individual. Deputies should find out from the person who is deaf or hard of hearing what type of auxiliary aid or service he or she needs. Deputies should defer to those expressed choices, unless:

a. There is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf or hard of hearing; or

b. Doing so would fundamentally alter the nature of the law enforcement activity in question or would cause an undue administrative or financial burden. Only the Division Commander or his/her designee may make this determination.

8. The input of people who are deaf or hard of hearing who are involved in incidents is just as important to the law enforcement process as the input of others. Deputies must not draw conclusions about incidents unless they fully understand, and are understood by, all those involved, including people who are deaf or hard of hearing.

9. People who are deaf or hard of hearing must not be charged for the cost of auxiliary aid or service needed for effective communication.
B. Procedure

1. Deputies and employees may utilize the following auxiliary aids, when available, to communicate effectively:

   a. Use of gestures.
   b. Use of visual aids.
   c. Use of a notepad and pen or pencil.
   d. Use of a computer or typewriter.
   e. Use of an assistive listening system or device.
   f. Use of a teletypewriter (TTY).
   g. Use of a qualified oral or sign language interpreter.

2. In situations when a non-disabled person would have access to a telephone, deputies must provide persons who are deaf or hard of hearing the opportunity to place calls using a telecommunications device for deaf people, or TDD. Deputies must also accept telephone calls placed by persons who are deaf or hard of hearing through the Telecommunications Relay Service.
TITLE: USE OF TASER CONDUCTED ENERGY WEAPONS

EFFECTIVE: 01/01/2020

I. PURPOSE

To establish guidelines for sworn personnel in usage and deployment of the Taser X-26, X-26P and Taser 7 Conducted Energy Weapon (CEW).

II. DEFINITION

The Taser CEW is a less lethal use of force option used to temporarily incapacitate a dangerous, potentially dangerous, or non-compliant individual by discharging an electrical current causing Neuro-Muscular Incapacitation (NMI). The Taser CEW may be used by firing two wired probes, or by direct “drive stun” contact. Taser CEW’s are considered “intermediate” levels of force.

III. POLICY

The Taser CEW does not replace the use of firearms or deadly force. There is no requirement to deploy a less lethal option before using deadly force in compliance with Sheriff’s Office use of force policies. (Refer to PCSO General Orders / OPER 1, Use of Force.)

A. Procedures for Deployment

Usage of the Taser CEW is to minimize exposure to assault, thereby decreasing the likelihood of injury to both the officer and suspect.

1. The Taser CEW should primarily be deployed when an “overt act” of potential danger is perceived by the involved officer. An overt act may consist of aggressive actions, threat accompanied by an aggressive act, or general circumstances threatening officer safety. Examples of such acts include but are not limited to the following:

   a. The officer is unable to gain control due to the suspect’s aggressive resistance.
   b. There is a perceived threat to the officer followed by an overt act such as clenching of fists or other acts suggesting aggressive behavior.
   c. Demonstrating an immediate potential for combative or assaultive behavior.
   d. In possession of or in close proximity to a weapon.
   e. Demonstrating violent self-destructive behavior.
   f. There is resistance or furtive movement by the suspect during handcuffing.
**Note:** Mere flight from a pursuing officer, without other known and articulable circumstances, **IS NOT** sufficient cause for use of the X-26 or X-26P Taser to apprehend an individual.

2. Examples of prohibited Taser CEW use include the following:
   a. In potentially flammable or explosive environments.
   b. On an individual exposed to flammable liquids or substances.
   c. As a prod device.
   d. To arouse unconscious, impaired, or intoxicated subjects.
   e. On a subject who could fall from a significant height.

3. Individuals who may be at a greater risk to Taser CEW exposure, and normally should not be exposed to such, include:
   a. Persons in wheel chairs or in control of a vehicle or machinery.
   b. The elderly, children, or those under 80 pounds.
   c. Persons known to be wearing pacemakers or other biomedical devices sensitive to electric current.
   d. On a subject in, or who could fall into, a pool or body of water.
   e. Pregnant women.

4. When reasonable and possible, a verbal warning should be given prior to a Taser deployment. Officer safety should always be considered in doing so.

5. If a Taser device proves to be ineffective after (3) three five-second cycles, other use of force options shall be considered.

6. Officers discharging the Taser CEW shall notify, as soon as possible, their respective shift supervisor with a detailed account of the Taser deployment.

**B. Taser CEW Operation**

1. Only the Sheriff’s Office owned/issued Taser CEW equipment is authorized for use by members of this agency.

2. At the beginning of each shift or deployment, the officer shall conduct a safety inspection of the Taser CEW to ensure it is functioning properly.

3. Taser CEW usage is designed to cause the involuntary contraction of muscles by generating an electrical force that dominates the existing neuromuscular system of the subject. The muscles contract causing the subject to temporarily lose control of the affected areas.

4. The X-26 and X-26P Taser is equipped and capable of firing two darts contained within a single cartridge. The Taser 7 is equipped with two separate cartridges.
that can be deployed independently of the other without reloading. Taser CEW’s can be used with the cartridge or by direct “drive stun”. The Taser 7 also provides an option to activate a “warning arc” without deploying either cartridge. The darts, also known as probes, are attached to insulated wires and can reach distances up to 25 feet. It is necessary for both darts to hit some part of the suspect to allow the electrical current to affect the suspect. The ideal suspect target location should include the suspect’s back or lower torso area from the belt line and below. The suspect’s facial region and upper torso should never be an intended target. The direct “drive stun” mode allows the Taser to directly contact the target suspect with or without the use of a cartridge.

5. During Taser CEW deployment, backup officers can control the suspect provided they don’t touch on or between the two exposed darts. Based on the suspect’s possible inability to physically comply during deployment, handcuffing may need to be performed after the Taser CEW has been deactivated.

C. Training Requirements

1. No officer shall use the Taser CEW until successfully completing a department approved training course provided by an authorized instructor.

2. The training course shall include the following learning points:

   a. Functions of the Taser CEW
   b. The care and maintenance of the Taser CEW
   c. Proper application, use and safety requirements, including knowledge of department policy concerning Taser use
   d. Reporting requirements
   e. Officers authorized to use the Taser CEW shall be certified as being proficient in these areas by the department instructor
   f. Officers certified to use the Taser CEW must attend a department training update course a minimum of every two years in order to maintain certification

D. Supervisor’s Responsibility

1. Supervisors shall monitor the maintenance and serviceability of the Taser CEW, and associated equipment, assigned to officers working under their supervision. Any issues affecting the safe operation of the Taser CEW shall be reported to an authorized instructor and the Training Unit Coordinator. The affected Taser CEW will be taken out of service until such time it can be inspected by an authorized instructor.

2. When a Taser CEW is deployed, a supervisor shall respond to the scene, if practical, to provide on-scene supervision.
3. Review the circumstances of the use for compliance with Sheriff’s Office policies.

4. Ensure the proper discharge memory download of the Taser CEW Cam involved, and attach a printout of the memory to the official report.

5. Document all deployments in BlueTeam per COND 12, “BlueTeam.”

E. Medical Treatment

1. As soon as practical, the suspect shall be transported to the hospital emergency room for medical evaluation, whether exposed to the Taser CEW probes or direct “drive stun” contact.

2. Dart probes imbedded in the skin shall only be removed by medical personnel and shall be treated as bio-hazardous sharps.

3. A medical clearance for incarceration shall be obtained from the examining physician.

F. Documentation of Taser CEW Use

1. Every Taser CEW deployment shall be documented in a crime/incident report by the officer using the Taser.

2. Identify the Taser CEW and cartridge by serial number in all documentation.

3. Photographs shall be taken of the suspect’s Taser dart puncture wounds or the area of the body which came into contact with the probes or direct “drive stun.” Photographs are required even if there is no visible injury or marks. Photographs should be taken as soon as practical and booked into evidence.

4. X26 and X26P Tasers equipped with a functioning Taser Cam shall have all Audio/Video information from each deployment booked into evidence; Taser 7 models are not equipped with a Taser Cam.

4. Expended wires and dart probes shall be booked into evidence along with the cartridge and cartridge AFID (Anti-Felon Identification) tags.
I. POLICY

General safety guidelines apply to all Placer County Sheriff’s Office sponsored firearms programs, whether at the indoor range located in the Auburn Justice Center or the outdoor Grizzly Bear Range in Foresthill. The intent of these guidelines is to promote student and staff safety awareness in areas involving psychomotor skills training and to reduce the potential risk for injuries. Each training presenter and/or coordinator will be furnished with a copy of these guidelines.

All training instructors and instructional staff will be responsible for adhering to all applicable safety guidelines, policies and approved course outlines and lesson plans.

II. PROCEDURE

A. Safety

1. Students will be instructed on general firearms and range safety rules at the beginning of range training and during training as necessary. This will include safety rules, specific prohibitions, handling of unusual occurrences, and stop action protocols as specified by the firearms instructor.

2. General safety rules unique to each firearms training facility will be provided to trainees.

3. Designated safe areas at these ranges are at the rear of the firing lines or as designated by the firearms instructor.

4. A first aid kit shall be readily accessible at each range site and its location pointed out to students before beginning training.

5. Every student shall be required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.

6. The use of soft body armor shall be required for instructors and strongly encouraged for students while on the range. During certain courses of fire or specialized training, the Rangemaster or lead instructor may require that soft body armor be worn by all participants.

7. There shall be at least one instructor for each six students during static line courses of fire, one instructor for two students during stress courses and one instructor for five students during moving courses of fire.
8. All students shall use only Sheriff’s Office approved equipment at the range. Each weapon and any other related equipment shall be subject to a basic safety inspection and approved for use by the instructional staff prior to use on the range.

9. A safety check of weapons shall be initiated following any break in training whenever students have been allowed to leave the training site.

10. Clothing and footwear appropriate to the course of fire and terrain of the range shall be required.

11. Students shall be given a general orientation to any tactical shooting course where live fire will be used prior to application phase of training.

12. Students shall be instructed to wash their hands and face thoroughly after shooting to remove any lead particulate or other debris deposited as a result of the weapon’s discharge. Students utilizing the AJC Indoor Range facility will be instructed to follow the required lead abatement protocol before leaving the range.

B. Firearms Instructors

1. A currently certified Placer County Sheriff’s Office Firearms Instructor who has successfully completed a POST certified Firearms Instructor Course must be present whenever either range facility is being used.

2. All Firearms Instructors shall participate in periodic Firearms Instructor Update courses. Instructors shall have received previous training in the particular weapon system or platform used in training and will be current in Sheriff’s Office training standards.

3. The instructional staff shall be easily identifiable and shall wear agency approved Firearms Instructor shirt and hat or vest. Appropriate closed footwear and long pants will be worn.

4. Only those Placer County Sheriff’s Office Firearms Instructors who have been trained in the safe operation and maintenance of the AJC Indoor Range will use that facility. Range and bullet trap cleaning will only be performed or supervised by Firearms Instructors who have received training to safely clean those areas that may present a lead exposure issue.

5. All Placer County Sheriff’s Office Firearms Instructor staff will obtain a baseline BLL (Blood Lead Level) blood test provided by the County for lead exposure prior to using the indoor range facility and once yearly by each June 30th thereafter. The results will be made available to the Rangemaster to ensure the safety of Firearms Instructional staff. (Refer to OSHA Regulations, Standards – 29 CFR, Part 1910.1025.)
C. Range Facilities

1. At each range facility, areas will be designated to accommodate persons who are not directly engaged in shooting, including areas for cleaning, unloading, and reloading with duty ammunition.

2. Each firearms training facility shall have a communications process capable of clearly transmitting instructions to all persons on the range.

3. Range facilities and bullet impact areas shall be inspected at least daily for apparent hazards.

4. Adequate emergency lighting shall be provided at the site of any nighttime firearms training.

5. Weather conditions shall be considered with regard to the need to provide shaded areas, shelter or protective clothing.

6. Ranges equipped with reactive targets shall be constructed in such a manner as to minimize the danger of ricochets.

7. Props and equipment used in tactical shooting courses shall be constructed to minimize the danger created by ricochet or secondary projectiles.

8. Only fully copper jacketed ammunition will be utilized at the Auburn Justice Center Indoor Range.

9. Instructors will ensure that no county personnel are involved in range maintenance or behind the bullet trap area before using the range.

10. For detailed cleaning procedures of the Indoor Range, refer to the Auburn Justice Center Indoor Range Cleaning and Maintenance Protocol.
I. PURPOSE

The purpose of this Order is to establish guidelines relating to the selection and retention of persons to fill the roles of Sheriff’s Office physical skills instructors and to provide guidance in how to prepare for this challenging assignment. These assignments include:

- Weaponless Defense Instructor
- Impact Weapons Instructor
- CEW/Taser Instructor
- Less Lethal Instructor
- Field Medic/First Aid Instructor
- Tactical Communications Instructor
- Firearms Instructor
- EVOC Instructor

II. DISCUSSION

It is the intent of the Sheriff’s Office to have all use of force training standardized to maintain consistency in training agency-wide and to stay current or exceed industry standards. All use of force instructor courses and instructor update courses will be approved by the Training Unit.

Ideally, agency instructors will seek qualifications in other use of force disciplines. It is understood that not all who choose to become weaponless defense, impact weapons, Taser or Less Lethal instructors will choose to become firearms instructors. The complete Use of Force Instructor is one who will choose to become proficient in all use of force disciplines and will be supported by the Training Unit in their decision.

Use of force is a high-risk, high-liability occurrence for the officer and the Sheriff’s Office. It is crucial that the best possible candidates are selected as instructors. When choosing instructors, it is essential that the individuals selected possess experience and credibility with other Sheriff’s Office personnel, and adept instructional skills. It’s critical that instructors maintain a high level of physical fitness. Instructors must also maintain their skill sets and be able to demonstrate knowledge and proficiency of the skills they are teaching. Failure to adhere to these requirements may be cause for removal as an instructor.

When selected as an agency trainer, instructors should remember that they serve a crucial role in the Placer County Sheriff’s Office by training their fellow officers to survive and prevail in any situation where force must be employed.
III. POLICY

Physical skills instructors are responsible for teaching, training, qualifying and remediating sworn personnel in arrest and control techniques, defensive tactics, impact weapons, chemical agents, less lethal munitions, tactical communications, firearms, Conducted Energy Weapons (Taser), field medic, and EVOC.

IV. EXPERIENCE REQUIREMENTS

A. Two years full time Placer County Sheriff’s Office (must have successfully completed probation).
B. Deputy Sheriff II or Correctional Officer II.

NOTE: EVOC and Firearms Instructors must be qualified sworn deputy sheriffs, from any division with the approval of their division commander.

V. SELECTION CRITERIA

A. Résumé demonstrating the candidate meets the experience requirements.
B. Demonstrated physical fitness and ability to perform all physical aspects of job assignment without restrictions.
C. Review of the two most recent performance evaluations.
D. Practical test.
E. Oral interview composed of at least three Lead Instructors.

VI. TESTING CRITERIA

A. Weaponless Defense Instructor: Able to perform basic hand control techniques as instructed by training staff, and the policy outlining the use.
B. Impact Weapons Instructor: Able to demonstrate basic impact weapons strike zones. Must be able to demonstrate the proper deployment and verbal commands associated with the use of impact weapons and the policy outlining the use.
C. Conducted Energy Weapons/Taser Instructor: Able to demonstrate basic understanding of the unit, its functions, as well as describe unintended target areas and the policy outlining the use.
D. Less Lethal Instructor: Able to manipulate and identify less lethal munitions, weapons, target areas and deployment protocol associated with the use of such weapons, and the policy outlining the use.
E. **Field Medic/First Aid Instructor**: Able to perform basic First-Aid techniques and have an understanding of basic medical terminology.

F. **Tactical Communications Instructor**: Able to demonstrate a basic understanding of the art of tactical communications, and demonstrate a basic understanding of the eight-step, the five-step and S.A.F.E.R. principals.

G. **Firearms Instructor**
   1. Pass a basic firearms course entry test.
   2. Demonstrate a basic understanding of the weapons systems issued by this Office and be able to conduct a proper function test, breakdown of those weapons systems.
   3. Identify those policies outlining the use, care and storage of those weapons.

H. **EVOC Instructor**
   1. Must have a working knowledge of the California Vehicle Code and be able to pass a written test based on Sheriff’s Office policies for pursuits, operating county vehicles, Code 3 driving, and non-code 3 driving.
   2. Pass a practical driving test.
   3. The applicant must not have had any “at fault” collisions involving county vehicles within the last three years, and no agency disciplinary actions involving county vehicles within the past year.
   4. Identify the policies outlining vehicle operations.

The specific requirements for each testing process will be available prior to the testing process.

All testing will end with an evaluation of the applicant’s ability to instruct their peers in a professional and dignified manner.

The applicant must complete the required instructor course for the chosen discipline.

Please note that disciplinary actions must and will be taken into account when being considered for any instructor position.

VII. **RETENTION CRITERIA**

Members of the Training Council continuously monitor and evaluate individual instructors to ensure the needs of the training staff are being met.

VIII. **TRAINING UNIT ORGANIZATIONAL STRUCTURE**

The Training Unit falls under the immediate direction of the Support Services Captain and Lieutenant. Day-to-day operations are disseminated and structured as follows through assistance of the Training Unit Support Staff and the following Training Council.
• Training Unit Team Leader: Full time Deputy Sheriff Sergeant position assigned to the Training Unit and Agency Range Master
• Firearms Unit Lead
• Weaponless Defense Unit Lead
• Impact Weapons Unit Lead
• CEW/Taser Unit Lead
• Less Lethal Unit Lead
• Field Medic/First Aid Unit Lead
• Tactical Communications Unit Lead
• EVOC Unit Lead
• Tahoe Station Unit Lead
• Corrections Division Unit Lead

Unit Lead position are recommended by the Training Council and approved through Support Services Command up to the appointing authority. The Training Council is an advisory committee for use of force, research and development, training philosophy, and continued advanced officer education.
I. PURPOSE

The purpose of this Order is to establish procedures for the use and training of less lethal deployment systems and munitions by Sheriff’s Office personnel.

II. POLICY

The Placer County Sheriff’s Office recognizes that employment of less lethal munitions can reasonably result in a lesser level of force being used against a suspect. Less lethal munitions may also be employed when other levels of force are not justified or are inappropriate because of the surroundings or situation. The goal of less lethal employment is to exert control over a subject(s) with increased safety and with a lower potential for great bodily injury or death than conventional impact weapon and firearms use.

III. LESS LETHAL USE STATEMENT

The term “less lethal” does not mean nor imply “non-lethal.” It is understood that the possibility of injury, great bodily injury, or death can occur from use of less lethal munitions. The employment of less lethal munitions is an attempt to take the subject(s) under control with a larger margin of safety for the public and officers, as well as a reduced potential for serious injury to the suspect.

The inclusion of less lethal munitions in the Placer County Sheriff’s Office use of force options is not intended to imply that less lethal munitions are intended to replace conventional firearms or their use, or conventional impact weapons.

Less lethal munitions are to be used only by properly trained Sheriff’s Office personnel and only when they can be employed safely.

Lethal force backup option(s) shall be present when less lethal munitions are anticipated or are actually being employed, except in areas where firearms are inherently prohibited, such as secured areas of the Corrections Division, unless authorized by the Corrections Division Commander, his designee, the Special Enforcement Team Commander or Leader.

IV. DEPLOYMENT CONSIDERATIONS

A. Personnel authorized to deploy less lethal munitions shall select the deployment system and round deemed most reasonable and efficient for the circumstances and threat level presented by the suspect. Factors to include in this selection criteria include, but are not limited to:
1. Threat level presented or threatened by the subject(s)
2. Proven intended or stated aggression level
3. Physical stature and clothing of the subject(s)
4. Possible chemical impairment of the subject(s)
5. Distance to the subject(s) [see section V.]
6. Persons surrounding the subject(s)
7. Obstacles to deployment of less lethal munitions

B. Less lethal munitions may be suitable, and can be considered, in situations including, but not limited to the following:

1. “Self-hostage” circumstances
2. Barricaded suspects
3. Firearms, edged or impact weapon armed assailants
4. Rapidly evolving or escalating situations
5. Suspects armed with or threatening the use of manufactured or improvised chemical or biological weapons
6. Active or aggressively non-compliant subjects
7. Riot/crowd control events in public or within a correctional facility
8. Animal control calls
9. Tactical Operations

V. LAUNCHING SYSTEMS

There are four (4) basic less lethal launching systems authorized for use. (Refer to 16780 PC for definition of “Less Lethal Weapon.”)

A. 12ga shotguns – primer based
B. Encapsulated launchers – compressed air (PepperBall, FN 303)
C. 37/40 mm single or multi-shot launchers – primer based
D. Hand held launchers (“Stingball” type grenade launchers)

VI. MUNITIONS CLASSIFICATIONS

There are two basic classifications of less lethal munitions: Non-Flexible and Flexible Munitions. (Refer to 16770 PC for definition of “less lethal ammunition.”)

A. **Non-Flexible Munitions**: Projectiles with varying degrees of hardness due to the material used to manufacture them. Can be either direct fired or skip fired at subjects (depending on manufacturer’s instructions to be sure which technique is recommended). Projectile does not conform or “mold” to body upon impact.

B. **Flexible Munitions**: Projectiles of a relatively non-rigid or pliable consistency may be fired directly at a subject. They are intended to conform or “mold” to the body upon impact.
VII. AUTHORIZED LAUNCHERS AND MUNITIONS

A. **12 gauge shotgun (primer based):** Flexible projectiles commonly referred to as Gen 3 “Bean Bag” rounds.

B. **Encapsulated launchers (compressed air):**
   1. PepperBall – Non-flexible 18mm/.68” caliber chemical-agent-carrying projectiles.
   2. FN 303 launcher – Non-flexible 18mm/.68” caliber, 8.5 g weight projectiles.

C. **37mm or 40mm single or multi shot launcher (primer based):** Primarily non-flexible projectiles commonly referred to as the “polyurethane” or “soft tip baton,” “sponge,” “rubber baton,” or “wood baton” rounds. A flexible Gen 3 bean bag round may also be available for use by some munitions manufacturers.

D. Brands of less lethal munitions acceptable for use, issue, and deployment shall be selected and approved by the Sheriff, Undersheriff, or designee.

E. Criteria for munitions selection:
   1. Accuracy
   2. Effectiveness
   3. Potential for causing death or serious physical injury

F. Manufacturer’s specifications for weight and velocity of less lethal munitions are accepted and included herein as set forth in this policy.

G. “Re-loaded” ammunition is authorized for use in the Sage Gun by those authorized and trained for its use. In all other circumstances there shall be no “re-loaded” less lethal munitions used unless at the manufacturer’s direction, or for purposes of training. In any instance mentioned above, authorization for such use is at the discretion of the Sheriff’s Office Rangemaster.

H. Nothing in this policy shall preclude the Sheriff, Undersheriff, or their designee from authorizing a specialized unit or team to use munitions or deployment systems not mentioned above.

VIII. DISTANCE TO TARGET

A. **12 ga Shotgun – Generation 3 “Bean Bag” Round:** There are no operational distance limitations as the bag is ready for impact once it is fired. However, the round manufacturer’s specifications should be considered, as appropriate. Some manufacturers produce rounds for “tighter” bores. Therefore, the recommended distance for deployment of most bean bag type rounds is 15-60 feet (5-30 yards).
B. **Encapsulated Launchers – FN 303 and Pepperball Rounds**: The amount of air available (pounds per square inch or “PSI”) at the time of deployment could affect projectile penetration for these compressed air launching systems. Therefore, the **recommended distance for deployment of most FN 303 projectiles is 15-164 feet (5-54 yards).**

C. **37mm or 40mm single or multi shot launchers**: The recommended distances will vary based on the manufacturer and type of round used. Therefore, **only those personnel deemed qualified by the Sheriff or his designee shall be authorized to use these launchers.**

IX. **TARGET AREAS OF SUBJECT(S) BODY**

A. Unintended target areas for less lethal are:

1. Head
2. Neck
3. Throat
4. Heart
5. Xiphoid Process
6. Groin
7. Spine
8. Kidneys

B. Other areas of the body are permissible target areas for less lethal munitions use. Those target areas may include:

1. Arm below the elbow
2. Lower abdomen
3. Thigh
4. Leg below the knee
5. Buttocks

C. Intentional use of less lethal munitions against unintended target areas may constitute great bodily injury or lethal force and must be reasonable under the circumstances.

X. **MEDICAL TREATMENT**

Persons who are struck by less lethal munitions shall be transported to a medical facility for treatment of an injury and/or for medical clearance for incarceration without unnecessary delays when such can be done safely. Medical clearance records will be obtained and provided to custody medical staff.

Person(s) struck while incarcerated within the care and custody of a Placer County Jail will be assessed by custody medical staff; then treated and transported as needed.
XI. DOCUMENTATION

A. An investigation will be conducted into any situation involving the deployment of less lethal munitions at a subject(s) and will initially be handled by the on-duty supervisor to determine the suggested level of investigative oversight.

B. The on-duty supervisor will notify the Watch Commander. Based on the incident, a determination will be made as to the level of investigative oversight, the use of investigations and/or Evidence.

C. The use of less lethal force will be documented, including all factors that contributed to the decision to use less lethal munitions. Photographs of where the projectile(s) made contact with the subject shall also be taken even if there are no visible injuries or marks. The photographs shall be placed into evidence.

D. Expended cartridge(s) and projectile(s), if located, will also be placed into evidence.

E. Copies of medical clearance records will be included in the report when possible.

F. Guidelines will be followed consistent with reporting policies outlined within OPER1, use of force reporting.

XII. LESS LETHAL ALLOCATIONS

It is the goal and intent of the Sheriff’s Office to allocate and provide appropriate less lethal capabilities to each deputy or officer. That intent includes providing appropriate, but diverse launching systems such as the Mossberg 590 shotgun, the FN 303, and/or the Pepperball launcher to personnel including, but not limited to: resident deputies, patrol deputies, school resource and D.A.R.E. officers, and corrections custody personnel.

XIII. TRAINING AND CERTIFICATION – AUTHORIZED PERSONNEL

A. All personnel using less lethal munitions shall be certified on that specific deployment system (12ga shotgun, 37/40mm, Pepperball, FN 303) by certified Sheriff’s Office instructors.

B. Less lethal munitions and launching systems will be assigned and utilized by personnel as authorized by the Sheriff, Undersheriff, or their designee.

C. Training in the use of less lethal force shall be composed of a training program approved by the Sheriff or his designee and delivered by less lethal instructors.

D. The less lethal training goal of the Placer County Sheriff’s Office is to have less lethal qualified personnel and munitions, and launching systems available when and where time and circumstances allow.

E. Less lethal force training shall be held on an annual basis.
TITLE: AUTOMATIC VEHICLE LOCATOR (AVL)

EFFECTIVE: 01/01/2020

I. POLICY

The purpose of Automatic Vehicle Locator (AVL) is to assist communications personnel with dispatching units, locating personnel in emergencies, and aiding in critical incidents. The focus of the technology is to enhance officer safety and assist deputies, supervisors and managers in managing emergency operations.

II. FIELD USE

The following are guidelines for use of the AVL system. The organization will install, use and maintain AVL systems in vehicles capable of AVL technology.

A. Field Personnel

1. Vehicles equipped with AVL will automatically populate the map when field personnel log onto the mobile data computer (MDC), and sign into the Computer Aided Dispatch (CAD) system.

2. Sheriff’s Office personnel shall not tamper with or disable any component of an AVL system installed in any designated Sheriff’s vehicle.

3. Sheriff’s Office personnel assigned to a vehicle outfitted with an AVL system that is not functioning properly shall report the problem to their immediate supervisor and Information Technology (IT) by e-mail and exchange the vehicle for one with a functioning AVL system. If there is no spare pool patrol vehicle or the unit in question is an assigned take-home patrol unit, the employee’s supervisor will make a determination for continued use of the identified vehicle until the AVL system can be repaired. In such cases, the supervisor will communicate the continued use agreement to the deputy and IT by e-mail with a continued use plan.

B. Dispatch Personnel

1. For priority one calls, dispatch personnel will have the ability to utilize the AVL system in order to select and dispatch the closest unit available to the call based on their location. In most cases, proximity dispatching on priority one calls will not replace beat integrity, and the geographic beat deputy will be responsible for the incident, primary investigation and crime report. In those rare instances when the geographic beat deputy is not available or significantly delayed, the on-scene supervisor will determine who is responsible for the incident, primary investigation and crime report.
2. Low priority calls will not be dispatched utilizing the AVL system.

3. Dispatch personnel will have the ability to utilize the AVL system to locate field personnel involved in emergencies or perceived emergency situations such as, but not limited to, pursuits, emergency button activation, fires, or lack of response to radio transmissions.

4. One hour after the start of Day, Swing and Mid shifts, Dispatch will confirm the identity of their patrol units to the respective shift roster and dispatch AVL screen. Dispatch and the deputy will handle initial discrepancies. More significant and repetitive identification problems will be forwarded by Dispatch to the deputy’s immediate patrol supervisor. AVL functionality and repair needs are the responsibility of the deputy.

C. Supervisory Personnel

1. The AVL system is a tool designed to help supervisors with resource allocation, officer safety, and risk management.

2. AVL System Database Review
   a. The AVL system database will be stored for thirteen (13) months.
   b. The AVL system database may be reviewed by an investigator participating in an official agency investigation, such as a personnel complaint, claims investigation, administrative inquiry, or criminal investigation. The Field Operations Division Commander shall grant authorization for system review outlined above. Managers may review the database as a means to evaluate deployment coverage, crime reduction strategies, and to assess and develop training needs.
   c. Sheriff’s Office personnel may request a review of the AVL system database for their assigned vehicle in order to assist in reconstructing and documenting their movement in situations such as a pursuit. The on-duty watch commander will authorize this request. If the on-duty watch commander is not available, the duty sergeant can grant access review.
I. PURPOSE

The purpose of this Order is to advise members of the Placer County Sheriff’s Office of the proper course of action if a member were to receive a U Visa Certification Form I-918B.

From the Department of Homeland Security U Visa Certification Guide:

The U visa is an immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or who are likely to be helpful in the investigation or prosecution of criminal activity. The law enforcement certification USCIS Form I-918, Supplement B, U Nonimmigrant Status Certification (Form -I918B) is a required element for U visa eligibility.

II. POLICY

Any member of the Placer County Sheriff’s Office asked to certify or who receives a U Visa Form I-918B shall direct the requestor to the Placer County District Attorney’s Office, to the attention of the Assistant District Attorney.
I. PURPOSE

The Use of Force Review Board serves to provide systematic review of use of force incidents. The Use of Force Review Board may assist in the determination of the reasonableness of force used, in order to provide expert evidence during the investigation of complaints and Internal Affairs (IA) investigations, and identify areas where training can/may be improved for the involved individuals or the Sheriff’s Office as a whole.

II. POLICY

The use of force by any Sheriff’s Office employee while engaged in their official capacity is a high-risk, high-liability occurrence. It is the intent of the Sheriff’s Office to mitigate these risks and increase public trust by providing fair and impartial review of use of force incidents.

The Use of Force Review Board will be comprised of individual discipline experts within the Sheriff’s Office, who have the training and expertise to make recommendations based on current Federal and State law (statutory and case), Sheriff’s Office policy, and current law enforcement practices.

Recommendations by the board are designed to aid the Sheriff’s Office in maintaining the high standards expected of every employee. Board members will take into account that any use of force incident is a tense, uncertain, and rapidly evolving situation in which an officer(s) makes split-second decisions. Beyond the review of individual incidents, the board may make recommendations to the Training Division to ensure the training being provided is adequately meeting the needs of our staff.

III. PROCEDURE

A. Board Members

1. The board will be comprised of the unit lead supervisor with the rank of Sergeant for each of the physical skills disciplines as outlined in General Orders OPER 19-“A.O.T. Instructor Selection/Retention Criteria,” as well as the K-9 unit supervisor. It is strongly encouraged that all supervisors be instructors within their respective discipline when practical.

2. The board will be under the supervision of an assigned Lieutenant.
B. Incident Review

1. All requests to convene the Use of Force Review Board for incident review shall be forwarded, via the Chain-of-Command, to the applicable Division Commander.

   a. Any incident where any involved party sustains a serious bodily injury as defined in 243(f)(4) PC, but where no death has occurred may be forwarded for review by the board. “Serious bodily injury” means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss of impairment of functions of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

   b. Any incident involving an officer involved shooting or death may be forwarded to the board for review or to assist with the investigation at the discretion of the Sheriff or his/her designee.

2. The applicable Division Commander may select a designee to present the incident under review to the board.

3. The Use of Force review board shall be provided with all documentation, reports, video, audio, and photographs, which may assist in the review of the event.

C. Review Process

1. A Division Commander requesting review of an incident will do so by contacting the Lieutenant assigned to the board. Incidents assigned to the board will be reviewed by no less than three board members. The review board Lieutenant may assign additional board members depending on the complexity of the incident. If any board member is the requester of review, supervisor on duty, or involved with the occurrence, they may not participate as a member of the review board.

2. Preferably, all use of force incident reviews will have the unit lead supervisor for the particular force application as a member of the review board.

3. Each member of the review board will review the report and supporting information independently.

4. The board will confer and discuss their findings.

5. The board will then prepare their findings in writing to be forwarded to the initiating Division Lieutenant or another person as directed by the Division Commander, Sheriff, or Undersheriff.
D. Findings

Review Board findings shall include the following information:

1. If the use of force is consistent with training and policy.
   a. Whether the amount of force used appeared reasonable given the facts and circumstances perceived by the officer at the time of the event.
   b. Whether the level of force used was consistent with Sheriff’s Office policy and training.
   c. Whether the level of force used was consistent with current case law.

2. Training recommendations for any involved officers
   a. Recommendations for additional training for the involved employee in tactics, physical skills, or knowledge in incidents where this knowledge would have likely improved the outcome of the incident.
   b. If it is determined additional training is needed, the Training Division shall be notified to coordinate training for the employee(s) to improve their skills. Completed training will be documented in the employee(s) training file and any associated BlueTeam entry.

3. Recommendations for changes to agency training or policy.
   a. Additions or changes to current training practices which may better equip officers for similar events in the future.
   b. Suggestions for changes or additions to current policy in situations where current policy either fails to provide adequate direction or presents obstacles to a more successful resolution for similar incidents.

4. Time Requirements
   a. All reviews shall be completed and findings submitted in writing within fourteen days of receipt of all reports and supporting information.
   b. Time requirements may be modified by the applicable Division Commander, Sheriff, or Undersheriff for extenuating circumstances including but not limited to: involved officer(s) injuries delaying report completion; delay in video or audio evidence collection/turn over; outside agency involvement; complex use of force incidents involving numerous officers or force levels; etc. If there is a modification to the completion time the Sheriff or his/her designee shall be notified in writing as the reason for the delay and projected completion date of the review.
5. With approval of the Support Services Commander, case reviews may be used by the Training Division to improve the training provided to the members of the Sheriff’s Office. The information related to the identities of those involved and the outcomes of any investigations shall remain confidential and not be included in the information provided to the Training Division.

   a. Board members shall not share reviewed incidents with other instructors, experts, or other person outside the Review Board without Sheriff, Undersheriff, or his/her designee’s approval.

   b. Confidential personnel information obtained during any incident review shall not be shared with anyone outside the Review Board without permission from the Sheriff, Undersheriff, or his/her designee, subject to Penal Code § 832.7.
TITLE: PEER SUPPORT

EFFECTIVE: 01/01/2020

I. PURPOSE

The Peer Support Team coordinates crisis intervention services for the Placer County Sheriff’s Office. It provides Sheriff’s Office employees the opportunity to obtain crisis intervention services and stress management education from trained peer support members following critical incidents. The Peer Support Team will be available for immediate deployment in response to critical incidents.

The Peer Support Team has developed and manages a Critical Incident Response Team of volunteer peers, who are specially trained and certified in Basic Peer Support. A volunteer peer, sworn or unsworn, on the PCSO Peer Support Team, is a specially trained colleague, not a counselor or therapist, who is trained in accordance with Peer Support standards as set forth by the International Critical Incident Stress Foundation (ICISF). The Peer Support Team shall be overseen by an appointed Lieutenant.

II. POLICY

The Sheriff’s Office recognizes that any critical incident may have long-lasting effects on all employees involved in the incident. In addition to the Chaplaincy Program, the Sheriff’s Office recognizes the need for peer support counseling. The Peer Support Team is designed to assist employees who desire advice or support from a peer during times of grief, stress, or other personal problems.

A. The program is designed to:

1. Develop advisors who can identify personal conflicts and provide guidance or referral to professional/alternate resources as required.

2. Maintain effective peer support training and response program.

3. Support those who have had family tragedies.

4. Check on status of illnesses and employees injured on duty, and provide support where desired and needed.

5. Provide a way for employees and their family members to confidentially talk about personal and professional problems with specially trained co-workers.
6. Offer peer supporters as para-professional counselors, whose primary function is to listen, assess, and whenever necessary, refer to professional counselors. They should never be used as a replacement for required professional care.

7. Expand available resources by offering a greater field of choice to personnel who want to talk to someone who has “been there,” and understands what it is like to work their jobs.

B. Scope of Peer Support

1. Members seeking peer support and peer supporters are not exempt from laws, rules, regulations, directions, or Sheriff’s Office policies. Peer counseling is, however, intended to be a support system for Sheriff’s Office personnel and family members seeking their help. The assistance provided and the dialogue between supporter and peer is confidential, providing it meets the requirements of this section.

2. Confidentiality: Communication between the peer supporter and a member is considered confidential, except for matters that involve the following:
   - Danger to self.
   - Danger to others.
   - Possession and/or under the influence of narcotics.
   - Commission of a crime.
   - In cases where the law requires divulgence.
   - Where divulgence is requested by the peer.

A general principle for peer supporters to follow is to inform the person, prior to discussion, what the limitations and exceptions are regarding the information revealed. In those cases where a concern or a question regarding confidentiality arises, the peer supporter must immediately contact the Lieutenant in charge of the program.

Note: Confidentiality is the key to a successful program that flourishes. Lack of confidentiality will result in a program that no one ever uses. Confidentiality is the single most important element of a peer support team. The peer support chain of command in certain instances may be directly to the Undersheriff and/or Sheriff, after notifying the Lieutenant in charge of peer support.

C. Duties/Responsibilities of the Supporter

1. Peer supporters should advise peers seeking assistance that peer support is not exempt from laws rules, regulations, or Sheriff’s Office policies; any exchange of information not in violation of this statement will be confidential. In addition, supporters have a duty to:
a. Convey trust, anonymity, and ensure confidentiality, where appropriate, to peers who seek assistance.

b. Assist peers by referring them to appropriate and viable referral resources when necessary.

c. Be available for follow-up support.

d. Maintain contact with the Lieutenant of the unit regarding the program and report statistical information.

III. SELECTION OF PEER SUPPORT TEAM MEMBERS

A. The Peer Support Team will contain employees from both sworn and professional staff, a Team Leader, and a Lieutenant appointed by the Sheriff.

B. Minimum Qualifications:
   1. Employees are eligible for the Peer Support Team after one year of service the PCSO. Comparable peer support experience may be considered in lieu of one year of service.
   2. Employees shall be in good standing.

C. Selection/De-selection Process
   1. Selection for the Peer Support Team shall involve a nomination process, where input is solicited from superiors and peers.
   2. Considerations for selection include, but are not limited to: previous education and training, resolved traumatic experiences, and desirable personal qualities such as maturity, judgment, personal, and professional ethics and credibility.
   3. An interview process may be held. The interview panel may consist of peer support members and/or a licensed mental health professional associated with the peer support team.
   4. At any time, the Peer Support Team Lieutenant may de-select a member. Possible criteria for de-selection include breach of confidentiality, failure to attend training, or loss of one’s good standing with the Sheriff’s Office.

IV. Training

A. Training shall be conducted in accordance with Peer Support standards as set forth by the International Critical Incident Stress Foundation (ICISF).

B. Peer Support Team members should receive Basic Peer Support training within one year of appointment to the team. Additional training in Critical Incident Stress Management and Advanced Peer Support may be provided as needed and opportunity allows.
C. Peer Support Team members should obtain annual continuing training as scheduled by the Team Leader and Lieutenant. Continuing training may include relevant topics such as:

- Confidentiality
- Role conflict
- Limits and liability
- Ethical issues
- Communication facilitation and listening skills
- Non-Verbal communication
- Problem assessment
- Problem-solving skills
- Cross-cultural skills
- Psychological diagnoses
- Medical conditions often confused with psychiatric disorders
- Stress management
- Burn-out
- Grief management
- Domestic violence
- Suicide assessment
- Crisis management intervention
- Work-related critical incident stress management
- Alcohol and substance abuse
- When to seek licensed mental health consultation and referral information
- Relationship issues and concerns
- Military support
- Local Resources (e.g., Placer County Chaplaincy Program, AA meetings, Placer County Employee Assistance Program (EAP), etc.)

V. DEFINITION OF CATEGORIES AND RESPONSE TO A TRAUMATIC INCIDENT

A. DEPARTMENT OF JUSTICE DEFINITION OF TRAUMATIC INCIDENT:

A person’s direct personal exposure to an incident that involves actual or threatened death or serious injury, or other threat to one’s physical integrity; or witnessing an event that involves death injury, or a threat to the physical integrity of another person; or learning about unexpected or violent death, serious harm, or threat of death or injury experienced by a family member or other close associate.

B. INITIAL RESPONSE

1. The level of initial response of the Peer Support Team response to traumatic incidents will depend on the severity and nature of the incident, and initial assessment by Command Staff, the Peer Support Lieutenant, or Team Leader. The initial assessment will take into account the following:
a. The category, or type, of incident that has been reported.
b. The level of both involvement and impact of the incident on personnel, the Office, Division, and the community.
c. Prior history of incidents involving affected personnel, the Office and the Division.
d. The emotional state of the employee, or group of employees will also be gauged during the assessment phase.

2. Symptoms to check during the assessment phase can be:
   a. Physical: nausea, fatigue, difficulty breathing, headaches, change in normal heart rate.
   b. Emotional: anxiety, guilt, denial, fear, depression, panic, irritability, apprehension.
   c. Cognitive: loss of memory, poor attention span, flashbacks, sleep problems, inability to make decisions.
   d. Behavioral: restlessness, avoidance, change in speech or appetite, blaming others, increased use of tobacco or alcohol, anti-social acts, increased startle response.

3. Allied agencies or mental health professionals should be considered to assist with incidents having a high potential for vicarious trauma to PCSO Peer Support Team members, such as a line of duty death.

C. CATEGORIES OF RESPONSE

1. CATEGORY ONE INCIDENTS
The Peer Support Team will be notified as soon as practical. Category one incidents are defined as:
   a. Line of duty death
   b. Sudden or unexpected death of an employee, including suicide
   c. A incident involving a PCSO employee where deadly force is used

2. CATEGORY TWO INCIDENTS
The Peer Support Team will respond if the Watch Commander, OIC, Department Management or Team Leader indicates that a response and follow up is necessary. Response can be initiated for any critical incident not already listed, work related or not, that may cause an employee physical or psychological stress as defined.

3. CATEGORY THREE INCIDENTS
The Peer Support Team will respond if requested by Department management to any event not covered above. On a case by case basis employees may contact the Peer Support Team and/or EAP services for themselves and/or their family members.
D. TEAM DEPLOYMENT

1. CATEGORY ONE OR TWO INCIDENTS
   The Peer Support Team Lieutenant, Team Leader, or their designee will determine the appropriate number and/or specific personnel to respond to call outs. Responding team members will be compensated according to their specific Memorandum of Understanding. Requested on-duty team members may respond, as staffing permits, with approval from their supervisor.

2. CATEGORY THREE INCIDENTS
   Team members assisting with category three incidents may consult with involved employees on-duty, as time permits, or with advanced notice and approval from the team member’s supervisor.

VI. POST INCIDENT ACTIONS

Post incident analysis and response is intended to both provide continued care to involved employees, and better prepare the Peer Support Team for future incident response.

A. EMPLOYEE SERVICES

1. Follow up services are intended to reduce the stress levels of employees, and to assure them of continued PCSO support.

2. Post-traumatic stress follow-up services be provided to employees and family members through the Placer County EAP staff or approved contract mental health clinicians, as requested.

3. The Peer Support Team Lieutenant will coordinate with the EAP Administrator after a line of duty death or suicide to provide follow-up visits to employees and family members, as needed after the funeral and on the first anniversary date of an employee’s death.

B. POST INCIDENT INTERNAL PEER SUPPORT TEAM ACTIONS

Post deployment assessments and debrief should be held as soon as practical after an incident response.

1. Follow-up for Team members: After completion of each mission, the Team Leadership will coordinate follow-up contacts for each Team member participating in the mission to check on his/her health and well-being.

2. Peer Support members who did not deploy on the mission can assist with these follow ups.
3. After debriefing incidents having a high potential for vicarious trauma to PCSO Peer Support Team members, such as a line of duty death, an out-briefing of Peer Support Team members should be held. Using allied agency personnel or mental health professionals to conduct an out-briefing prior to Peer Support Team members returning to their duty station will assist in mitigating any vicarious trauma incurred.

4. Team members will provide a final situational assessment to the Team Lieutenant at the conclusion of the initial response.
I. PURPOSE

The use of digital evidence gathered by Placer County Sheriff’s Office personnel in the performance of their duties provides documentary evidence for criminal prosecutions, as well as defending against civil litigation and providing material for training critiques. This policy is intended to apply to evidence gathered via mobile in-car camera systems, digital audio and video recorders, as well as other similar technology developed and implemented subsequent to the adoption of this policy. All audio and video recordings made using agency provided systems and equipment should be considered the property of the Placer County Sheriff’s Office and as such are subject to any and all evidentiary laws and regulations. Dissemination of recordings is strictly prohibited unless authorized by the Sheriff, Undersheriff, or their designee, except as outlined in this policy, and may be subject to discipline.

II. DEFINITIONS

Digital Evidence Capture Systems- Include In-Car Camera Systems and other recording devices and systems operated by the Placer County Sheriff’s office for the purpose of capturing digital evidence.

- In-Car Camera System (ICC) - Any vehicle mounted recording system equipment which captures audio and/or video.
- Security Electronics System - Any recording system equipment which captures audio and/or video signals inside or on the perimeter of Placer County facilities.

Other Recording Devices- Digital audio recorders or smart phones with cameras/audio recorders or any other devices used to record digital audio, video, or images issued by the Sheriff’s Office.

Digital Recordings- All photographic, video, and/or auditory data collected using Digital Evidence Recording Systems or other recording devices.

Evidentiary Recordings—Digital recordings marked or booked into evidence directly related to an incident, criminal case, or complaint.

Non-evidentiary Recordings—Digital recordings made with Digital Evidence Capture Systems that are not marked or booked into evidence.

Marked—Using Digital Evidence Capture System software, to electronically tag or identify recordings using a case number, incident number, or other identifier.

Booked—Recordings that are marked or downloaded and placed into evidence.
Evidence Technician- A Sheriff’s Office Evidence Technician who is trained and responsible for duplicating, storage, and retrieval of recorded media captured on Sheriff’s Office Digital Evidence Capture Systems.

Information Technician- A Sheriff’s Office Information Technology employee assigned to manage the computer hardware and software for any Sheriff’s Office Digital Evidence Capture Systems.

Operators- Anyone who is trained and operates an in-car, security electronics system, or other device that captures audio and/or video documentation while performing law enforcement or corrections duties.

III. POLICY

A. Equipment
1. Privately owned equipment should not be used to record digital records that will be later used as evidence.
2. Deliberately dismantling or tampering with any recording hardware or software is prohibited.

B. Recording
1. Unless one of the caveats as listed in section III. C “Restrictions” or other exceptional circumstances exist, operators utilizing digital evidence recording systems shall record the following incidents using all audio and video capabilities of their device as soon as safe to do so:
   a. Law enforcement related encounters and activities that occur while on duty, including, but not limited to: on-view crimes in progress, traffic and pedestrian stops, pursuits, detentions, arrests, searches, interrogations, interviews, and the transportation of any person in the rear seat of the patrol vehicle.
   b. Any encounter that becomes adversarial after initial contact.
2. All evidentiary recordings shall be documented in the related incident report and by booking the recording into evidence.
3. If an operator discovers that they have failed to record an incident as required by this policy, they shall notify their supervisor as soon as practical and note the failure in any associated reports.

C. Restrictions on Recording
1. Operators should give consideration to the balance between the need to preserve evidence and an individual’s dignity/privacy when recording crime victims or children. When practical to do so, consent should be obtained prior to recording interviews with crime victims or parental consent obtained prior to recording children.
2. Operators should not record conversations with confidential informants or witnesses where their identity would otherwise be unknown and recognition of the person would compromise an investigation or subject the person to unreasonable risk.
3. Operators should use caution when viewing sensitive documents or confidential law enforcement information while their recording systems are activated.
4. Operators should not record other agency personnel during routine, non-enforcement related activities unless required by a court order or as part of an administrative or criminal investigation.

5. Surreptitiously recording outside the course of a criminal investigation is prohibited.

6. Unless otherwise required by this policy, operators should not record in places were a reasonable expectation of privacy exists (bathrooms, locker rooms, medical exam rooms.)

7. Operators should deactivate the video portion of recording while conducting strip searches. This may be accomplished by covering the camera or pointing the device away from the individual to be searched.

8. Operators should not record conversations with other personnel that involve case tactics or strategy.

D. Deactivation

1. When a recording system has been activated, it shall not be deactivated until the event has been concluded unless:
   a. One of the restrictions on recording listed in section III. C present themselves
   b. The event is protracted and continued recording is of no value, i.e. traffic control, accident scene, extended perimeter, etc.
   c. The audio portion of the recording may be de-activated if the information being discussed is non-evidentiary in nature or contains sensitive or confidential operational discussions. The operator shall re-activate the audio portion of the recording when the excluded conversation is concluded.

2. When circumstances warrant deactivation of the system prior to the conclusion of the event, the operator must verbally state the reason for deactivation on the recording, e.g. “Recording stopped due to extended perimeter.”

E. Marking Data

Operators should properly categorize and tag all digital evidence at the conclusion of the recorded event.

1. Operators may mark video as evidence. Once video is marked as evidence, the operator will complete an evidence report in the same manner as any other physical evidence. Once video is marked as evidence, it will become the custody of the evidence technician and cannot be unmarked by anyone other than the evidence technician.

2. Any operator, including investigations, supervisors, or management may request recordings to be marked by an evidence technician after the fact. The operator requesting the recording to be marked as evidence is responsible for all procedures to book the recording into evidence.

3. Operators may mark recordings of an incident for review by their supervisor. Recordings marked for review will not be retained by evidence. Recordings may be unmarked by submitting a request to the Evidence Unit.

4. Operators that are field training officers may mark video and retain it for training files. These records must be copied onto physical media and retained in a separate file.
5. If a recording contains material of a potentially sensitive or embarrassing nature, the operator may notify their supervisor who will determine if the recording needs to be secured.

F. Review of Data
1. Operators shall be permitted to review any recordings prior to reporting or making a statement regarding the recorded incident.
   a. Operators will have review access to their recordings until they are purged from the system.
2. Supervisory review
   a. Supervisors shall review all recordings of any event that would require documentation into BlueTeam entry per COND 12, “BlueTeam.”
   b. Supervisors may review recordings in the field in order to mitigate and address citizen complaints.
   c. Supervisors discovering any employee misconduct during review shall notify command staff immediately.
3. Supervisors wishing to review non-evidentiary video for random audits or related to performance issues shall request permission for review from command staff prior to conducting the review.
4. At the discretion of the Undersheriff, random audits may be performed by the Professional Standards Unit or other designee.
5. The Sheriff’s Office may authorize outside law enforcement agencies access to PSCO digital recording systems, however, their access levels and permissions will be limited to specific files that have been marked as evidence. Requests for specific file access will be processed by the Evidence Unit.
6. No non-activation (passively recorded data) will be accessed without permission of a supervisor.

G. Storage of Data and System Maintenance
1. All media captured using Placer County Sheriff’s Digital Evidence Recording Systems will be uploaded to Department of Justice (DOJ) Criminal Justice Information Services Division (CJIS) compliant secure county-owned servers.
2. The Placer County Sheriff Information Technology Unit is responsible for maintaining the security and reliability of the servers used for the storage of all digital evidence.
3. The Information Technology Unit will support all hardware and software for digital recording systems that are in fixed locations; they also are responsible for the software for in-car systems.
4. The Information Technology Unit will ensure that automated downloading stations are operational and that the storage servers are receiving and storing the information from digital recording systems correctly.
5. Storage servers used for digital evidence will have back up data, as well as a chain-of-custody audit trail within the system.
H. Retention

1. Employees shall not delete, copy, edit, or otherwise alter any evidentiary or non-evidentiary recording, nor shall they attempt any of these acts, except as otherwise authorized by this policy.

2. All evidentiary recordings will become the custody of the Evidence Unit upon the digital evidence being booked. The Evidence Unit will be responsible for the management of all evidentiary marked media.

3. All non-evidentiary recordings should be retained for minimum three years.

4. Evidentiary data will be retained for a minimum of three years or as otherwise prescribed by law, whichever is greater. Examples of longer retention times include:
   a. Digital evidence documenting the use of deadly force by or against a member of PCSO
   b. Digital evidence related to litigation or a formal or informal complaint
   c. Digital evidence associated with a criminal prosecution maintained until case adjudication

5. Digital evidence may be redacted by designated personnel according to public records laws.

6. All records of downloads and deletions from the systems shall be retained permanently by the Information Technology Unit.

I. Release of Data

1. The Evidence Unit is responsible for duplicating all evidentiary recordings for release for courtroom purposes in accordance with evidence laws.

2. All public records requests for digital recordings shall be vetted through the Office of the Undersheriff prior to release. All news media requests for evidentiary or non-evidentiary recordings will be referred to the designated public information officer (PIO). The PIO may release files or information after specific approval from the Sheriff, Undersheriff, or their designee.
   a. Any video or audio recording that relates to a critical incident may be redacted and/or withheld for 45 days, or longer, pursuant to section 6254(f)(4) of the California Government Code. For this purpose, a critical incident shall be defined as:
      i. An incident involving the discharge of a firearm at a person by a peace officer or custodial officer.
      ii. An incident in which the use of force by a peace officer or custodial officer against a person resulted in death or great bodily injury.
   b. Employees in any digital recordings released pursuant to a media or public request shall be notified, prior to the release, with the reason for release and to whom the recording was released.

3. Supervisors or command staff may review or request duplication of non-evidentiary recordings for PCSO in-house uses.

4. No digital evidence shall be accessed or copied for personal use. “Copied” includes filming, photographing or otherwise recording any recordings with a secondary device such as a cell phone camera.
5. Media recorded using Digital Evidence Capture systems used for social media purposes shall be in accordance with COND 10, “Social Media Policy.”

IV. IN-CAR CAMERA SYSTEMS

A. All marked patrol vehicles will be equipped with an In-Car Camera (ICC) system.

B. Responsibilities of the Operator

1. Operators assigned a vehicle equipped with an ICC system shall, at the beginning of their assigned shift, inspect the recording equipment to ensure it is functioning properly. The pre-operational inspection should, at a minimum, include:
   1. Testing to ensure the remote microphone activation is functioning.
   2. The camera view and lens are free of obstructions and are pointing in their intended directions
   3. The system is capturing both audio and video
   4. The system is playing both audio and video
   5. The GPS antenna is functioning as designed
   6. Confirm system memory is below 45% of capacity

2. The operator shall report any malfunction of the equipment, or any missing equipment, to the shift supervisor and complete a vehicle maintenance report via the PCSO web portal on the MDC, or outline the defect in an email to vehicle maintenance as soon as reasonably possible.

C. Responsibilities of the Supervisor

1. Supervisors informed of a malfunctioning ICC system shall determine if the vehicle will be used for regular patrol or if the car will go off-line until repaired.

2. Supervisors shall ensure that digital evidence related to officer involved shootings or other critical incidents be uploaded as soon as possible after the event and with the approval of the evidence technician processing the scene or the Investigations Sergeant.

D. The Information Technology Unit is responsible for the training of all users of the ICC system and will ensure each user has the proper authorities considering their rank or position.

E. Vehicle Maintenance is responsible for maintaining in-car mounted hardware.

F. No arbitrary speed trigger to the GPS function of the ICC system will result in discipline of any employee, either formal or informal, without an investigation or inquiry into the cause of the speed trigger activation.

V. SECURITY ELECTRONICS SYSTEMS

A. The policy and procedures of the Placer County Jail Security Electronics System are outlined in the Placer County Sheriff’s Office Corrections Division Policy Manual 1-47, “Security Electronics System.”
VI. OTHER VIDEO AND AUDIO RECORDING SYSTEMS AND DEVICES

A. Upon the failure of other systems or to supplement them, Sheriff’s Office issued phones or audio recorders may be used to record digital evidence.
   1. If, as per § III. C of this order, a victim requests they not be recorded using ICC, a Sheriff’s Office issued phone or audio recorder may be used to record their statement.

B. Recordings obtained using these devices are stored on separate media and booked into evidence. They are not stored digitally on Sheriff’s Office systems managed by the Information Technology Unit.

C. All use of these devices shall be in accordance to ADMIN 6, “Use of County Mobile Communications Device.”
I. POLICY

The Placer County Sheriff’s Office employs the use of canines to assist in better serving the public. Because of their extraordinary senses of hearing and smell, law enforcement canines can search the same locations as humans in a fraction of the time. On patrol, these abilities alone will free deputies for more patrol time and crime prevention duties and the law enforcement canine unit will assist in these crime prevention duties. The presence of law enforcement canine units on patrol act as a psychological deterrent against crime. Canine teams working in the Corrections Division are utilized to assist officers with drug detection in areas where there is a possible threat of drugs in a facility. The canine serves as a psychological deterrent through their presence during high risk cell extractions, crowd control, apprehension of escapees, and other areas where there is a possible security or safety threat.

Although law enforcement canines will never replace even one deputy or corrections officer, canines are a tool to assist in better serving the public and reducing violence.

II. PURPOSE

Canines assigned to the Field Operations Division of the Placer County Sheriff’s Office provide specialized assistance in locating, controlling, and apprehending criminal suspects; crowd control; locating missing persons; narcotics detection; and performing related law enforcement functions which are available only in a well-trained handler/dog team.

Canines assigned to the Corrections Division of the Placer County Sheriff’s Office provide specialized assistance in drug detection in the areas of inmate housing, inmate property rooms, interior facility, exterior facility, minimum security barracks, minimum security work areas, holding areas for court traffic, visiting areas, and other areas where there is a possible threat of drugs entering a Placer County Jail. Additionally, they serve as a psychological deterrent through their presence in the facility.

The objectives of the Canine Program are to:

A. To familiarize all Sheriff’s Office personnel with the capabilities of the well-trained law enforcement handler/dog team.

B. To promote an atmosphere of service and safety in the community by providing general and specialized law enforcement patrol and correctional tasks through the efficient deployment and use of handler/dog teams.
C. To enhance crime prevention activities, crime suppression activities, criminal investigations, and personnel/citizen protection on patrol and in Placer County correctional facilities.

D. To reduce injuries to agency personnel, citizens, and inmates resulting from criminal attacks.

III. DEFINITIONS

A. Handler/dog team: a sergeant or deputy and his/her assigned canine.

B. Types of law enforcement canines:

1. Patrol Service Canine: A dog assigned to the Patrol Division, working patrol related duties. The responsibilities of the patrol service dog are, but not limited to, the following areas:
   a. Area searches, both aggressive and passive.
   b. Building searches, both aggressive and passive.
   c. Crime scene and evidence searches.
   d. Tracking.
   e. Handler and other personnel protection.
   f. Crowd control and riot situations.
   g. Selective enforcement and crime prevention.
   h. Public education and demonstration.

2. Special Enforcement Team (SET) Assignment: A dog assigned to the Sheriff’s Office Special Enforcement Team working tactical related duties. The responsibilities of the SET dog are, but not limited to, the following areas:
   a. Aggressive area search and engagement of high-risk criminal suspects.
   b. Aggressive building search and engagement of high-risk criminal suspects.
   c. Searching in confined or hidden areas that would put extraordinary risk to a SET operator.

   The selection of a canine to serve on the Special Enforcement Team shall rest with the Canine Unit Supervisor and SET Team Leader.

3. Narcotic Detection Canine (Patrol): The responsibilities of a narcotic detection dog are, but not limited to, the following areas:
   a. Area, building, vehicle and parcel searches for all forms of controlled substances, indicia, and related paraphernalia.
   b. Other searches as directed and approved by the unit supervisor.

4. Narcotics Detection Canine ( Corrections :) A canine assigned to any correctional assignment and handled by a correctional officer. The responsibility of the corrections canines are, but not limited to the following:
   a. Search of both secured and non-secured portions of a correctional facility to include, but not limited to the following: dorms, cells, day rooms, recreation yards, sally ports, vehicles within the immediate vicinity of the correctional facility, hallways and any
other area deemed necessary by the division commander. Upon the direction of the Corrections Commander, or their designee, apprehension or specialty K-9’s can be deployed within a corrections facility for protection, use of force, overall facility security or escape.

5. Firearms/Ammunition Detection Canine: A canine assigned to field operations and handled by a deputy. The responsibility of the firearms/ammunition detection canines are, but not limited to the following:
   a. Assisting in the search of a building, structure, vehicle, area or article where an actual or suspected firearm has been reported, located or discarded.
   b. Assisting with searches at transportation facilities and vehicles (IE: buses, airplanes, trains.)
   c. Assisting other law enforcement agencies with the locating of firearms or ammunition.
   d. At no time shall a firearms/ammunition detection K-9 be used to detect explosives or suspected explosives.

IV. ORGANIZATION

A. Canine Unit Assignment

1. The Canine Unit will operate as a unit within the Sheriff’s Office. The unit will consist of all canine handler teams within the agency, including those teams assigned to Tahoe, Auburn, Corrections, or any sub-stations. The Canine Unit will be under the direction of the Field Operation’s commander at the main office in Auburn.
2. A lieutenant will be assigned to manage the Canine Unit by the Field Operations commander.
3. A sergeant will be assigned to supervise the Canine Unit, under the direction of the lieutenant. It is recommended that the supervisor have prior experience as a canine handler. The canine sergeant may be allowed to work a canine on a case-by-case basis.
4. The Canine Unit Supervisor may elect to designate a corrections liaison, team leaders or team coordinators. These positions will not receive further compensation other than those currently in place and approved by the MOU.
5. Canine Teams are assigned to a shift and are generally supervised by the on-duty supervisor. The canine team, as their duties specifically relate to canine issues, will be under the direction of the Canine Unit Supervisor.

B. Canine Unit Supervisor Responsibilities

1. The Canine Unit Supervisor will coordinate the Canine Unit from both an operational and training perspective. The Canine Unit Supervisor will be responsible to the Canine Unit Manager on all issues involving the Canine Unit.
2. The Canine Unit Supervisor assumes the duties and responsibilities of the assignment in addition to, and not in place of, the regularly assigned duties. The Canine Unit Supervisor is responsible for, but not limited to the following:
a. Recommendations for agency personnel desiring service within the Canine Unit.
b. Maintaining and scheduling training programs that are consistent, beneficial, and well documented. The Canine Unit Supervisor is responsible for the evaluation and performance of the handler/dog teams.
c. Liaison with veterinarians who will maintain current medical records of each law enforcement canine.
d. Maintain records and statistics, order supplies, prepare an annual budget, and submit such documents as required.
e. Schedule public demonstrations and educational events.
f. Liaison to both the public and law enforcement agencies in the area to enhance inter-agency communications, cooperation, and training.
g. Be responsible for determining the status and quality of all handlers and service dogs.
h. Stay current on all law enforcement canine issues and training techniques.
i. Act as the liaison between the handler’s and their supervisors who may be assigned to other supervisors or divisions.

C. Training

1. The Canine Unit Supervisor or designee will ensure handler/dog teams maintain current certification.
2. The Canine Unit Supervisor or designee will direct a training program and will evaluate each handler/dog team on an ongoing basis. Each team should be kept at or above the performance and certification standards outlined in this policy as well as P.O.S.T. and California Narcotics Canine Association (CNCA) recommended standards.
3. All handler/dog teams will attend a canine handler’s course as soon as possible.
4. A training schedule will be maintained so that all handler/dog teams will receive necessary training as determined by the Canine Unit Supervisor and Canine Unit Manager.

D. Equipment

1. Vehicles
   a. Vehicles will be assigned to the individual Field Ops handler/dog teams on a take-home basis. The handler will utilize the vehicle for all assignments, call-outs, training and related transportation of the canine.
   b. Patrol Division vehicles
      1) Vehicles will be a utility type, preferably four-wheel-drive.
      2) Vehicles will be marked in the same manner as other patrol service vehicles, with the addition of specific canine warning decals.
      3) Vehicles will be equipped with a canine safety device to warn the handler should the engine fail or the temperature inside the vehicle become too great.
      4) Vehicles will be equipped with remote control window/door openers, depending on the vehicle.
      5) All rear windows will have dark tinting.
2. Uniforms
   a. Class "A" uniforms, badge, and leather equipment belt will be worn during all
      demonstrations (some exceptions with approval of the K-9 supervisor),
      presentations, K9 funerals and court appearances.
   b. Class "C" uniforms (green utility type), cloth badges, and nylon equipment belt may be
      worn during normal patrol or correctional functions and training. A jumpsuit may only
      be worn when working in a correctional setting.
   c. Training uniforms (BDU pants and S.O. t-shirts) may be authorized by the Sheriff or
      Undersheriff that are specific to canine/handler needs.

3. Safety Equipment
   a. On-duty canines will wear a flat collar or harness.
   b. Canines assigned to corrections will be supplied with a flat collar, prong collar,
      electronic collar, harness, muzzle, short lead, long lead, fur saver, and travel crate.
   c. Canines assigned to Field Operations will be supplied with a bite sleeve, flat collar,
      prong collar, electronic collar, tracking harness, muzzle, tracking lead, waist lead, short
      lead, fur saver, and travel crate.

V. PROCEDURES

A. Request for Canine Team
   1. Canine Unit assistance may be requested by personnel on scene if a handler/dog team is in
      service. If a handler/dog team is not in service, assistance may be requested through the
      canine supervisor.
   2. With the approval of the Canine Unit Supervisor, any off-duty handler/dog team may be
      called to assist any division at any time. Handlers will recommend whether a situation
      justifies canine use and the appropriate tactical measures. Field Operations handlers will
      be assigned an agency cell phone to be carried with them for call out purposes.
   3. Dispatch will use the canine/handler call-out list provided by the Canine Unit Supervisor.

B. Canine Safety
   1. The canine handler will not deploy their dog in a situation where there is great risk of serious
      injury or imminent peril awaiting the dog, unless all other tactical considerations have been
      weighed and the handler can reasonably be assured that the dog’s death will save
      someone’s life who is in immediate jeopardy. In the event of a conflict between a
      supervisor and the handler whether to deploy a canine, the handler’s decision will prevail.
      Any such conflict will be investigated by the Canine Unit Supervisor to determine if the
      handler’s decision was reasonable.

C. Injuries Caused by a Canine
   1. All bites, regardless of severity, whether accidental or in the line of duty, shall be reported
      to the Canine Unit Supervisor and Canine Unit Manager as soon as reasonably possible.
   2. All subjects bit by a canine shall be transported to the nearest medical facility for treatment.
3. All bites will be photographed after medical attention has been rendered.
4. A copy of the deputy or officer’s report and the photographs will be presented as soon as possible to the Canine Unit Supervisor.
5. Injuries from routine training or injuries to agency members will be reported to the on-duty supervisor if the Canine Unit Supervisor is not available.
6. A Blueteam entry will be made by the Canine Unit Supervisor by the end of the K-9 handler’s work-week.

VI. DEPLOYMENT CONSIDERATIONS

A. Canine Deployment Considerations:

1. The canine handler should carefully consider all pertinent information reasonably available at the time. The canine handler shall consider the following prior to deploying their canine: nature and seriousness of the offense, whether violence or weapons were used or are anticipated, the degree of resistance or threatened resistance, the potential for injury to the officers or public caused by the suspect if a canine is not used or the potential for the suspect to escape or flee if the canine is not utilized.
2. As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.
3. It is the canine handler’s responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whether he/she deems the deployment unsuitable.
4. Canine units from Field Operations may respond to correctional facilities for the purpose of crowd control or apprehension only with the permission of a Jail Commander and the Patrol Canine Sergeant.

B. Deployments

1. Track felony/misdemeanor suspect(s).
2. Tracking of lost, or other innocent person(s).
3. Search for evidence or property.
4. Crowd control upon supervisory direction.
5. Assist outside agencies upon request, with approval from shift supervisor.

C. General Search Procedures

1. Additional personnel assigned to assist the handler/dog team in a search will be instructed by the handler as to location and responsibilities.
2. Once a canine search is in progress, the on-site supervisor will not assign additional personnel to enter the search area without handler approval or in the absence of justifying emergency circumstances.
3. Additional personnel are not to position themselves between the handler and dog at any time.
4. Should suspect(s) run from the handler/dog team, additional personnel are not to go in foot pursuit of the suspect(s), they are to remain with the handler, as the canine will handle the pursuit.

D. Area Searches

1. Personnel requesting an area search by a handler/dog team are to secure the perimeter, remain outside the area to be searched, and prevent unauthorized person(s) within the perimeter.
2. Prior to entering the area, the handler will announce to those in the search area of the intended use of a canine, providing uninvolved persons, inmates and suspects the opportunity to surrender prior to the area being searched.
3. If making a canine announcement would increase the risk of injury or escape, the canine handler can elect to not give an announcement. The reasoning for not giving a canine announcement shall be documented in the crime report.
4. Search of the area will be dictated by the geographical make-up of the area and the ambient conditions.
5. The handler will maintain control over the canine at all times, maintaining visual contact as applicable.

E. Building Searches (Including Correctional Facilities)

1. Personnel requesting a building search by a handler/dog team are to secure the perimeter, remain outside the area to be searched, and prevent unauthorized person(s) from entering.
2. All doors and windows of the building should remain closed.
3. Prior to entering the building, the canine handler will announce to those inside the building of the intended use of a canine, providing innocent person(s) and suspect(s) the opportunity to surrender prior to the building search.
4. If making a canine announcement would increase the risk of injury or escape, the canine handler can elect to not give an announcement. The reasoning for not giving a canine announcement shall be documented in the crime report.
5. Search of the building will be dictated by the layout of the building and the ambient conditions.
6. The handler will maintain control over the canine at all times, maintaining visual contact as applicable.

F. Crowd Control

1. Crowd control actions of any type are highly agitating to canines. Additional personnel shall not approach to within contact distance of the handler/dog team under such conditions. For these same reasons, canines shall not be utilized as the first line of a crowd control formation without specific direction from the scene supervisor.
2. The primary purpose to be accomplished by assigning the handler/dog team for crowd control shall be to deter person(s) from further unlawful actions through psychological deterrent.
3. When utilized in crowd control situations, the scene supervisor shall determine whether to utilize the handler/dog team.
4. The scene supervisor will be responsible to determining the proper placement of the handler/dog team in the crowd control formation.
5. Prior to use of a canine in a riot control situation, the shift supervisor should attempt to contact the Canine Unit Supervisor for approval if time permits.

G. Canine Injury
1. Each handler will utilize a veterinarian in which the Sheriff’s Office has established an account. A canine handler may use another veterinarian if approved by the unit supervisor.
2. If a Sheriff’s Office canine becomes injured during normal business hours, the handler will notify the Canine Unit Supervisor as soon as practical. The K-9 unit supervisor will notify the K-9 unit Lieutenant as soon as practical.
   a. If the injury is life threatening, the handler will transport the canine to the closest veterinarian.
3. If a Sheriff’s Office canine becomes injured during non-business hours, the handler will notify the Canine Unit Supervisor when practical and transport the canine to the closest veterinarian.
   a. If the injury is life threatening, the handler will transport the canine to the closest veterinarian or after-hours treatment center.

VII. CANINE HANDLER QUALIFICATIONS

A. Canine Handler Selection Criteria
1. Deputy II and off probation or Correctional Officer II and off probation
2. Quality and quantity of work:
   • Recommendations from previous supervisors
   • Recommendations from peers
3. For Deputies: 2 years patrol experience as a Placer County Deputy, or 2 years patrol experience with a city, county, or state agency.
4. For Corrections Officers: 2 years corrections experience as a Corrections Officer working in a line-level position.
6. Degree of true interest demonstrated in Canine Unit.
7. Feeling and commitment demonstrated towards canines.
8. Demonstrated ability to get along with:
   • The general public
   • Fellow employees
   • Supervisors
9. Initiative and ability to act with minimal supervision, with a high interest in self-initiated activity
10. Good physical condition
11. Possession of comprehensive home liability Insurance, providing against any loss that may result from housing a law enforcement-trained canine in the home.
B. Selection Process

1. Application Review
2. Oral Examination/Written examination/Public Speaking scenario
   a. Oral interview with 3 panel members to consist of the following:
      1) Canine Unit Manager
      2) Canine Unit Supervisor
      3) Canine Unit Member
3. Administrative Review and Recommendations
4. Physical Agility Test (Pass/Fail)

C. Canine Handler Retention

Being a canine handler requires a significant amount of drive, additional workload, and modified work schedules. It is understandable that after years of working as a canine handler, a handler may no longer be able to function on a daily basis or possess the desirable attributes that are required when they first become a canine handler. It is the policy of the Sheriff’s Office to give the canine handler every consideration and opportunity necessary for them to continue to work as a canine handler and/or receive a new canine when a replacement is due.

The Canine Unit Supervisor will review the Basic Canine Handler selection criteria and the following, to determine if a recommendation will be granted for either the continuance as a canine handler or a new commitment for a replacement canine of the existing canine handler.

- Proactive responses in regards to canine calls, potential canine call, and off-duty callouts.
- Contributions to canine demonstrations and number completed yearly.
- Volunteering for agitation duties at canine training on a monthly basis.
- Productivity of canine use based on canine use reports and number of incidents.
- Ability to attend scheduled canine training and maintaining accurate training notes.
- Willingness to attend additional training through schedule adjustments.
- Ability to function on their own as a handler and follow the directives of the Canine Unit Supervisor.
- Ability to maintain an adequate level of physical fitness and pass biannual agility test.

It is further recommended that supervisors receive input from the Canine Unit Supervisor for each canine handler’s yearly evaluation.

Canine Unit leadership may recommend the removal of a member at any time based on deficiency in any areas set out in this policy. Removal does not preclude any rights guaranteed by Government code 3304 (b), including the right to an administrative appeal.
VIII. CANINE TRAINING AND CERTIFICATIONS

A. Training

1. Canine training will be held as determined by the Canine Unit Supervisor.
2. The Canine Unit Supervisor will be responsible for scheduling all training.
3. All handler/dog teams will report to the training location at the required time.
4. All canines, regardless of assignment, shall meet the P.O.S.T. required 16 hours of training per month with the department trainer. When necessary, training done on an individual basis will count toward the required 16 hours and shall me monitored by the K-9 Unit Supervisor.

B. Certification

1. All patrol service dogs will be re-certified annually, to P.O.S.T. and Sheriff’s Office standards.
   a. Any dog failing to re-certify to the aforementioned standards will be required to correct the deficiency within the time limit set by the Canine Unit Supervisor.
2. All narcotic detector dogs will be re-certified annually, to P.O.S.T., California Narcotics Canine Association (CNCA) and Sheriff’s Office standards.
   a. Any dog failing to re-certify to the aforementioned standards will be required to correct the deficiency within the time limit set by the Canine Unit Supervisor.

IX. OFF-DUTY GUIDELINES

A. Canine Handler Agreement

1. An agreement between the canine handler and the Sheriff’s Office must be entered in order to ensure the safety of the canine, and to define a set of off-duty expectations for the officer to abide by in order to minimize the liability of both the County and the officer in the event of an accident occurring off-duty.
2. This agreement must be signed before taking physical custody of a County owned canine or before working a personally owned canine.
3. The Sheriff’s Office will pay for food for the Sheriff’s Canine. A set amount has been budgeted for the Canine Unit each fiscal year covering each canine per month, and a blanket purchase order has been established at selected feed stores. Should a handler need additional food, the handler must pay for it themselves and request reimbursement with valid justification for exceeding the budgeted amount. The amount budgeted for food will be reviewed each year and adjusted if necessary.

B. Professional Kenneling Services

1. Any handler, who has exhausted all options to house a canine for an extended stay away from home, may request from the Canine Unit Supervisor to have the dog kenneled at an approved business.
2. Approval for reimbursement from the Canine Unit Supervisor must be obtained prior to the dog being kennelled. Exceptions for emergencies will be considered on a case-by-case basis.

3. Each request will be handled on a case-by-case basis and is not guaranteed to be approved.

C. Off-Duty Conduct

1. All handlers are required to keep their canine under control both on and off-duty.
2. Any use of the canine’s official training will be subject to all provisions of this policy.
3. Any handler that opts to maintain a personally owned canine must make all reasonable efforts to maximize the safety of civilians who may come in contact with an agency trained canine. This may include training family members how to prevent hazardous incidents with the canine.
4. The owner of a personally owned canine will be liable for off-duty incidents other than those incidents where the canine is used in an official capacity.

X. Controlled Substance Procedures

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine’s accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

A. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

B. The weight and test results shall be recorded and maintained by this department.

C. Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

D. All controlled substance training samples will be inspected, weighed and tested quarterly.

E. The results of the quarterly testing shall be recorded and maintained by the Canine Unit Supervisor with a copy forwarded to the dispensing agency.

F. All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler’s assigned patrol vehicle or personal vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

G. The canine supervisor shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

H. Any unusable controlled substance training samples shall be returned to the Evidence Unit or to the dispensing agency.
I. All controlled substance training samples shall be kept within the canine handler’s residence in a locked container provided by the Sheriff’s Office. At no time shall the controlled substance training samples be kept in a garage, out building, shed or other dwelling other than the handler’s primary living quarters.
### PERSONNEL / MANAGEMENT INTERESTS

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TITLE: SICK LEAVE
EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to advise members of the County’s rules and regulations regarding the use of sick leave and define the manner in which it shall be reported (County Code Sections 3.04.350 through 3.04.450).

II. DEFINITIONS

Sick leave is defined to mean absence from duty by any employee:

A. Because of his/her own illness or medical or dental examinations, or injury or exposure to contagious diseases which incapacitates such employee from performing his/her duties.

B. For attendance upon a spouse, child, brother, sister, parent, grandparent, spouse’s parent, or grandchild, a domestic partner, step-child, or step-parent; because of illness, injury, death, or exposure to contagious disease and where attendance is definitely required.

III. LIMITATIONS

A. Sick leave absences with pay because of death in the employee’s family, as defined above, shall not exceed five days for each instance.

B. Pregnancy, in and of itself, shall not be grounds for granting sick leave with pay. Illness accompanying pregnancy, but not a normal condition thereof, and supported by a physician’s certificate, shall be considered grounds for sick leave with pay.

C. For sick leave absences of four (4) to nine (9) days, the Sheriff or his designee may require satisfactory evidence of the employee’s or family member’s incapacity for such period and may, in the sound exercise of his/her discretion, require a certificate of a physician attesting to the employee’s or family member’s incapacity.

D. For sick leave absences of ten (10) days or more, the County’s Personnel Director shall require a certificate of a physician attesting to the employee’s or family member’s incapacity for such period. For DSA members, evidence of illness shall include patient’s prognosis, employee dates of absence, expected date of return to work, restrictions if any, and/or successive periods of absence if applicable.
E. In cases of suspected sick leave misuse, the Sheriff or his designee shall advise and counsel the employee as to the nature of the suspected misuse. The employee shall be notified that a physician’s certificate substantiating illness or injury may be required should the alleged misuse continue. Failure to submit or substantiate support of illness or injury may result in sick leave being denied.

F. Abuse of sick leave may be cause for disciplinary action.

G. An employee may not take more sick leave than they have accrued at the time of the absence. Vacation time may not be used for sick time, unless approved by the Division Commander. As an example, if an employee calls in sick for a ten-hour shift but only has four hours of sick leave accrued, six hours will be leave without pay.

IV. NOTIFICATION

The following procedure is to be used for notifying the Sheriff’s Office of illness and intent not to report for duty.

A. As much notice as possible should be given if you know or suspect you are going to be sick on a specific day. Four (4) hours is the minimum call-in time to notify your supervisor of an illness or injury. This rule should be adhered to whenever possible; however, it is recognized that certain circumstances could preclude this, such as a day shift officer waking up sick.

B. When an employee calls the office, he/she shall ask for the on-duty supervisor and report the illness or injury. If there is no administrator or supervisor available in the office, a dispatcher may take the pink slip information.

C. After the supervisor or OIC is notified of the employee’s intent to use sick leave, he/she will immediately fill out a pink slip indicating the date and time of call, reason for illness, etc. It is important to indicate whether the illness is personal, family or death-related. The supervisor recording it will then sign the pink slip. It is the employee’s responsibility to accurately record the use of sick leave on the timecard.
TITLE: DAMAGED UNIFORM/EQUIPMENT
EFFECTIVE: 01/01/2020

I. POLICY

A. The Placer County Sheriff’s Office will provide a uniform allowance to all sworn personnel according to the current Memorandum of Understanding (MOU) and will be paid as outlined in the Placer County Code.

B. This Office will provide all newly-employed sworn personnel assigned to the North Lake Tahoe Station an additional amount for the purchase of a winter uniform, also in accordance with the current MOU and County code.

C. The Placer County Sheriff’s Office will reimburse deputies for uniform items and equipment damaged in the line of duty. If a deputy is reimbursed by the County and subsequently received reimbursement from a defendant by court order, he/she shall repay the amount reimbursed by the County.

II. PROCEDURE

A. Qualification: To qualify for reimbursement under this program, the circumstances must have been beyond the officer’s control, i.e. a foot pursuit, fight, etc.

1. The circumstances should denote “action” wherein the officer is concentrating on the successful conclusion of the urgent police task at hand, as opposed to routine tasks wherein the officer has the time and opportunity to exercise care. In matters of routine tasks, damage MUST, of necessity, be regarded as personal negligence in contrast to in the line of duty, and will not qualify for reimbursement.

2. The supervisor shall verify that the item is damaged beyond repair and must be replaced.

B. Replacement of Sheriff’s Office-Issued Equipment: Individual officers who desire replacement of Sheriff’s Office-issued equipment shall contact the supervisor. When it is evident that personal negligence was the cause of the malfunction, breakage, or loss of the item, the employee may be subject to discipline.

C. Item Life Expectancy

1. In those instances where payment is to be authorized, the Sheriff’s Office can only reimburse to the extent of the employee’s actual loss. For example, if an
employee has worn a garment for a period of time, he/she has received some value for his/her investment and only partial reimbursement would be considered.

2. A schedule follows this Order which will serve as a guide in situations as outlined in item (A) above.

   a. The schedule denotes the life expectancy of each item.
   b. Damage to an item that has exceeded its life expectancy will not qualify for any reimbursement.

3. An item that is not required as a part of the uniform or duty equipment, such as jewelry, etc., will not qualify for reimbursement (with the exception of a watch at $100 limit).

4. The Sheriff and/or Undersheriff shall have final authority regarding what items are reimbursable and the amount of such reimbursement.

D. Making a Claim

1. When making a claim for uniform items or equipment, the officer should submit some evidence as to the current cost of the item.

2. When making a claim for civilian clothing, the officer should submit evidence as to the date, place, and cost of the item when purchased, the brand name and the material from which the garment is made. The Administration Division will establish the replacement value of the civilian item to be replaced.

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<tr>
<th>UNIFORM ITEM</th>
<th>LIFE EXPECTANCY</th>
<th>CIVILIAN ITEM</th>
<th>LIFE EXPECTANCY</th>
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<tr>
<td>Uniform Hat</td>
<td>5 years</td>
<td>Civilian Suit</td>
<td>3 years</td>
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<tr>
<td>Uniform Jacket</td>
<td>5 years</td>
<td>Civilian Shirt</td>
<td>2 years</td>
</tr>
<tr>
<td>Uniform Trousers</td>
<td>2 years</td>
<td>Civilian Necktie</td>
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</tr>
<tr>
<td>Uniform Shirt</td>
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</tr>
<tr>
<td>Uniform Necktie</td>
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<td>Civilian Raincoat (light weight plastic)</td>
<td>2 years</td>
</tr>
<tr>
<td>Uniform Shoes (Boots)</td>
<td>3 years</td>
<td>Civilian Topcoat (cloth or rubber raincoat)</td>
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<tr>
<td>Uniform Rain Shoes (Boots)</td>
<td>5 years</td>
<td>Watch ($100 limit)</td>
<td>5 years</td>
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</tbody>
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TITLE: WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to ensure that all employees of the Placer County Sheriff’s Office are adequately informed of the County’s commitment to:

- Provide a work environment free from illegal discrimination, harassment, or retaliation for reporting or participating in the complaint and investigation process described in this Policy;
- Define conduct that violates this Policy; and
- Describe the procedure for investigating alleged violations and resolving substantiated violations of the Policy.

All jobs with the County are important to the members of our community. It is critical that all employees treat all other employees and members of the public with dignity and respect. Because of the unique circumstances present in many County jobs, it is the responsibility of each and every employee, supervisor, manager and elected official to make all reasonable efforts to prevent inappropriate behavior from occurring in the workplace. The County will take all reasonable steps to prevent discrimination, harassment, and retaliation as defined in this policy. The County strongly encourages all individuals to use the Complaint Procedure described in this Policy to report perceived violations of this Policy.

Dating relationships often occur in the workplace and can have an impact on the work environment, potential conflicts of interest and can conflict with the County’s obligations as defined in this Policy. The County has adopted a separate policy regarding dating relationships which provides guidance to employees and managers and should be read and applied in conjunction with the obligations under this Policy.

This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training. The Policy also prohibits retaliation against an employee for participating in or accessing rights under any pertinent local, State, and/or Federal law or legally mandated program that includes a non-retaliation clause.

II. POLICY

The County of Placer will not tolerate discrimination, harassment, or retaliation, as defined in this Policy, of an employee, job applicant, volunteer, or member of the public, by an employee, supervisor, manager, elected official, or contractor.

Employees, supervisors or managers found to have violated this Policy, may be subject to disciplinary action up to and including termination from employment. Any official, volunteer, or
person providing services to the County pursuant to a contract and who is found to have violated this Policy will be subject to appropriate sanctions.

III. RESPONSIBILITIES

A. **Elected Officials:** It is the responsibility of elected officials to conduct themselves in a manner that fully conforms to this Policy.

B. **Management:** It is the responsibility of management to enforce this Policy, provide for training for all employees, and to ensure that any violation of this Policy is resolved fairly, quickly, and impartially. It is also the responsibility of all managers to conduct themselves in a manner that fully conforms to this Policy.

C. **Supervisors:** It is the responsibility of all supervisors to enforce this Policy, to annually review this Policy with each of their staff to ensure full understanding of this Policy and to regularly monitor the workplace to ensure compliance with this Policy. It is also the responsibility of all supervisors to report perceived violations of this Policy to management immediately. It is also the responsibility of all supervisors to conduct themselves in a manner that fully conforms to this Policy.

D. **Employees:** It is the responsibility of all employees to know and to conduct themselves in a manner that fully conforms to this Policy. Every employee must treat the public, other employees and contractors with dignity and respect. It is the responsibility of each employee to respond fully and truthfully to all questions posed during an investigation into alleged conduct prohibited by this Policy. If so directed by the Personnel Director, it is the responsibility of each employee to maintain the confidentiality of investigations conducted pursuant to this Policy by not disclosing the substance of any investigatory interview.

E. **Persons Providing Services Pursuant to Contract:** It is the responsibility of each and every person providing services pursuant to a contract with the County (contractor) to know and conduct themselves in a manner that fully conforms to this Policy. It is imperative that every contractor treat each and every employee, member of the public and contractors, with dignity and respect. It is the responsibility of each contractor to respond fully and truthfully to all questions posed during an investigation into alleged conduct prohibited by this Policy. It is the responsibility of each contractor to maintain the confidentiality of investigations conducted pursuant to this Policy by not disclosing the substance of any investigatory interview including the questions asked and the answers given.

IV. DEFINITIONS

For purposes of this Policy, “discrimination”, “harassment”, and “retaliation” are defined below.

A. **Discrimination Prohibited:** When an employee, job applicant, volunteer, or contractor is appointed, demoted, removed or in any way favored or disfavored because of race,
religion or religious creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by Federal, State or local laws including the Civil Service Enabling Ordinance, unless there is a legitimate basis for doing so under Federal, State or local law, such as a bona fide occupational qualification.

B. Harassment: Any conduct as defined below based on race, religion or religious creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by Federal, State or local law or ordinance. Harassment may be verbal, physical, or visual and will be evaluated by whether or not a reasonable person would have considered the conduct to be harassing.

1. Verbal Harassment: Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of any characteristic described above. Verbal harassment includes, but is not limited to, inappropriate comments on appearance, including dress or physical features, sexual rumors, code words, and derogatory stories.

2. Physical Harassment: Impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of any characteristic described above. Physical harassment includes but is not limited to pinching, patting, grabbing, inappropriate gestures, or making explicit or implied threats or promises for submission to physical acts.

3. Visual Forms of Harassment: Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings, images or pictures on the basis of any characteristic described above. Visual harassment includes but is not limited to both posted material and material maintained in or on County equipment or personal property in the workplace.

C. Retaliation for Protected Activity: Negative treatment of a person because they have initiated or pursued a complaint under this Policy; filed a complaint addressing conduct prohibited by this Policy with any outside entity; or provided information, or assisted in any way in an investigation of conduct prohibited by this Policy as the person making the complaint and includes the person against whom the complaint is made, a witness or the investigator (collectively referred to as “protected activity”). Negative treatment includes, but is not limited to, unprofessional treatment, such as spreading rumors, refusing to perform work duties, interfering with a person’s ability to perform work duties, and other disrespectful, rude or inappropriate conduct related to an individual’s protected activity. Protected activity does not include providing intentionally false information with respect to Policy complaints and investigations, or refusing to cooperate in an investigation or redressing a complaint of discrimination, harassment and/or retaliation.
V. COMPLAINT PROCEDURE

A. **Confrontation:** Individuals are encouraged but not required to communicate his/her concerns to the offending party before initiating this complaint procedure. Persons may, at any time, bring a complaint directly to any management employee, up to and including the Sheriff or Undersheriff, regardless of whether that employee is in the complaining party’s chain of command, to the Personnel Department, the County Executive Office, the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission.

B. **Reporting Responsibilities:**

1. Any Sheriff’s Office employee with knowledge of violations of this Policy shall immediately report them directly to the Sheriff, Undersheriff, Division Commander, or any supervisor or manager for investigation and resolution.

2. Any Sheriff’s Office employee believing that he/she is the target of discrimination, harassment or retaliation may speak with the Sheriff, Undersheriff, any Division Commander, any manager, or any supervisor. The chain of command need not be followed in these matters.

3. Any supervisor, manager, or division or department head who observes or becomes aware of conduct that may violate this Policy must notify the Personnel Director or his/her designee immediately.

C. **Filing of a Complaint:** Any employee or contractor, who believes someone has violated this Policy should immediately, and preferably no later than 30 calendar days of the alleged incident, contact one of the following:

1. Division or agency head (whether or not in his/her chain of command).

2. The Personnel Director or his/her designee.

3. The County Executive Officer or his/her designee.

If the Division or Agency Head or County Executive Officer is contacted, he or she will contact the Personnel Department as soon as possible. The Personnel Department will provide a Complaint Form to the complainant. This form should be completed, signed and returned to the Personnel Department within five (5) calendar days after issuance. In the alternative, the Personnel Department will process an oral complaint.

Upon receipt of a complaint, the Personnel Department will review the complaint to determine if it alleges conduct that would violate this Policy. If so, the Personnel Department will contact the alleged violator(s) to inform him/her that a complaint has been received. The Personnel Department will promptly initiate an investigation of the complaint or determine that the complaint does not properly come within the Policy. If
for any reason the Personnel Department determines that immediate action should be taken to separate the involved parties, the Personnel Director will immediately notify the appointing authority and the County Executive Officer or his/her designee. The appointing authority is authorized to immediately take all appropriate actions in this circumstance, including but not limited to, transfer of an employee to another work location or with approval of the County Executive Officer or his/her designee placing an employee on administrative leave.

D. **Investigation, Report and Findings:** The Personnel Department may investigate the formal complaint; refer the complaint to the Investigative Unit of the County Executive Office for investigation; or contract with an outside consultant to investigate after consultation with Risk Management and County Counsel. To ensure that the investigation is neutral, prompt, thorough, and is reasonable in depth, the Personnel Department will determine the scope of the investigation based, in part, on the recommendations made by the investigator and the allegations made by the complainant. The Personnel Director may provide the investigator with investigation or reporting guidelines. The investigation may include interviews with the complainant, the alleged violator(s), and any other persons determined to have relevant knowledge concerning the complaint. Any individual who refuses to fully cooperate in an investigation under this Policy will be subject to discipline, up to and including termination of employment.

Factual information gathered through the investigation will be reviewed by the Personnel Department to determine whether there were any violations of this Policy, or any other County policy or procedure.

The Personnel Department will provide notification of the investigation to the complainant and the alleged violator(s) when complete, and where appropriate, their department head(s). While every effort will be made to complete the investigation within thirty (30) working days from commencement the Personnel Director may extend the time requirement set forth in this procedure when he/she determines it is in the best interest of fairness and justice to the parties involved. The Personnel Department may also meet with the affected parties to facilitate the return of a professional working environment to the workplace.

VI. **REMEDIAL OR DISCIPLINARY ACTION**

If the Personnel Department determined violations of this Policy have occurred, the Personnel Director will consult with Risk Management and County Counsel and will recommend to the appointing authority and the County Executive Officer appropriate, prompt and effective remedial action to be taken against the violator(s). The County may also take disciplinary action against any manager or supervisor who condones or ignores potential violations of this Policy or who otherwise fails to take appropriate action to enforce this Policy. Any disciplinary action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant. Any official, contractor or volunteer found to be responsible for violating this Policy will be subject to appropriate sanctions.
VII. CONFIDENTIALITY

Any complaint filed pursuant to this Policy and any investigation of such complaint, will be kept confidential to the fullest extent possible in accordance with applicable Federal, State and local law.

A. The County recognizes that confidentiality is important to all parties involved in an investigation initiated under this Policy. Complete confidentiality may not be possible, however, due to the need to fully investigate and take effective remedial action.

B. An individual who is interviewed during the course of an investigation may be prohibited by the Personnel Director from discussing the substance of the investigation. Any individual who discusses the content of an investigatory interview after being directed to maintain confidentiality will be subject to discipline, up to and including termination.

C. The Personnel Department is the authorized custodian of record for all written investigation materials. Prior to the Personnel Department’s determination as to whether the Policy has been violated, only the Personnel Director or his/her designee may release any written investigation materials, and then only to those involved in the investigation, determination of Policy violation, or other activities under this Policy. After determination as to whether the Policy has been violated, the County will not disclose a completed investigation report, except as it deems necessary to support a disciplinary action; to the department head(s) of the complainant, alleged violator or investigative witness, for the purpose of taking any remedial action; to defend its position in adversarial legal proceedings; or to comply with a court order. The Personnel Department will retain investigation reports, including all written and recorded investigation materials in a confidential manner for at least ten years after the date of completion.

VIII. LIMITATIONS

The use of this procedure is limited to complaints related to discrimination, or harassment in the workplace on the basis of race, religion or religious creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by Federal, State or local law or ordinance. All other complaints shall be handled through the Employee Grievance Procedure as established by Placer County personnel ordinances and the Employer/Employee Relations Policy.

IX. DISTRIBUTION

This Policy will be disseminated to all employees, volunteers, supervisors, managers, elected officials and contractors of the County of Placer. Any questions concerns or comments related to this Policy should be directed to the Personnel Director or his/her designee.
An individual may also file a complaint with the agencies listed below. Contact information as well as information and instructions related to the complaint process can be found on their individual websites:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
www.dfeh.ca.gov

By phone: 800-884-1684

By mail:
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
2218 Kausen Drive, Suite 100
Elk Grove, California 95758

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
www.eeoc.gov

By phone: 1-800-669-4000
TITLE: GRIEVANCE PROCEDURE

EFFECTIVE: 01/01/2020

I. POLICY

It shall be the policy of the Placer County Sheriff’s Office, in accordance with Placer County Code Section 3.08.290, to provide procedures to address employment grievances.

II. PROCEDURE

A. **Step 1:** Within sixty (60) calendar days after the occurrence of the events on which the grievance is based, the grievance shall be submitted in writing to the immediate supervisor. The supervisor shall meet and discuss the grievance with the employee and employee representative, if any, and reply in writing to the employee within five (5) calendar days.

B. **Step 2:** In the event that a settlement is not effected, the written grievance will be presented within five (5) calendar days to the next level of supervision. The second level supervisor or his representative shall have seven (7) calendar days to investigate and render a written decision.

C. **Step 3:** If a mutually satisfactory solution has not been reached, the aggrieved has five (5) calendar days to appeal in writing to the agency head. After the receipt of the grievance, the agency head or his/her representative shall have fourteen (14) calendar days in which to schedule such investigations or hearings as he/she deems necessary and render a written decision.

D. **Step 4:** If a mutually satisfactory resolution has not been reached, either party shall, within seven (7) calendar days of issuance of the agency head’s written response, request the Personnel Director to attempt to mediate the grievance. The Personnel Director or his/her representative shall have fourteen (14) calendar days to mediate the grievance. The Personnel Director or his/her representative shall have fourteen (14) calendar days to schedule the mediation step. Either party may refuse to participate in the mediation, without prejudice.

E. **Step 5:** If the grievance is not settled through the prior steps, the employee may submit a formal complaint in accordance with Sections 3.08.300 through 3.08.340. Section 3.08.320 shall not be applicable to grievances.

III. GENERAL PROVISIONS

A. The multi-level steps of the grievance procedure are designed to permit sufficient steps within larger agencies having more than one supervisory and/or administrative level. In
the case of agencies with only one supervisory level between the employees and the agency head, Step 2 is waived. If the agency head is the immediate supervisor, Steps 1 and 2 are waived.

B. Each level of supervision has an obligation to answer such grievance, but should a decision not be rendered within the time limits provided, the aggrieved may immediately appeal in writing to the next step.

C. The grievance is considered settled if the decision at any step is not appealed within the time limit, except for good cause shown.

D. Any time limit in the grievance procedure outlined above may be extended to a date positive by mutual consent of the respective parties.

E. Any aggrieved person may use, not to exceed, one half (1/2) hour of his working shift for the preparation of his grievance, either alone or in conjunction with his representative, provided he has made arrangements with the agency head, or his/her representative, to use such time at a time that it will not disrupt County business.

F. Violations of this grievance procedure shall be reported to the Personnel Director, who shall act promptly to ensure compliance therewith. This subparagraph shall not be applicable to disagreement as to any decision, but only as to whether the correct procedure has been followed.

A “Departmental Grievance Procedure” form should be available within the Sheriff’s Office; if not, the Personnel Department will provide one.
TITLE: EMPLOYEE COMPLAINTS/SUGGESTIONS

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to establish a procedure for handling operational complaints, problems, and suggestions within the Sheriff’s Office.

This Order does not address employee complaints relating to workplace harassment, discrimination or retaliation. Please refer to Placer County Sheriff’s Office General Orders section PERS 3: WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION.

II. GENERAL

All members of the Sheriff’s Office are encouraged to voice their opinions regarding any complaints, problems, or suggestions which they believe will bring improvements to this agency’s operating efficiency.

III. PROCEDURE

A. Employees wishing to report any operational complaint, problem, or suggestion shall do so in writing; i.e. email or memo. The document shall be submitted through the employee’s chain of command.

B. The supervisor will review the information and take the proper action if he/she has the authority and knowledge to do so. If the report is a suggestion, the supervisor might implement the suggestion. The supervisor will respond to the employee outlining any action taken. If the complaint or suggestion can only be approved by the Division Commander, it shall be forwarded through proper channels.

D. In no event will a complaint, problem, or suggestion be delayed more than thirty (30) days after reaching the Division Commander.

E. When a decision is made to implement and correct, or reject a complaint, problem, or suggestion, the initiating employee shall be notified in writing of the decision; and if rejected, the employee shall be informed of the reasons behind the decision.
TITLE: COMMENDATIONS AND AWARDS PROGRAM

EFFECTIVE: 01/01/2020

I. PURPOSE

The Placer County Sheriff’s Office wishes to recognize and honor employees for exceptional or meritorious conduct, as well as citizens for outstanding act(s) of service to the community or in assistance to law enforcement. Additionally, the Sheriff’s Office participates in the Honors and Awards Program established by the Placer Law Enforcement Agencies (PLEA); neither program is meant to take precedence over the other. PLEA award categories include Gold Medal of Valor, Silver Medal of Valor, Bronze Medal of Valor, Distinguished Service Commendation and Life Saving Commendation. Award criteria for the Sheriff’s Office and PLEA are identical.

Employees who are recipients of medals awarded by PLEA may request commensurate ribbon(s) from the Awards Chairperson in order to maintain a presentation consistent with ribbons identified in this Order. This request will be in writing and accomplished by a copy of the PLEA citation.

Copies of all awards and commendations will be placed in employee personnel files and entered into BlueTeam.

II. NOMINATIONS FOR AWARDS

Nominations may be made by any member of the Sheriff’s Office, and may be submitted at any time to the Awards Chairperson designated by the Sheriff.

Nominations for PLEA awards will be made to the Honors and Awards Committee through a designated chairperson appointed by the Sheriff.

For both award programs, a Commendation Report must be submitted with the nomination for review by either Selection Committee. The report will consist of any documentary evidence (agency reports, memorandum, etc.) so the Committee has as much information as possible when reviewing the incident. The Selection Committee may choose to conduct follow-up investigation into the reported incidents. The necessity of such follow-up will be at the discretion of the Committee Chairperson.

The Selection Committee will examine all nominations and make a determination as to whether an award is deserved, and which award will be presented. There are no time constraints relative to the submission either for a nomination or for the causal incident or circumstances concerning Sheriff’s Office awards. PLEA awards are limited to a one-year review window for both nomination and incident, which typically runs from July to July of any given year.
The Awards Chairperson will forward certification of all approved recognitions and program acknowledgements to the Sheriff and the affected employee’s personnel file.

III.  CLASSIFICATION OF PRIMARY AWARD CATEGORIES

A.  GOLD MEDAL OF VALOR

This medal shall be awarded only in cases when a hazardous act is performed by an employee who risks his/her life in so doing. The act must be of such extraordinary nature that the employee exposes him/herself to peril above and beyond the call of duty exhibiting gallantry and/or valor.

The awarding of the Gold Medal of Valor shall be based upon the following criteria:

1. Outstanding bravery above and beyond that expected in the line of duty.
2. Where failure to take such action would not justify censure.
3. Where the objective is of sufficient importance to justify the risk.

B.  SILVER MEDAL OF VALOR

This medal shall be awarded for outstanding service and conspicuous gallantry or valor in the line of duty. This award would be considered when the circumstances do not fall within the provisions required for the Gold Medal of Valor.

The awarding of the Silver Medal of Valor shall be based upon the following criteria:

1. Where the employee shows outstanding bravery in the performance of his/her duty under circumstances not within the provisions required for the Gold Medal of Valor.
2. Where the employee risks his/her life with full knowledge of the danger involved, or where a reasonable person would assume his/her life is in great danger.
3. Where the employee's objective is of sufficient importance to justify the risk.

C.  BRONZE MEDAL OF VALOR

This medal shall be awarded for outstanding performance and/or bravery in the line of duty. It shall be awarded under circumstances that do not fall within the provisions required for the Gold and Silver Medals of Valor; however, the act or accomplishment was of such magnitude that the recipient is worthy of the Bronze Medal of Valor.

The awarding of the Bronze Medal of Valor shall be based upon the following criteria:

While serving in an official capacity, the nominee distinguished him/herself by meritorious service or by an act of bravery. The performance of duty clearly and significantly was commendable as thorough, distinguished, or otherwise above that
D. **PURPLE HEART MEDAL**

This medal shall be awarded for serious or traumatic injury, defined in Penal Code Section 243(f)(4), or death incurred while actively engaged in law enforcement activity. The injury must be the result of a criminal or hostile act by other(s) while in direct engagement with, or direct response, to criminal activity.

E. **COMBAT ACTION CROSS MEDAL**

This medal shall be awarded when engaged with an assailant(s). While serving in an official capacity, the nominee involved with the hostile action must have been exposed to either a personal hazard, or an assailant, where the significant event endangered that person to exposure of adversarial action or warfare. The nominee must have contributed to an unusually significant degree which had a bearing on the outcome of the engagement or against an armed or believed armed assailant.

F. **LIFE SAVING MEDAL**

This commendation recognizes extraordinary efforts to protect and/or preserve human life not otherwise recognized, regardless of the eventual consequences to or outcome of the victim(s) state of health.

G. **MERITORIOUS SERVICE COMMENDATION MEDAL**

This medal shall be awarded for particular outstanding service to the community, or to the nominee’s agency, which reflects credit upon law enforcement in its highest tradition. This medal may be awarded to a nominee for a singular act, or for a series of acts or performances, which meet the criteria for this award.

H. **CITIZEN’S MEDAL OF MERIT**

This medal shall be awarded to citizens in recognition of outstanding service to the community or in assistance to local law enforcement efforts.

I. **SECOND AND SUBSEQUENT ACKNOWLEDGEMENTS**

Employees who are recognized with a second or a subsequent medal or ribbon may display the ribbon with a star as follows:

1. **Gold Stars** – A 5/16” gold star is worn on suspension ribbons of the medals and ribbon bars for all personal decorations (all medals) in lieu of a second or subsequent award. Star is worn with one point up. A 3/16” gold star is worn on
the Continuous Service Ribbon for every 5 years of service after receiving the ribbon at 10 years. (Ex. At 15 years of service, you would have one 3/16” gold star centered on the ribbon. At 20 years you would have two 3/16” gold stars centered on the ribbon, etc.)

2. **Silver Stars** – A **5/16” silver star** is worn on suspension ribbons of medals and ribbon bars for all personal decorations (all medals) in lieu of five gold stars. Star is worn with one point up.

A **3/16” silver star** is worn on ribbon bars in lieu of five bronze stars. Star is worn with one point up.

3. **Bronze Stars** – A **3/16” bronze star** is worn on ribbon bars to indicate a second or subsequent award. Star is worn with one point up.

5/16” star attaches to the Gold Medal of Valor, Silver Medal of Valor, Bronze Medal of Valor, Purple Heart Medal, Combat Action Cross Medal, Life Saving Medal, and the Meritorious Service Commendation Medal.

3/16” star attaches to the following ribbons: Unit Citation, Critical Incident, Continuous Service, FTO/JTO Officer, Honor Guard, Perishable Skills Trainer, Investigations, Classification Unit, SAR Coordinator, Marine Unit, Accident Investigator, Gang Unit, Search Team, Bike Unit, and SRO/DARE Unit.

4. **Letter “V”** – The letter “V” is worn on specific decorations if the award is approved for valor (heroism). The specific decorations are; Gold Medal of Valor (Gold “V”), Silver Medal of Valor (Silver “V”), Bronze Medal of Valor (Bronze “V”), and the Meritorious Service Commendation Medal (Bronze “V”). Only one “V” is worn and gold and silver stars are evenly spaced in a **vertical** line with the “V” centered on the suspension ribbons of medals. They are evenly spaced in a **horizontal** line on the ribbon bar with the “V” at the center. The 5/16” gold star for a second award would go above the “V” on the suspension ribbon of the medal and to the left of the “V” on the ribbon bar. A third award would be two gold stars on either side of the “V.”

5. **Numerals** – A bronze number denotes the number of times a person was awarded the 10851 or MADD awards.

6. **Frames** – The frames are either bronze, silver, or gold plated matte finish with polished highlights. The frame is worn so the leaves at either end will form a “V.” A gold frame is worn on the United States Flag Ribbon if you are a military veteran. The gold frame is worn on the Unit citation Ribbon. The bronze frame is worn on the Continuous Service Ribbon if you are a Station Commander. The gold frame is worn on the Continuous Service Ribbon if you are a Division Commander. The silver frame is worn on the Higher Education Ribbon if you received a Master’s
Degree or higher.

7. **Arrowhead** – The arrow denotes seven years of service as a perishable skills trainer. A second arrow denotes 14 years of service regardless of discipline or skill trained in. This is worn on the Perishable Skills Trainer Ribbon.

8. **Lamp of Knowledge** – The Lamp of Knowledge symbolizes knowledge and education. The device is worn on the FTO/JTO Ribbon and the Higher Education Ribbon.

9. **Torch** – The Torch symbolizes truth and enlightenment through knowledge and academic achievement. The device is worn on the FBI Academy/Command College Ribbon.

IV. **UNIFORM RIBBON ACKNOWLEDGEMENTS (No Medal Awarded)**

Employees/members may be recognized for specific accomplishments and participation in ancillary details or specialties. Ribbons awarded to individuals may be worn on the Class A or Class B uniforms in accordance with the guide describing order of display on the uniform.

A. **American Flag**: A United States Flag military-style ribbon bar (with gold frame if wearer is a US military service veteran) may be worn by any uniformed member of the Sheriff’s Office to acknowledge service to the citizens of our communities and our country. This ribbon is worn as the first ribbon in front of all other ribbons and medals.

B. **PCSO Unit Citation (Ribbon encased with gold frame)**: Awarded to any group of two or more employees/members who collectively engage in a program or operation that exemplifies extraordinary quality or service to the Sheriff’s Office or community.

C. **Critical Incident**: Awarded for particular outstanding performance during a critical incident in the line of duty.

D. **Continuous Service**: Minimum of ten years of cumulative service. Each additional five years of service period may be denoted with the attachment of a bronze star to the ribbon. Ribbon encased with a bronze frame if a Station Commander. Ribbon encased with a gold frame if a Division Commander.

E. **FBI National Academy/POST Command College**: Awarded upon graduation from either program. Silver Lamp of Knowledge is placed in the center of the ribbon.

F. **Higher Education**: Awarded for completion of a Bachelor’s Degree from an accredited college or school. A Master’s Degree or higher would denote a silver frame around the ribbon. The silver Lamp of Knowledge is placed in the center of the ribbon regardless of undergraduate or graduate degrees.
G. **SLI**: Supervisory Leadership Institute (SLI) awarded upon graduation of the 192 hours of instruction thru the Sherman Block SLI Session program.

H. **Field Training Officer/Jail Training Officer**: Awarded upon certification and three years of service in good standing. If seven years of service in good standing is achieved as an active training officer, a gold arrow attachment shall be displayed on the ribbon. The designation between a FTO and JTO would be the FTO/JTO Unit Insignia which you would wear above your ribbon bar.

I. **Rick Meredith Marksmanship Program**: The marksmanship program is a voluntary shooting skills program. The officer must maintain their score for three consecutive qualifications before earning the appropriate ribbon.

1. **Marksman**: Maintain 85 percent shooting scores quarterly on pistol and shotgun.
2. **Sharpshooter**: Maintain 90 percent shooting scores quarterly on pistol and shotgun.
3. **Expert**: Maintain 95 percent shooting scores quarterly on pistol and shotgun.
4. **3 Gun Master**: Maintain 100 percent shooting score annually on pistol, shotgun and patrol rifle.

   Only current status ribbon will be worn, with exception of the 3 Gun Master. If achieved but not maintained after one year, the gold rifle device attachment will be removed.

J. **Honor Guard**: Ribbon awarded after three years of service with the unit in good standing.

K. **Perishable Skills Trainer (as recognized by California POST guidelines)**: The employee must have attended and completed a certified course of instruction and served as an instructor in good standing for at least three years in Firearms, Weaponless Defense, Impact Weapons, EVOC or Tactical Communication Instructor. If seven years of service in good standing is achieved in any one or more disciplines, a gold arrow attachment shall be displayed on the ribbon. After 14 years of service in good standing is achieved in any one or more disciplines, a 2nd gold arrow attachment will be displayed on the ribbon.

L. **Investigations**: Awarded upon certification and three years of service in good standing.

M. **Classification Unit**: Awarded upon certification and three years of service in good standing.

N. **Search and Rescue Coordinator**: Awarded upon certification and three years of service in good standing.

O. **Marine Patrol**: Awarded upon certification and three years of service in good standing.

P. **Accident Investigator**: Awarded upon certification and three years of service in good standing. Also you must have completed Intermediate Traffic Accident Investigation’s
School.

Q. **Gang Unit:** Awarded upon certification and three years of service in good standing.

R. **Search Team Unit:** Awarded upon certification and three years of service in good standing.

S. **Bike Unit:** Awarded upon certification and three years of service in good standing.

T. **10851 Award:** Awarded upon recognition from the California Highway Patrol for recovery of occupied/unoccupied stolen vehicle enforcement or a major auto investigation involving a “Chop Shop.”

U. **MADD Award:** Awarded upon recognition from MADD for drunk driving enforcement.

V. **DARE and School Resource Officer:** Awarded upon graduation from the DARE/SRO Academy and upon three years of service in good standing.

W. **Crisis Intervention Training (CIT):** Awarded at the completion of the 40-hour training course.

**NOTE:** Requests for awards and acknowledgement ribbons will be channeled to the Awards Committee Chairperson on a Sheriff’s Office Award/Acknowledgement Application form. The Awards Committee will determine the validity of the request. Applications should include any pertinent records, training certificates and written approval from the pertinent unit supervisor, if available. Said finding will be forwarded to the Sheriff, affected employee/member, and the employee’s agency personnel file. “Good standing” is defined as service without censure or removal from the particular unit or discipline.

V. **SHERIFF’S AWARD OF EXCELLENCE**

The Sheriff or Undersheriff will award a Sheriff’s Office Award of Excellence lapel pin at their discretion to member of the Office for consistent outstanding performance or a specific incident worthy of official notice and praise.

VI. **WRITTEN COMMENDATIONS**

Supervisory and command-level members are encouraged to prepare and present written commendations of any situations wherein members of the Sheriff’s Office exhibit performance or contributions worthy of official notice and praise.

Additionally, citizens are afforded the opportunity to commend members of the Sheriff’s Office via the on-line commendation form. Commendations received by the Sheriff’s Office via the on-line form shall be vetted and entered into BlueTeam by the Professional Standards Unit.
VII. OUTSIDE AGENCY AWARDS

Ribbons or medals awarded to personnel from other Law Enforcement agencies can be presented to the Commendations and Awards Committee to be reviewed for wear with the Placer County Sheriff’s medals and ribbons. Medals and awards will be decided on a case by case basis.

VIII. MILITARY AWARDS WORN ON PLACER COUNTY UNIFORMS

Per the Department of Defense, the Department of Veteran Affairs has authorized military service Veterans who were awarded medals and ribbons during their time in service to wear their military ribbons on major patriotic holidays; Veterans Day, Memorial Day, and Independence Day. Placer County employees who participate and wear their Class A or Class B uniform shall wear their military ribbons in a respectful manner and in the correct precedence above their right breast pocket. Their military ribbons would replace the law enforcement ribbons on those patriotic holidays. When wearing appropriately dressed civilian attire, the ribbons shall be worn in a respectful manner and in the correct precedence above the left breast pocket area. Wearing the ribbons demonstrates the deep pride our Veterans have in their military service and reminds all American citizens of the sacrifices our Veterans have made. Employees will need to provide DD-214’s, award citations, or other proof to show they received the awards from their branch of service.

IX. SPECIFIC UNIT BREAST INSIGNIA

Members of Sheriff’s Office sanctioned specialized teams or units are authorized to wear a specific insignia attached to their Class A or Class B uniforms. These units are identified as Emergency Ordnance Detail, Field & Jail Training Officer, Drug Recognition Expert, Hostage Negotiations Team, Canine Handler, Special Enforcement Team, Critical Incident Response Team, Tactical Response Vehicle Team, Dive Team, Air Operations, Mounted Unit, and School Resource Officer.

Approved unit insignia shall be worn centered above the wearer’s right shirt pocket, 1/8” over the top of any awarded ribbon bars, or in the absence of ribbon bars, 1/8” over the embroidered name or at the nameplate. A maximum of two earned special unit insignia will be worn one above the other. They will be centered above the ribbon bars or name plate/embroidered name as described above. The Sheriff’s Award of Excellence lapel pin shall be worn centered horizontally on the flap of the wearer’s right uniform pocket.

X. RIBBON IDENTIFICATION CHART AND ORDER OF PRECEDENCE

Ribbons are listed in order of precedence, left to right and top to bottom as viewed by the observer (see chart that follows). For example, a United States flag ribbon (highest precedence) or the Gold Medal of Valor ribbon (next highest precedence) would be placed at the top outer position closest to the wearer’s right shoulder. No ribbons or unit pins will be worn on the left breast, which is reserved solely for the wearer’s Sheriff’s Office Badge.

With regards to PCSO and PLEA ribbon acknowledgements of equal precedence (Example: PCSO Silver Medal of Valor and PLEA Silver Medal of Valor), they shall be displayed with the PCSO Silver
first then the PLEA Silver second. All of an individual’s earned or awarded ribbons may be worn on the Class A and B uniforms.

Ribbon bars shall be worn centered 1/8” above the nameplate on the uniform shirt. The wearing of awards and acknowledgement ribbons shall be at the discretion of the individual deputy. An officer may choose not to wear his or her award acknowledgement ribbons based on assignment or other considerations.

**XI. Law Enforcement Service Animal – Honorary Purple Heart Medal**

This medal shall be awarded to an active duty Law Enforcement service animal for sudden and traumatic serious bodily injury or death received while engaged in law enforcement duties. This award may be issued posthumously.

**RIBBON IDENTIFICATION CHART AND ORDER OF PRECEDENCE follows this page.**

**SHERIFF’S OFFICE AWARD/ACKNOWLEDGEMENT APPLICATION FORM follows.**
PLACER COUNTY SHERIFF’S OFFICE
COMMENDATION & AWARDS PROGRAM

- Gold Medal of Valor
- Silver Medal of Valor
- Bronze Medal of Valor
- Purple Heart
- Combat Action Cross
- Lifesaving
- Meritorious Service Commendation
- Citizens Medal of Merit

- United States Flag
- PCSO Gold Medal of Valor
- PLEA Gold Medal of Valor
- PCSO Silver Medal of Valor
- PLEA Silver Medal of Valor
- PCSO Bronze Medal of Valor
- PLEA Bronze Medal of Valor
- PCSO Purple Heart
- PLEA Purple Heart
- PCSO Combat Action Cross
- PLEA Lifesaving
- PCSO/PLEA Meritorious Service Commendation
- PLEA Unit Citation

- Critical Incident
- Continuous Service
- FBI Academy / Command College
- Higher Education
- S.L.I.
- FTO / JTO Officer

- 3 Gun Master
- Expert Marksmanship
- Sharpshooter
- Marksman
- Honor Guard
- Perishable Skills Trainer

- Investigations
- Classification Unit
- SAR Coordinator
- Marine Unit
- Accident Investigator
- Gang Unit

- Search Team
- Bike Unit
- 10851 Award
- MODD Award
- DARE/SRO
- C.I.T. Academy
PLACER COUNTY SHERIFF’S OFFICE

ATTACHMENTS & DEVICES

- **UNITED STATES FLAG**
- **PCSOS GOLD MEDAL OF VALOR**
- **PLEA GOLD MEDAL OF VALOR**
- **PCSOS SILVER MEDAL OF VALOR**
- **PLEA SILVER MEDAL OF VALOR**
- **PCSOS BRONZE MEDAL OF VALOR**
- **PLEA BRONZE MEDAL OF VALOR**
- **PCSOS PURPLE HEART**
- **COMBAT ACTION CROSS**
- **PCSOS/PLEA LIFE SAVING**
- **PCSOS/PLEA MERITORIOUS SERVICE COMMENDATION**
- **PCSOS UNIT CITATION**
- **CRITICAL INCIDENT**
- **CONTINUOUS SERVICE**
- **FBI ACADEMY/COMMAND COLLEGE**
- **HIGHER EDUCATION**
- **S.L.I.**
- **FTO/JTO OFFICER**
- **3 GUN MASTER**
- **EXPERT MARKSMANSHIP**
- **SHARPSHOOTER**
- **MARKSMAN**
- **HONOR GUARD**
- **PERISHABLE SKILLS TRAINER**
- **INVESTIGATIONS**
- **CLASSIFICATION UNIT**
- **BAR COORDINATOR**
- **MARINE UNIT**
- **ACCIDENT INVESTIGATOR**
- **GANGUNIT**
- **SEARCH TEAM**
- **BIKE UNIT**
- **NUMERAL 10851 AWARD**
- **NUMERAL 30851 AWARD**
- **DARE/SRO**
- **C.I.T. ACADEMY**

**Gold Stars** – A 5/16" gold star is worn on suspension ribbons of the medals and ribbon bars for all personal decorations (all medals) in lieu of a second or subsequent award.

**Silver Stars** – A 5/16" silver star is worn on suspension ribbons of medals and ribbon bars for all personal decorations (all medals) in lieu of five gold stars. A 3/16" silver star is worn on ribbon bars in lieu of five bronze stars.

**Bronze Stars** – A 3/16" bronze star is worn on ribbon bars to indicate a second or subsequent award.

**Letter "V"** – The letter "V" is worn on specific decorations if the award is approved for valor.

**Numerals** – A bronze number denotes the number of times a person was awarded the 10851 or MADD awards.

**Frames** – The frame is either bronze, silver, or gold plated matte finish with polished highlights.

**Arrowhead** – The arrow denotes every seven years of service as a perishable skills trainer.

**Lamp of Knowledge** – The Lamp of Knowledge symbolizes knowledge and education.

**Torch** - Represents enlightenment through knowledge and academic achievement.

**3 Gun Master** - Maintain 100 percent shooting score annually on pistol, shotgun and patrol rifle.
PLACER COUNTY SHERIFF’S OFFICE
COMMENDATIONS & AWARDS PROGRAM

REQUESTOR: ____________________________ DATE: __________

NOMINATED
BY: ____________________________ DATE: __________

MEDALS, COMMENDATIONS, AND/OR SERVICE RIBBONS AWARDED:

(LISTED IN ORDER OF PRECEDENCE)

ALL PCSO AWARDS ARE MADE BY COMMITTEE & SHERIFF APPROVAL ONLY

US FLAG RIBBON ☐ W/GOLD FRAME US MILITARY VET ☐ DD-214 OR OTHER ☐

AWARD CITATION ISSUED & DATE:

☐ ☐ ☐

PCSOGOLD MEDAL OF VALOR ☐ ☐
PLEA GOLD MEDAL OF VALOR ☐ ☐
PCSOSILVER MEDAL OF VALOR ☐ ☐
PLEASILVER MEDAL OF VALOR ☐ ☐
PCSOBRONZE MEDAL OF VALOR ☐ ☐
PLEABRONZE MEDAL OF HONOR ☐ ☐
PCSOPURPLE HEART MEDAL ☐ ☐
COMBAT ACTION CROSS ☐ ☐
PCSOLIFE SAVING MEDAL ☐ ☐
PLEALIFE SAVING CITATION ☐ ☐
PCSOMERITORIOUS SERVICE COMM ☐ ☐
PLEADISTINGUISHED SERVICE COMM ☐ ☐
CITIZEN’S MEDAL OF MERIT ☐ ☐
PCSOUNIT CITATION ☐ ☐
CRITICAL INCIDENT RIBBON ☐ ☐
CONTINUOUS SERVICE RIBBON: 10 YEARS ☐ ☐ ☐ ☐ ☐ ☐
DIVISION COMMANDER ☐ STATION COMMANDER ☐
### RIBBON AWARDED

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<thead>
<tr>
<th>RIBBON DESCRIPTION</th>
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<tr>
<td>FBI ACADEMY/COMMAND COLLEGE RIBBON</td>
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<td>HIGHER EDUCATION RIBBON</td>
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<td>S.L.I. RIBBON</td>
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*** Indicates years of service per ribbon submitted.

### COMMITTEE NOTES:

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PERS 6 – Commendations and Awards Program  13
PLACER COUNTY SHERIFF’S OFFICE / P.C.D.S.A.

ALL PCSO SERVICE RIBBONS ARE AWARDED ONLY WITH APPROPRIATE DOCUMENTATION PROVIDED BY REQUESTOR AND/OR APPROVAL OF CURRENT SPECIAL UNIT/TEAM SUPERVISOR

APPROVED: DENIED: INITIAL: DATE:

PCSO COMMITTEE: ☐ ☐ _____ __________

WHEN REQUIRED:
SHERIFF: ☐ ☐ _____ __________

RIBBONS COMPLETED ☐ DELIVERED __________

AWARDS PRESENTED: ____________________________

PLACER CO. SHERIFF’S OFFICE
COMMENDATIONS & AWARDS PROGRAM

NARRATIVE PAGE

(USE THIS PAGE TO DOCUMENT SERVICE OR INCIDENT. ATTACH ANY SUPPORTING DOCUMENTATION, IE: DD-214, AWARD CERTIFICATES, CRIME REPORT OR NEWSPAPER ARTICLE)

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PERS 6 – Commendations and Awards Program
TITLE: SCHOOL ATTENDANCE

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to provide information on transportation, tuition, lodging, meal costs, county credit cards, receipts, and employee responsibility related to authorized travel for training and conferences.

II. POLICY

A. A Sheriff’s Training Request form must be completed and approved prior to any travel.

B. Transportation

1. County Vehicles: A Sheriff’s Office vehicle will normally be provided for training-related travel. The Fleet Services Unit should be contacted several days prior to departure to arrange for vehicle pick-up and keys from the key valet. A county gasoline credit card will be provided with the vehicle and should be used for all fuel purchases for the assigned vehicle. Gasoline credit cards may not be used to purchase any personal items.

2. Private Vehicles: Personal vehicles will not be used for training-related travel unless special circumstances exist and prior approval is received from the Training Unit. If use of a private vehicle is allowed, mileage must be accurately recorded, both from the home or work station to the school site, and from the hotel to the school site. A claim for mileage may then be submitted upon return. Use of county-issued VISA or gasoline credit is not allowed for private vehicles.

3. Air Travel and Rental Vehicles: If air travel and/or use of a rental car is necessary for training-related travel, flight information, airline tickets and rental car vouchers will be provided by the Training Unit.

C. Tuition: In most cases, tuition/registration fees will be prepaid by the county. If not prepaid, a check will be provided to the employee to cover tuition/registration costs.

D. Lodging: Lodging reservations will be made by the Training Unit and room charges will normally be prepaid. If not prepaid, payment arrangements will be made via county credit card. The costs for personal items or services charged to the room, such as movies, telephone calls, room service, additional guests, etc., are the responsibility of the employee and will not be paid for by the County. A claim may be submitted upon return for approved work-related expenses charged to the room and paid for by the employee
E. **Meal Costs:** In most cases, a check for 100% of the estimated standard meal costs will be issued to the employee prior to the training. If an advance meal check is not received, a claim may be submitted upon return for out-of-pocket expenses where overnight stays are involved. Receipts are **required** for any claim in excess of the standard meal rate and reimbursement will only be made up to the current allowable maximum meal rate. **No alcoholic beverage** charges will be reimbursed. Allowable maximum meal rates vary by destination and may be checked by visiting [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877).

F. **County Credit Cards:** Employees who have been issued County of Placer VISA credit cards may charge approved training-related expenses in cases where lodging, tuition, meals, etc. have not been prepaid and a check has not been provided to cover such expenses. Original receipts shall be retained by the employee for later reconciliation.

G. **Receipts**

1. **Required Receipts:** Receipts for tuition (if provided by the school) and final itemized hotel receipts **must be obtained and submitted** by the employee to the Training Unit within five (5) business days of the employee’s return from the training.

2. **Miscellaneous Receipts:** Receipts must also accompany any employee claim submitted for approved out-of-pocket training expenses. Save and submit within five (5) business days of return receipts for meal costs, parking fees, bridge tolls, bus or taxi fare, etc. which are to be claimed.

H. **Employee Responsibility**

1. **Training Reimbursement Request (POST 2-273):** If this form is provided by the Training Unit, the employee must record the course control number (available from the instructor) in the appropriate space and submit the form to the instructor on the first day of class.

2. **Receipts, Documents and Certificates:** All required receipts, documents and forms, and a copy of any certificates received, must be submitted to the Training Unit within five (5) business days upon return from the training, or as soon as received if after five (5) business days. Failure to comply will delay any claim reimbursement and may be grounds for disciplinary action.

3. **Training Materials:** All handouts and other resource materials acquired will be maintained by the employee and made available to the Training Unit upon request.

4. **Course Evaluation:** The employee may be required to submit to the Training Unit
a synopsis of the training received, as well as a course evaluation and recommendation for future personnel assignments.

5. **In-House Instruction**: The employee may be required to prepare and/or instruct a class for other employees relative to the training received.
TITLE: LEGAL ACTIONS INVOLVING AGENCY PERSONNEL

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to designate a central location for the handling of all suits, pending litigations, etc., against the Sheriff’s Office and its personnel.

II. POLICY

Record keeping and investigation of lawsuits filed against the County or members of the Sheriff’s Office are handled through the County Counsel’s Office or the attorney of record.

A. Sheriff’s Office members who have been served with civil papers pertaining to lawsuits against them, relating to their employment with the County, shall immediately forward copies to the Sheriff through their Division Commander.

B. Copies of lawsuits are to be forwarded by the Sheriff to County Counsel or attorney for investigation or follow-up. At the direction of the Undersheriff, the investigation may be forwarded to the Professional Standards Unit for Administrative Investigation in accordance with COND 8- “Personnel Investigations.”

C. Information to legal agencies representing the County or Sheriff’s Office is to be released through the Sheriff.

D. Requests by plaintiffs for reports or information are to be released through County Counsel’s Office or the County’s attorney of record.

E. All discovery orders and motions are to be released through County Counsel or the attorney of record.

III. TESTIFYING FOR THE DEFENDANT

Any member subpoenaed to testify for the defense in any criminal trial or hearing, or against the County of Placer or the Sheriff's Office in any civil or administrative hearing or trial, shall notify his commanding officer upon receipt of the subpoena. He shall also notify the District Attorney’s office in criminal actions or County Counsel and Risk Management in civil actions.
IV. CIVIL ACTIONS

A. Acceptance of Civil Subpoena by Deputy

The deputy, when served personally, shall ascertain if the subpoena is dated and signed by either the clerk of the court (Government Code Section 68097.1) or by an attorney at law (Code of Civil Procedure Section 1985). If the subpoena is not, the deputy shall bring this fact to the attention of the person serving the subpoena and request that a properly issued subpoena be served. In addition to the subpoena, the person serving the deputy shall provide evidence that a $150.00 deposit has been tendered with the employer of the deputy. If the deposit has not been made, the deputy will inform the server that he will not appear in court. The deputy will, thereafter, not appear until a legal subpoena has been served.

B. Civil Action, Court Appearances, Subpoenas

Members shall not volunteer to testify and shall not testify unless legally subpoenaed in civil actions arising out of Sheriff’s Office employment. Members shall accept all subpoenas legally served. If the subpoena arises out of Sheriff’s Office employment, or if the member is served as a party to a civil action arising out of Sheriff’s Office employment, he shall immediately notify his supervisor and any other party as directed by competent authority. Members shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with Sheriff’s Office directive, as authorized by laws (Section 1987 Civil Code of Procedure and Sections 68097.1 to 68097.8 Government Code).

C. Civil Depositions, Affidavits, and Civil Action Interviews

Members shall confer with their Commanding Officer before giving a deposition or affidavit on a civil case that directly or indirectly affects the Sheriff’s Office. If the Commanding Officer determines that the cause is of importance to the County of Placer or the Sheriff’s Office, he shall inform the Sheriff or Undersheriff before the deposition or affidavit is given.

D. Civil Cases

Members shall not serve civil processes unless directed to do so as a duty assignment or without proper approval of the Sheriff. Members shall avoid entering into civil disputes, particularly while performing their law enforcement duties, but shall prevent or abate a breach of the peace or crime in such cases.
I. POLICY

The Law Enforcement Chaplaincy Program is recognized as an integral part of law enforcement service, both to Sheriff’s Office employees and their families, and to the citizens of Placer County. These services are provided at no cost to the individual or family and are provided 24 hours a day, 7 days a week.

II. SERVICES

A. Crisis Response: Emergency call-out for all agency employees, on or off duty.

B. Crisis Intervention: Provide mediation or intervention for suicide threats, attempts or for families of suicide victims.

C. Death Notifications

D. Counseling Services: Counseling for law enforcement families (job, marriage, family and stress).

E. Funeral or Memorial Services

F. Weddings

G. Visitation/Follow-up: To assist sick or injured officers and their family members.

H. Official Functions

I. Critical Incident Response: To assist all staff and citizens for horrific crime or accident scenes, disasters, and catastrophes.

J. Referrals: To maintain a current list of resources available to respond to and assist the law enforcement community.

K. Lecture Services: Provide teachers for many law enforcement related topics.

L. Community Awareness Academy: Provide resources and overview of chaplaincy services.

M. Every 15 Minutes: Attend functions and offer support during the event.
III. PROCEDURE

A. Sheriff’s Office personnel are authorized and encouraged to use the services and resources of the Law Enforcement Chaplaincy Program.

B. Law Enforcement Chaplaincy will be **automatically** dispatched for the following:

1. Homicides
2. Suicides (completion or traumatic attempt)
3. Death of children (including SIDS)
4. Officer-involved shootings
5. Officer death and/or great bodily harm
6. S.E.T. callout
7. Horrific accidents with death and/or great bodily injury (car, train, plane, drowning, electrocutions, oddities, etc.)
8. Major medical emergencies for children
9. Major structure fires (with human impact)
10. Officer family member death or great bodily injury (in-county)

C. Law Enforcement Chaplaincy callout will be **optional** (although recommended) and at the discretion or request of Sheriff’s Office personnel for the following:

1. Coroner cases
2. Death notifications
3. SAR callout
4. Sex crimes
5. Hazmat incidents
6. Citizen assists
7. Hostage/barricade situations (protracted, outside of SET function)
8. Employee crisis
9. Child abuse

D. Law Enforcement Chaplaincy will be called out any time an officer/employee requests a Chaplain.

IV. TAHOE PROCEDURE

Contact Dispatch, who will advise the chaplaincy answering service of request. Specific Tahoe needs will be addressed and appropriate personnel will respond.
TITLE: TRANSFER POLICY

EFFECTIVE: 01/01/2020

I. PURPOSE

The purpose of this Order is to outline the procedure that an employee will use when requesting a transfer from one office to another (Auburn and Tahoe).

II. ROUTINE TRANSFER

A. Before a transfer may be accepted for consideration, the employee must have successfully completed his/her probationary period.

B. The employee will request the transfer by submitting a letter to their division commander.

C. Transfers shall be made based on the needs of the Sheriff.

D. When openings occur in either Auburn or Tahoe, existing employees who meet the criteria for transfer shall have first option to fill the opening.

E. The current transfer list will be maintained by the Undersheriff’s Secretary.

F. If an employee takes a pass on transfer, he/she may be removed from the transfer list.

III. HARDSHIP TRANSFER

The Sheriff or his designee may approve transfers that are requested by employees based upon unforeseen hardships not created by the employee. If approved, the transfer shall supersede the routine transfer criteria.

In no way shall this policy be construed to limit the Sheriff’s prerogative under County Code, Section 3.08.390.
TITLE:  PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

EFFECTIVE:  01/01/2020

I. PURPOSE

The purpose of this Order is to provide written policies and standards for conducting pre-employment background investigations.

II. DEFINITIONS

A. POST: Peace Officer Standards and Training

B. Applicant: A person applying for employment with the Placer County Sheriff's Office who is in the pre-employment selection process.

C. Background Investigator: A person designated by the Sheriff/Undersheriff to conduct an investigation into an applicant's personal history to determine suitability for employment with the Placer County Sheriff's Office.

D. ADA: Americans with Disabilities Act.

E. Personal History Statement (PHS): The POST PHS form 2-251 for a peace officer and form 2-255 for a public safety dispatcher and all other civilian classifications, or the equivalent form, completed by an applicant to document their personal history.

F. Vendor: A private professional organization employed by the County of Placer, or one of its entities, to conduct a portion of the background investigation, i.e., psychologist or medical examiner.

G. Appeal Review Board: Those individuals appointed by the Undersheriff to review written requests for an appeal hearing relative to pre-employment background investigations.

III. POLICY

A. It shall be the policy of the Placer County Sheriff's Office to conduct a pre-employment background investigation on applicants for any position within the Placer County Sheriff's Office, whether sworn or professional staff, paid or volunteer.

It shall be the policy of the Placer County Sheriff’s Office to conduct pre-employment background investigations in accordance with the guidelines established by the Commission on Peace Officer Standards and Training and applicable state and federal laws and Sheriff’s Office policy.
B. It shall be the policy of the Placer County Sheriff's Office to treat all information gleaned during the pre-employment background investigation as confidential. Specifically, it shall be the policy of the Placer County Sheriff's Office to inform parties interviewed during the course of the pre-employment background investigation that their responses have absolute privilege pursuant to Civil Code Section 47, Subsection (2).

C. It shall be the policy of the Placer County Sheriff's Office to disqualify from consideration for employment any applicant who is untruthful or uncooperative during the pre-employment background investigation.

IV. BACKGROUND INVESTIGATIONS RESPONSIBILITY

Background investigations shall be the responsibility of the Sheriff's Human Resources, Pre-Employment Background Investigation Unit and Professional Standards Unit. The primary responsibility for conducting pre-employment background investigations shall rest with the Administrative Lieutenant.

A. Undersheriff: The Undersheriff or his designee has overall responsibility for overseeing the operation of the Background Investigation Unit and the Professional Standards Unit. The Undersheriff or his designee shall be the final reviewer of all completed background investigations.

B. Administrative Lieutenant: The Administration Lieutenant shall be responsible for ensuring pre-employment background investigations are conducted in accordance with applicable state and federal laws and this General Order.

C. Applicant: The applicant shall promptly comply with all requests by the background investigator. The applicant shall answer all questions truthfully when the question is first presented to them. The applicant shall keep all appointments set for testing during the process. It is the applicant's responsibility to secure the necessary documents; such as, birth certificates, college transcripts and similar documents.

V. CONDUCTING BACKGROUND INVESTIGATIONS

A. Order of Investigative Steps: The background investigation shall be conducted in the following sequence:

1. Investigator shall review job dimensions and essential elements for the position under investigation.

2. Applicant will obtain a background packet.
3. Upon receipt of the PHS, advisement, fingerprints and waivers, the background investigator shall interview the applicant and review contents of the background packet.

4. Conduct the Background Investigation: This phase shall include, but not be limited to, preparing and sending out written inquiries to the applicant’s relatives, references, acquaintances, employers, co-workers, and supervisors; obtaining credit reports; conducting interviews; and making other routine inquiries to determine the applicant’s character and suitability for employment.

5. Compile Completed Background Investigation Folder: This portion of the investigation includes the completion of the investigative narrative and packaging the completed background investigation as outlined in this General Order.

6. Administrative Lieutenant Review and Interviews: The Administrative Lieutenant shall review the completed packet and may, at his/her discretion, interview the applicant. The completed background investigation file shall be forwarded to the Undersheriff or his designee for final disposition.

7. Psychological Evaluation
   a. A licensed psychologist having at least five years’ experience shall conduct the psychological evaluation. The results of the psychological interview are protected under the ADA.
   b. The psychologist may, at the direction of the Sheriff, communicate information to the Sheriff’s Office.
   c. The results of the psychological interview shall not be shared with anyone not specifically authorized by the Undersheriff to receive the information.
   d. The psychological vendor will provide a recommendation for employment or non-employment.

8. Medical Evaluation: A vendor selected by the Placer County Personnel Department shall conduct the medical evaluation. The medical evaluation and screening shall include pre-employment drug screening.

9. Selection or Rejection of Applicant
   a. The Undersheriff or his designee and Administrative Lieutenant shall review the completed background file. The Undersheriff or his designee shall determine whether or not the applicant will be employed.
b. Selection for Employment: The Administrative Lieutenant shall direct staff to notify applicant of the successful selection and of the proposed hiring date.

c. Rejection from Consideration: The Administrative Lieutenant shall direct staff to notify County Personnel of the decision not to hire applicant. The Sheriff’s Office personnel representative shall notify the County Personnel Department of the reasons for background failure. It is the responsibility of the County Personnel Department to send written notification to the applicant regarding rejection of the pre-employment background investigation, psychological or medical examinations.

B. Timeliness of Investigation: Background investigations will, whenever possible, be completed within ninety (90) days of the initiation of the investigation. The goal of completing the background investigation is designed to ensure the rapid hiring of qualified applicants to fill vacancies. The completeness of the investigation and the integrity of the investigation will not be compromised, nor will any applicable laws be circumvented to comply with this artificial time constraint.

C. Areas of Inquiry

1. The job dimensions defined by POST shall serve as guidance for sworn personnel in conducting pre-employment background investigations of applicants. The job dimensions identified below are a general guide for all applicants:

a. Integrity
b. Impulse Control / Attention to Safety
c. Substance Abuse and Other Risk-Taking Behavior
d. Stress Tolerance
e. Confronting and Overcoming Problems, Obstacles, and Adversity
f. Conscientiousness
g. Interpersonal Skills
h. Decision-Making and Judgment
i. Learning Ability
j. Communication Skills

2. Each of the areas listed on the POST PHS (or equivalent) shall be thoroughly investigated to verify the information contained therein. The background investigator shall have the discretion of contacting former and current employers and coworkers by mail, telephone, or in person.

3. The background investigator shall, where practical, contact relatives, references, and acquaintances listed on the POST PHS (or equivalent). Inquiries shall be made as they relate to the listed job dimensions concerning the applicant.
4. Nothing in this General Order shall preclude the background investigator from contacting any other person, business, or entity which may, in the background investigator's judgment, provide relevant information concerning an applicant's suitability for employment with the Placer County Sheriff's Office.

5. The investigator shall not make routine inquiries into an applicant’s religious, political, or sexual preferences, as these activities are constitutionally protected.

D. Discovery of Potentially Disqualifying Information

1. The discovery of potentially disqualifying information shall be documented and brought to the attention of the Administrative Lieutenant.

2. The Administrative Lieutenant, after consultation with the Undersheriff or his designee, shall determine if the applicant's background investigation will be continued or suspended. The decision whether to proceed or not to proceed with the applicant shall rest with the Administrative Lieutenant and the Undersheriff.

3. The Administrative Lieutenant notifies County Personnel of suspension of background activity.

4. County Personnel will notify the applicant of the suspension of the background investigation.

VI. DOCUMENTING THE BACKGROUND INVESTIGATION

A. Background Investigation Narrative

1. The background investigator will complete a narrative summarizing the results of the investigation using the format suggested by POST in the background investigations manual.

2. The narrative will contain a summary of the results of the interviews.

3. The interviews and the information developed shall have absolute privilege pursuant to Civil Code Section 47, Subsection 2. The narrative portion of the completed investigation will contain statements to that effect.

B. Packaging the Background Investigation: The background investigation shall be packaged in one complete file.

1. File will contain all of the documentation provided by the applicant or obtained through public records. Examples include copies of the applicant’s social security card, transcripts, birth certificate, certificates of psychological screening and credit history.
2. The detailed interview narrative, the responses to letters sent to relatives, references, acquaintances, co-workers and supervisors as well as the results of telephonic or personal interviews should not be included in the completed background file. A summary of this information will be included in the executive report.

3. After the Administrative Lieutenant and the Undersheriff or his designee have reviewed the completed background investigation, the package will be forwarded to the Undersheriff's secretary for storage.

C. Incomplete Background Investigation: Incomplete background investigations require only a narrative outlining the reason the investigation has been suspended. The investigation will be packaged as outlined in section VI. B., and stored by the Personnel/Background Investigation Unit.

D. Documenting Review of the Completed Investigation: After the Administrative Lieutenant has reviewed the completed package, it shall be initialed before forwarding it to the Undersheriff or his designee.

E. Disposition of the Psychological Report: The psychological report shall be maintained by the vendor after a hiring decision is made. The Certificate of Psychological Screening shall be placed in completed background investigation file as required by POST.

F. Tracking Background Investigations

1. Each background investigation will be logged into the Background Investigation database when it is initiated.

2. It will contain the following information: Name, social security number, position classification, and date investigation completed, pass/fail.

3. Staff under the direction of the Administrative Lieutenant will maintain the database.

G. Files/Applicants Not Selected for Employment: Pre-employment background investigation files for those applicants not selected for employment by the Placer County Sheriff’s Office, shall be stored in the Personnel/Background Investigation Unit, under the direction of the Administrative Lieutenant.

VII. CONFIDENTIALITY

A. The information gathered during the background investigation shall be deemed confidential. Dissemination shall be limited to those circumstances covered under this General Order.
B. No other employee of the Sheriff’s Office may seek information from a background investigator or investigation except as specifically authorized by this General Order.

C. A completed background investigation shall not be reviewed or read by any employee of the Sheriff’s Office absent a court order or the specific authorization of the Undersheriff or as allowed by this General Order.

D. Applicants will be asked to execute a waiver during the initial interview in which the applicant expressly waives his/her privilege to review, photocopy, read, reproduce, or otherwise learn the contents of their background investigation. The waiver shall be made part of the completed background investigation package.

VIII. APPEAL PROCESS

A. Applicant will submit a written request to the Administrative Lieutenant for an appeal hearing. The Appeal Review Board will meet and confer regarding the applicant’s petition.

B. The Administrative Lieutenant will send a written response to the applicant upon receiving a decision from the Appeal Review Board.

C. Applicant may send a written request to appeal the decision of the Appeal Review Board. This request shall be sent to the County Personnel Department for a hearing.
I. PURPOSE

The Placer County Sheriff’s Office supports all employees that have a military commitment. The purpose of this Order is to outline the procedure that an employee will use when requesting Military Leave. This policy will distinguish the difference between Military Leave (paid) and Military Leave of Absence (unpaid), and explain the procedure for employees to follow when requesting such leave.

II. DEFINITIONS

A. Military Leave (Paid): Employees who are ordered to active military duty are entitled to thirty (30) days paid military leave during the course of the fiscal year. This paid leave comes under the State Military and Veterans Code, Section 395.03, and coincides with the County’s fiscal year of July 1 through June 30.

1. That compensation is given for a period of thirty (30) calendar days for any call to active duty in any one fiscal year. In other words, thirty days maximum for any fiscal year or for any set of military orders.

2. The reference to thirty calendar days equates to a total of 173.33 hours of paid leave, per employee, per year (2080 hours/fiscal year divided by 12 months = 173.33 hours/month).

B. Military Leave of Absence (Unpaid): Employees who exhaust the paid military leave status may be placed on a leave of absence without pay. Employees may use their vacation or CTO accruals to extend their paid leave subject to appointing authority approval; however, they are not required to do so. The Sheriff’s Payroll Unit will track the current military leave balance of the employee.

III. POLICY

A. Sheriff’s Office Responsibility: The Sheriff’s Office provides up to thirty (30) calendar days, or 173.33 hours, of paid military leave each fiscal year for employees being ordered to active military duty. This type of military leave must be supported by appropriate written orders specifically placing the employee on active duty status for a specified period of time. If additional military leave is required, it will be provided in the form of a leave of absence without pay. Subject to approval of the appointing authority, employees may also request to use vacation and/or CTO accruals to remain in paid status.
B. Employee Responsibility

1. The employee Request for Leave of Absence and the Personnel Action Form will need to be completed for employees who are on leave. Also, employees are responsible for completing a Request for Leave form whether the leave is paid or unpaid.

2. The employee will provide the Division Commander via the chain-of-command with a copy of written documentation of military reservist affiliation (i.e. branch of service, unit, location, etc.) as soon as possible, but no later than 2 weeks.

3. The employee shall complete and submit a County Leave of Absence request for all days that are in conflict with the employee’s schedule workdays (unless adjusted RDO arrangements are made with a supervisor).

4. All attempts should be made to provide as much prior notification as possible regarding military leave. Military leave must be supported by appropriate orders placing the employee on active duty. The orders do not have to be produced prior to the leave being taken, but should be submitted as soon as practical or within 2 weeks.

C. Drill Weekends: Drill weekends do not qualify for paid Military Leave. In lieu of qualifying for paid military leave for weekend drills, the following procedures are available to the employee and the Sheriff’s Office:

1. Drill weekends (monthly military unit training assemblies) are not routinely supported by written orders placing employee on active duty. Normally the military unit will annually provide the employee with a written schedule listing the projected dates of the upcoming weekend drills.

2. The employee’s immediate supervisor may adjust the employee’s work shifts that are in conflict with the military training from scheduled workdays to adjusted regular days off (RDO). The employee would then be scheduled to work different RDO’s during that same work week to make up the hours. In other words, the effected drill weekend work shift may be traded for different days off during that same work week. The supervisor will be careful not to adjust the employee’s schedule so that the employee accrues overtime.

3. The employee may take the day in conflict off using vacation or CTO. As long as the employee makes such a request with sufficient notice, the immediate supervisor may grant vacation under those circumstances even if it results in overtime replacement coverage in order to avoid unnecessary conflict between the employee’s military unit and the Sheriff’s Office. Since the weekend training dates are scheduled well in advance, if there is inadequate notice of less than two weeks
to the Sheriff’s Office, then the supervisor may deny the request for paid leave, and opt for the below listed option.

4. The employee may take the day off without pay (leave of absence without pay) if the employee doesn’t want to use personal vacation or CTO time. This may also be the most appropriate option for a supervisor when dealing with an employee that does not provide adequate notice.

D. Miscellaneous Benefits

1. Medical Benefits

a. Paid Military Leave: Insurance benefits for employees who are on paid leave continue as usual. Health, dental, vision, life insurance, vacation and sick leave continue to accrue as before.

b. Exceptions: The health, dental, vision and accidental death and dismemberment insurance policies have an exclusion as to conditions which are related to war or would come under the Veterans Hospital Administration or if the employee is in activity military status. Please see your benefits booklet for clarification.

c. Unpaid Leave: Employees on an unpaid military leave of absence are entitled to participate in the insurance programs just as employees on other types of leaves of absence. During a leave of absence, an employee’s medical, dental, vision, AD &D and life insurance benefits cease. While on unpaid leave, the employee will be offered the option of continuing coverage at his/her own expense. Since the health plans vary greatly, the employee will have to contact the Personnel Department to get the costs for this coverage. If coverage is not elected, claims incurred while in an unpaid status will be billed to the employee. In addition, employees who do discontinue their benefits will need to contact the Personnel Department to re-enroll in the insurance plans upon return from military leave.

2. Reemployment Benefits: If the employee is called to active duty while on reserve status and resigns his/her position with the Placer County Sheriff’s Office, he/she is entitled to reemployment for up to two (2) years. In order to obtain reemployment, the following conditions must apply:

a. The person has given advanced written or verbal notice to the Sheriff’s Office.

b. The cumulative length of absence and of all previous military absences with Placer County does not exceed five (5) years.
c. The returning veteran reports to or submits a reemployment application to the Placer County Personnel Department as follows:

1) An employee who has been on active duty for less than thirty-one (31) days must apply no later than the beginning of the first full regularly scheduled work period on the first full calendar day for the completion of the period.

2) An employee who has been on active duty between 31 and 180 days must submit an application for reemployment no less than 14 days after the completion of service.

3) An employee who has been on active duty more than 180 days must submit an application for reemployment no later than 90 days after the completion of military service.

4) An employee who has been hospitalized or recovering from an illness or injury incurred or aggravated during the active duty must apply for reemployment at the end of the period needed for recovery up to a maximum of two years.

5) The time lines as outlined in items b & c above may be extended by County Ordinance.

d. The reemployment rights include the right to resume his/her former position, or a position of like seniority status and pay, provided that he/she remains qualified to perform the duties of the position.
I. PURPOSE AND SCOPE

The purpose of this General Order is to define regulations governing outside employment privileges for Sheriff’s Office employees. This Order applies to all sworn employees of the Placer County Sheriff’s Office. The role of a peace officer is a unique one in society and, as such, some limitations and restrictions regarding off-duty activities apply to those who hold that position. Because peace officers are required to be objective and impartial when carrying out their responsibilities and rely exclusively upon facts and information provided to them, it is imperative that there not even appear to be a conflict of interest on the part of those officers.

II. POLICY

Outside employment of any employee shall not be permitted except with written permission of the Sheriff or the Undersheriff. Such permission will not be given if it is determined that such outside employment is likely to: (1) physically or mentally hamper the employee in ability to do the job required by the Sheriff’s Office; (2) reflect discredit on the Sheriff’s Office or the employee; (3) be in conflict with the employee’s duties as a Sheriff’s Office employee.

III. DEFINITIONS

A. Good Standing: To be in good standing, an employee must not be on sick leave, light duty or suspension. The employee must be void of sustained serious complaints for a minimum of six (6) months.

B. Serious Complaints: Pattern of sick leave use that would lead a reasonable person to perceive abuse; excessive use of force; or any violation that, in the opinion of the Sheriff or his designee, is serious enough to preclude the employee from outside employment.

IV. ELIGIBILITY AND RESTRICTIONS

A. Employees shall be permitted to work up to sixteen (16) hours in any 24-hour period, including those hours worked on-duty with the Sheriff’s Office. This restriction will allow those working an 8-hour shift to work an additional eight (8) hours off-duty, and those working a 10-hour shift, an additional six (6) hours off-duty. This same sixteen (16) hours in any 24-hour period restriction shall apply on the number of hours employees may work on their days off.
B. In order for the employee to be eligible for off-duty employment, he/she must be in good standing with the Sheriff’s Office. Continued agency approval of an employee’s off-duty employment is contingent on such good standing.

C. Sworn employees shall not engage in any business or employment which:

1. Involves the use for private gain or advantage of his or her County time, facilities, equipment or supplies, or the prestige or influence of his or her County office or employment; or

2. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the County for the performance of an act which would be required or expected to render in the regular course or hours of his or her Sheriff’s Office employment, or as a part of the duties of his or her employment; or

3. Involves the performance of an act, in other than his or her capacity as a Sheriff’s Office employee, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of the County; or

4. Involves such time demands as would render his or her performance, or his or her duties as a Sheriff’s Office employee less efficient; or

5. Involves work for the defense in any criminal case.

D. Examples of outside employment which are conflicts of interest include, but are not limited to:

1. Security Guard
2. Private Investigator, within this or other counties adjacent to this county
3. Bartender
4. Bouncer
5. Sales Clerk in a liquor store or gun dealership
6. Process Server
7. Repossessor
8. Debt Collection
9. Legal Practice of Criminal Defense
10. Card Dealer, handicapper, change maker, caller machine repairperson, keno runner, pit boss, table waitress, or other employment in any gaming establishment where the employment is directly related to the primary purpose of the employer
11. Bodyguard
12. Employment as a Keeper
13. Funeral Escort, where traffic control or the wearing of a uniform resembling that of a peace officer is required

E. An employee on Sheriff’s Office sick leave, convalescent leave (including 4850 leave), limited absence, and/or otherwise incapable physically or mentally of performing their regular full-time Sheriff’s Office assignment, shall not be eligible for any off-duty law enforcement employment.

F. An employee on Sheriff’s Office sick leave, convalescent leave (including 4850 leave), limited absence and/or otherwise incapable physically or mentally of performing their regular full time Sheriff’s Office assignment, may work off-duty in a non-law enforcement capacity providing the restrictive medical condition bears no relationship to the off-duty task.

G. Employees who do not receive prior approval to engage in outside employment, or accept employment prior to receiving permission to do so, or who engage in any outside employment listed herein or determined to be a conflict of interest under this policy may be subject to disciplinary action.

H. Any employee who has been denied approval to engage in outside employment based upon a determination that his or her off-duty employment falls within the prohibitions outlined in this policy may, within five (5) days from the date of notification of the denial file a written appeal to the Sheriff. The decision of the Sheriff, after hearing the appeal, shall be final.

V. OUTSIDE EMPLOYMENT

A. The Sheriff’s Office shall not coordinate outside employment. However, such employment is subject to agency approval/disapproval because of the need to maintain our community’s special trust and confidence.

B. Employees shall complete a request for outside employment, using the Sheriff’s Office Off-Duty Employment Request Form, and forward it through their chain of command to the Undersheriff prior to engaging in off-duty employment or business. The Sheriff’s Office reserves the right to disapprove such activity at any time. Employees shall update their form each time they change employers/business or duties. It is the employee’s responsibility to maintain the accuracy and currency of the information on the form.

VI. REVOCATION

Permission for an employee to engage in off-duty employment may be revoked at any time by the Sheriff or his designee, where it is determined pursuant to Sheriff’s Office policy(s) and/or procedure(s) that such off-duty employment is not in the best interest of the Placer County Sheriff’s Office.
PLACER COUNTY SHERIFF’S OFFICE
OFF-DUTY EMPLOYMENT
REQUEST FORM

To request permission to engage in employment outside the Placer County Sheriff’s Office, complete this form and
forward through your chain of command, beginning with your immediate supervisor. Employees may begin
outside employment once approved by the Sheriff or Undersheriff.

Employee Name:___________________________________________________________
Current Rank/Position Title:_________________________________________________
Current Assignment:________________________________________________________

Outside Employer:_________________________________________________________
Supervisor’s Name:_________________________________________________________
Supervisor’s Phone Number:_________________________________________________
Business Address:__________________________________________________________
Nature of Business:__________________________________________________________
Position title, duties and responsibilities of outside employment:____________________

Intended Duration of Employment: □ Single Occurrence  □ Recurring/Random Schedule □ Recurring/Set Schedule
Hours per week to be spent with outside employment and work schedule with outside employer:______________

Special license or equipment requirement for outside employment:____________________

_________________________________________  ________________________________
Employee Signature       Date

Division Commander: □ Approved  □ Denied
_________________________________________  ________________________________
Signature       Date

Agency Head: □ Approved  □ Denied
_________________________________________  ________________________________
Signature       Date

Comments:_________________________________________________________________

Distribution: Original to Undersheriff/Personnel File – Copy to Employee
I. PURPOSE AND SCOPE

The purpose of this General Order is to define regulations governing outside employment privileges for Sheriff’s Office employees. This Order applies to all professional employees of the Placer County Sheriff’s Office.

II. POLICY

Outside employment of any employee shall not be permitted except with written permission of the Sheriff or the Undersheriff. Such permission will not be given if it is determined that such outside employment is likely to: (1) physically or mentally hamper the employee in ability to do the job required by the Sheriff’s Office; (2) reflect discredit on the Sheriff’s Office or the employee; (3) be in conflict with the employee’s duties as a Sheriff’s Office employee.

III. DEFINITIONS

A. **Good Standing**: To be in good standing, an employee must not be on sick leave, light duty or suspension. The employee must be void of sustained serious complaints for a minimum of six (6) months.

B. **Serious Complaints**: Pattern of sick leave use that would lead a reasonable person to perceive abuse; excessive use of force; or any violation that, in the opinion of the Sheriff or his designee, is serious enough to preclude the employee from outside employment.

IV. ELIGIBILITY AND RESTRICTIONS

A. Employees shall be permitted to work up to sixteen (16) hours in any 24-hour period, including those hours worked on-duty with the Sheriff’s Office. This restriction will allow those working an 8-hour shift to work an additional eight (8) hours off-duty, and those working a 10-hour shift, an additional six (6) hours off-duty. This same sixteen (16) hours in any 24-hour period restriction shall apply on the number of hours employees may work on their days off.

B. In order for the employee to be eligible for off-duty employment, he/she must be in good standing with the Sheriff’s Office. Continued agency approval of an employee’s off-duty employment is contingent on such good standing.

C. Employees shall not engage in any business or employment which:
1. Involves the use for private gain or advantage of his or her County time, facilities, equipment or supplies, or the prestige or influence of his or her County office or employment; or

2. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the County for the performance of an act which would be required or expected to render in the regular course or hours of his or her Sheriff’s Office employment, or as a part of the duties of his or her employment; or

3. Involves the performance of an act, in other than his or her capacity as a Sheriff’s Office employee, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of the County; or

4. Involves such time demands as would render his or her performance, or his or her duties as a Sheriff’s Office employee less efficient; or

5. Involves work for the defense in any criminal case.

D. An employee on Sheriff’s Office sick leave, convalescent leave (including 4850 leave), limited absence and/or otherwise incapable physically or mentally of performing their regular full time Sheriff’s Office assignment, may work off-duty in a non-law enforcement capacity providing the restrictive medical condition bears no relationship to the off-duty task.

V. OUTSIDE EMPLOYMENT

A. The Sheriff’s Office shall not coordinate outside employment. However, such employment is subject to Sheriff’s Office approval/disapproval because of the need to maintain our community’s special trust and confidence.

B. Employees shall complete a request for outside employment, using the Sheriff’s Office Off-Duty Employment Request Form, and forward it through their chain of command to the Undersheriff prior to engaging in off-duty employment or business. The Sheriff’s Office reserves the right to disapprove such activity at any time. Employees shall update their form each time they change employers/business or duties. It is the employee’s responsibility to maintain the accuracy and currency of the information on the form.

VI. REVOCATION

Permission for an employee to engage in off-duty employment may be revoked at any time by the Sheriff or his designee, where it is determined pursuant to Sheriff’s Office policy(s) and/or procedure(s) that such off-duty employment is not in the best interest of the Placer County Sheriff’s Office.
PLACER COUNTY SHERIFF’S OFFICE
OFF-DUTY EMPLOYMENT
REQUEST FORM

To request permission to engage in employment outside the Placer County Sheriff’s Office, complete this form and forward through your chain of command, beginning with your immediate supervisor. Employees may begin outside employment once approved by the Sheriff or Undersheriff.

Employee Name: ________________________________
Current Rank/Position Title: ________________________________
Current Assignment: ________________________________

Outside Employer: ________________________________
Supervisor’s Name: ________________________________
Supervisor’s Phone Number: ________________________________
Business Address: ________________________________
Nature of Business: ________________________________
Position title, duties and responsibilities of outside employment: ________________________________

Intended Duration of Employment: ☐ Single Occurrence ☐ Recurring/Random Schedule ☐ Recurring/Set Schedule

Hours per week to be spent with outside employment and work schedule with outside employer: ________________________________

Special license or equipment requirement for outside employment: ________________________________

Employee Signature ________________________________ Date ________________________________

Division Commander: ☐ Approved ☐ Denied
Signature ________________________________ Date ________________________________

Agency Head: ☐ Approved ☐ Denied
Signature ________________________________ Date ________________________________

Comments: ________________________________

Distribution: Original to Undersheriff/Personnel File – Copy to Employee

PERS 14 – Outside Off-Duty Employment for Professional Employees
I. PURPOSE AND SCOPE

The purpose of this Order is to provide a standard law enforcement response to Sheriff’s Office funerals and Line of Duty Deaths; to provide guidelines for protocol in law enforcement funerals; and to provide guidelines for the deployment of the Sheriff’s Office Honor Guard.

II. DEFINITIONS

A. **Sworn:** Those sworn to enforce laws (Penal Code Section 830), including Reserve Officers.

B. **Correctional Officer:** Those assigned to the Corrections Division as Correctional Officers. This includes Correctional Sergeants.

C. **Civilian:** All other employees, including volunteers and professional staff.

D. **Retired:** Those honorably retired sworn employees on service or disability pensions.

E. **Separated:** Those who have left the employ of the Sheriff’s Office and whose welfare and whereabouts are of general interest to the Sheriff’s Office or other government employees.

F. **Immediate Family Members:** Spouse, children, parents, and siblings of all employee classifications.

G. **Honors:** Honors are comprised of bugle TAPS, an Honor Guard element conducting a six-man or two-man ceremonial flag folding, and a bagpiper.

H. **Full Honors:** Full Honors are comprised of the Honors elements, as well as aircraft flyovers, a firing party, equestrian elements, a six-man flag folding, and color detail.

III. POLICY

A. **Classification of Events**

   **Category I**    Death of a sworn employee that is the proximate result of a traumatic injury sustained in the line of duty. Commonly referred to as a Line of Duty Death (LODD). This is classified as a **Full Honors** event.
Category II  Death of a sworn employee in any other manner or the death of a Correctional Officer that is the proximate result of a traumatic injury sustained in the line of duty. This is classified as an Honors event.

Category III  Death of a sworn retired employee or of a Correctional Officer other than as a result of a traumatic injury sustained in the line of duty. Appropriate ceremonials would include a two-man flag fold, and bugle TAPS. Other ceremonials may include a six-man flag fold and pall bearers. Consideration for these additional honors should be based on the length of employ of the deceased.

Category IV  Death of a civilian employee or separated employee. This is typically a non-public event with limited agency involvement. A static Honor Guard presence is appropriate. In the case of a current civilian employee, a pre-folded flag may be presented to the family.

B. Mourning Bands: Mourning Bands shall only be worn on Sheriff’s Office badges for the following events:

1. Deaths within the Placer County Sheriff’s Office (LODD) – from the time of death until midnight on the 14th day after the death.

2. Within California (LODD) – from the time of death until midnight on the day of the funeral.

3. Funeral Attendees (LODD) – out-of-region officers while attending funeral.

4. National Peace Officers’ Memorial Day (May 15th) and California Peace Officers’ Memorial Day (first week of May) – from 0001 hours until 2359 hours.

C. Flag Protocol

Flags at all Sheriff’s Office facilities should be lowered to half-staff upon official notification of a Category I Line of Duty Death. The flags should be returned to normal by midnight after the funeral.

All flags should be lowered to half-staff on National Peace Officers’ Memorial Day (May 15th). This tribute to American law enforcement is part of the historic crime bill signed into law in 1994. At the request of the National Law Enforcement Officers’ Memorial Fund, the law designates Peace Officers’ Memorial Day as one of only two days during which all residents, businesses and government agencies are required to lower their U.S. flags. The other day with this honor is Memorial Day, which commemorates those who died in military service to the country.
D. **Death of Animals in Law Enforcement Service**

The only time it would be appropriate to hold a memorial ceremony for a deceased animal is if the animal died while in active service.

It is recommended that ceremonies for animals be held at the Sheriff’s Office, other designated location, or at location of internment. Participation by the Chaplain and Honor Guard is voluntary. It is appropriate for the cremains of an animal be presented to the handler or rider. A picture or plaque memorializing the animal’s service can be displayed at the Sheriff’s Office.

*Management at the highest level has the prerogative of altering the aspects of this policy at its discretion. The Sheriff is at liberty, as always, to make whatever decisions are in the best interest of the Placer County Sheriff’s Office.*