



Santa Cruz County Sheriff-Coroner

Number: O.80

Date: 07/19/07

SUBJECT: HAZARDOUS MATERIALS RESPONSE

POLICY

It shall be the policy of this office to respond and to assist other agencies which have primary responsibility at the scenes of hazardous materials contamination.

PURPOSE

To establish responsibilities and actions required to meet Santa Cruz County's obligation to protect the health and safety of its citizenry and natural environment from incidents involving hazardous materials.

REFERENCES

"Santa Cruz County Area Plan for Response to Hazardous Materials Releases," jointly prepared by the County Health Department and Office of Emergency Services.

Santa Cruz County Emergency Plan, dated September 2005.

California Vehicle Code, Sections 353, 2451, 2452, 2453 and 2454

California Health and Safety Code, Section 1482.5 and Section 25398, et. seq.

California Penal Code, Section 409.5

PROCEDURE

- I. Hazardous Materials
 - A. The basic concept of mutual aid is the core of any effective and organized response to a hazardous materials incident.
 1. On any incident requiring multiple agency response, the first arriving agency, potentially the Sheriff's Office, will implement the Incident Command System and assume the role of Incident Commander.

2. The first arriving agency will continue to exercise Incident Command authority until relieved by the agency having legal responsibility in the jurisdiction in which the incident occurred.
3. The designated authority for scene management within an affected jurisdiction is expected to assume command of the operational area as soon as possible.
4. For hazardous materials incidents in which agencies who have multi-jurisdictional responsibilities contribute to the command and coordination at the scene, a unified command will be employed.
5. If the designated authority determines that the situation is beyond the scope of the jurisdiction's capabilities, mutual aid support resources may be requested. However, responsibility for command and control of an incident remains with the pre-designated jurisdiction.

B. Jurisdictional Responsibility

1. State Parks and Recreation Department
 - a. On State Park property, the supervising division of the State Parks and Recreation Department would have responsibility for scene management and to coordinate cleanup.
2. California Highway Patrol (CHP)
 - a. On state highways, freeways (including on and off ramps), toll bridges and roads within unincorporated areas of Santa Cruz County, the CHP is the Incident Commander.
3. County
 - a. The CHP is responsible for scene management (Incident Command) of incidents occurring on highways in Santa Cruz County and on all roads in the unincorporated areas of the county.
 - b. For all on-highway incidents, REQUIRING A STATE RESPONSE, CHP is the State Agency Coordinator.
 - c. The fire agency of jurisdiction is responsible for scene management (Incident Command) of incidents occurring off-road. The County Health Department will coordinate

cleanup and at the scene of drug labs with the help of SCCNET resources.

4. Cities

a. Capitola, Santa Cruz and Watsonville

The city fire department/district is responsible for scene management (Incident Command) on all streets and lands within the cities' geographic boundaries. They will work in a unified incident command mode with the city police for incidents occurring on streets.

b. Scotts Valley

The city police department is responsible for scene management on all street and lands within the city's geographic boundaries. They will work in a unified incident command mode with the Scotts Valley Fire Protection District, whose jurisdiction includes the City of Scotts Valley.

5. Navigable Waterways

a. United States Coast Guard/Fish and Game are responsible for scene management (Incident Command).

6. Potable Water (Suitable for Drinking)

a. The fire department of jurisdiction is responsible for scene management (Incident Command). This can develop into Unified Command with County Environmental Health Service and the State Department of Health Services.

7. Fish and Wildlife Affected

a. The fire department of jurisdiction is responsible for scene management (Incident Command). This can develop into Unified Command with the State Department of Fish and Game.

C. Notification

1. Section 8574.16-8574.18 of the Government Code requires that a local government official report any knowledge of a "toxic disaster" to the State Office of Emergency Services. The on duty Watch

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Commander shall notify the County Office of Emergency Services who will, in turn, notify the State Office of Emergency Services of the "toxic disaster".

2. For the purposes of notification, a "toxic disaster"(Government Code 8574.18(a)) is broadly defined as "an occurrence where toxic substances are dispersed in the environment in such a manner as to cause, or potentially cause, injury or death to a significant number of persons or significant harm to the natural environment."



STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.81
Date: 07/25/07

SUBJECT: IN-CAR VIDEO SYSTEM

POLICY

It shall be the policy of the Sheriff's Office to capture video and/or audio recordings using the in-car camera systems of all vehicle pursuits and other enforcement activities or public contacts as defined in this policy. This video will be retained for training, employee evaluation and court purposes.

REFERENCE

Government Code 26202.6 – Video Retention & Destruction

PURPOSE

To define the operational and evidentiary guidelines and systems administration of the digital in-car video system.

DEFINITIONS

Evidence video – video and/or audio recordings which may reasonably be expected to hold some evidentiary value and may potentially be used in future court or other proceedings, whether civil, criminal or administrative in nature. Recordings of this nature may include but are not limited to: direct evidence of criminal conduct; recordings made of the suspect(s) conversations about the crime; use of force by a deputy; and other events as may seem reasonable to retain.

Routine video monitoring – all other recordings which have no apparent evidentiary value. Recordings that fall into this category may include: code 3 response to an incident with no criminal activity documented by the system; system checks made at the start of shift; and other recordings of day-to-day activities from which there is no reasonable expectation of further proceedings arising.

PROCEDURE

I. Operating Procedure

A. Beginning of Shift

1. Deputies will check the operational status of the video system.
2. Booting the system takes up to 3 minutes.
 - a. Do not attempt to use the system during the boot process as it will freeze or have other system failures.
3. Deputies will ensure that the correct date, time and unit # are displayed.

B. Testing the System

1. Deputies will make sure the forward camera is pointed in the correct direction to record activity taking place in front of the patrol unit.
2. Deputies will activate the system using the remote microphone.
3. Deputies will ensure that the system activates automatically when the forward red light (position 2 on the control head) is activated on the light-bar.
 - a. Remember - whenever the system is activated, it must be manually stopped from the control head in the vehicle to end the recording.

C. During Shift

1. Deputies will wear the remote mike unit on their person to enable remote manual activation of the system for recording purposes.
 - a. The system will activate automatically when the forward red light on the light bar is activated.
 - b. Deputies must remember to manually stop recording at the control head in the vehicle once the enforcement action or other activity has ended.
2. Recording Activity Inside the Car

- a. The system may be used to record activity inside the vehicle using the rear facing camera and In-Car Microphone (ICM).
 - b. After recording inside the car, the system must be reset for normal recording mode to the front of the vehicle.
3. Recording in Other Directions
- a. The forward camera can be manually turned to record in other directions as may be required by vehicle positioning, etc.
 - b. After recording at a different angle, the camera should be returned to the forward position for normal recording.
4. Remote Activation
- a. The remote microphone is capable of activating the system and capturing an audio recording of an event up to 1000 feet away from the patrol unit, even if the "action" is occurring off-camera
 - b. The audio portion of the recording may be muted from the remote microphone, but the recording must be manually stopped from the control head in the vehicle once activated.

D. End of Shift

1. Deputies will download accumulated video by connecting to the port in their cars while at the gas pumps.
 - a. The download process will start automatically within 2 minutes of connection.
 - b. The car may be unplugged during the download process if necessary and will resume downloading upon being re-connected.

E. Malfunctions

1. Deputies will notify the County Radio Shop of any malfunctions of the camera system or remote microphone by completing a Vehicle Malfunction Report.

- a. Deputies will not “deadline” a patrol unit merely because of the malfunctioning video system.
2. Spare microphones are stored in the sergeant’s supply room if needed.
 - a. Remember that the new microphone must be “synched” to the vehicle by turning it on and inserting it into the vehicle mounted charging unit.
 - b. The entire malfunctioning microphone will be routed to the County Radio Shop for inspection/repair.

F. Unauthorized Recordings

1. Unauthorized use of the system is strictly prohibited.
 - a. The in-car video system will not be used to view or record any person or activity except for lawful, law-enforcement purposes.
 - b. Misuse of the system will be referred to the deputy’s supervisor for appropriate disciplinary action.

G. Review of Recordings

1. Recordings can be reviewed in field by deputies or sergeants using the playback features of the system in the patrol unit.
 - a. Deputies are encouraged to review any video or audio recordings they have made prior to writing their reports to help refresh their recollection of important details that may have escaped their attention during the event.
 - b. Once the recordings have been downloaded at the transfer station to the server, they are automatically deleted from the patrol unit hard drive.
2. Sergeants are encouraged to review video submitted by their personnel at least on a quarterly basis to assist them in auditing the performance of deputies assigned to them.
 - a. Sergeants wishing to review video for the purpose of work performance evaluation should make an appointment with the CSI personnel to review the video.

3. The Sheriff, Chief Deputies, Lieutenants and Administration Sergeant are authorized to review recordings stored in the system at their discretion.

H. Training Videos

1. Deputies are encouraged to notify their supervisors of any video they feel may be of value for training purposes.
 - a. The deputy will route a memo, via their chain of command, to the FTO Lieutenant describing the nature of the incident and the perceived training value of the video.
2. The FTO Lieutenant will review the circumstances of the incident and relevance of the video as a training tool.
 - a. If approved by the FTO Lieutenant, CSI staff will generate a copy of the video and give it to the FTO Lieutenant.
 - b. The FTO Lieutenant will be responsible for the retention and security of all videos generated for the training program.
 - c. Before approving any video as a training tool, the FTO Lieutenant will consider whether its release would effect any criminal prosecution or civil litigation.
3. No unauthorized copies of digital video will be generated for any purpose.
 - a. No video will be released to any person outside the Sheriff's Office without the prior written approval of the Sheriff or his designee.

I. Video Evidence

1. When a deputy has recorded video or audio that should be retained as evidence for use in future court proceedings, they will complete an Evidence & Photographic Report (E&PR) and forward it to the CSI Unit.
 - a. The E&PR will indicate the date, approximate start time, unit # and approximate duration of the video.
 - b. An item will be listed as "Digital Car Video".

- c. If no other items of evidence are booked under this scene #, the hardcopy of the E&PR will be routed to the CSI Unit.
 - d. If other items are booked under this scene #, the hardcopy will be deposited with Sheriff's Property as normal and a copy of the E&PR routed to CSI.
- 2. CSI staff will be responsible for burning the recorded incident to DVD and transmitting the DVD to Sheriff's Property.
 - a. DVDs booked as evidence will be retained and disposed of as per Sheriff's Office Policy O.38 like any other item of evidence.

J. Video Retention

- 1. Video designated as evidence will be retained as outlined above.
- 2. All other video is considered routine video monitoring and shall be purged after one year as defined in Government Code 26202.6

II. System Administration

A. CSI staff is the primary administrators of the video system.

- 1. CSI staff will check the video archive work station daily to ensure it is functioning properly.
 - a. CSI staff will maintain the system, archiving video as necessary and otherwise ensuring the integrity and proper functioning of the system.
 - b. CSI staff is also responsible for transferring video evidence to DVD and delivering it to Sheriff's Property as outlined above.
- 2. The CSI Sergeant will be responsible for adding and deleting users, assigning and changing access authority levels and other administrative functions of the system.

B. The investigations lieutenant and the administration sergeant have the authority to export video from the system and burn a DVD for viewing purposes.

- 1. These people do not have authority to archive, delete or alter video in the system.

- C. The Sheriff, Chief Deputies and other Lieutenants only have the authority to review video directly on the system.
 - 1. They do not have the authority to export video from the system or perform any other administrative or maintenance task on the system.
- D. Other than review by a sergeant as outlined above, no other personnel are authorized to access the system without the approval of a lieutenant or higher authority.

S. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.82

Date: 07/25/07

SUBJECT: RADIO CALL SIGNS

POLICY

It shall be the policy of this office to use specified numbers and alpha mnemonics while transmitting on the Sheriff's radio system.

PURPOSE

To establish uniform radio call signs to facilitate easy identification of the person using the radio.

PROCEDURES

I. Radio Call Signs

A. The Sheriff-Coroner will use "S-1" as a call sign.

B. Patrol units assigned to beats.

1. Deputies assigned to normal patrol beats will be designated by a two-part identifier.

2. The first part is a number designating the shift:

- (1) Day Shift
- (2) Early Swing Shift
- (3) Late Swing Shift
- (4) Graveyard Shift

3. The second part is a number designating the assigned beat:

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|------------------------------|--------------------------|
| (1) North Coast | (6) Soquel |
| (2) San Lorenzo Valley North | (7) Summit |
| (3) San Lorenzo Valley South | (8) Aptos North |
| (4) Live Oak East | (9) Aptos South |
| (5) Live Oak West | (10) Pajaro Valley North |
| | (11) Pajaro Valley South |

4. If a deputy is assigned as the second unit assigned to a specified beat, the call sign will have the letter "A" following it. A third unit in a beat will have the letter "B", etc.

Example: "1-4-A" is the second unit assigned to the Live Oak East beat.

C. Personnel other than beat units.

1. Sheriff's Office personnel other than beat units will use a three-part designator.

Part 1: A number identifying the person's assignment within the office.

Part 2: A letter phonetically identifying the person's rank.

Part 3: The person's badge number or assigned number.

2. Part 1 definitions:

- | | |
|-------------------------------|---------------------------------|
| (1) Patrol | (6) Unassigned |
| (2) Crime Scene Investigation | (7) Detention |
| (3) Detective | (8) Administration |
| (4) Coroner | (9) Service Center(s) and SRO's |
| (5) Unassigned | (10) Special Detail |

3. Part 2 Definitions:

- C – "Charlie" Chief Deputy
L – "Lincoln" Lieutenant
S – "Sam" Sergeant
D – "David" Deputy
R – "Robert" Reserve
W – "William" Correctional Sergeant
X – "X" Supervising Correctional Officer
H – "Henry" Correctional Officer
V – "Victor" Volunteer
Z – "Zebra" SWAT
G – "George" Security Guard
N – "Nora" Narcotics Task Force

D. Special Operations Section Units


1. Personnel working in their specialty in a special operations section will be identified by a two-part designator. The first part will be a word describing their specialty such as "Cabrillo", "Jeep" or "Air" The second part will be their rank (if a supervisor) and badge number or a number assigned to them by the unit's leader.
2. Sheriff's SWAT units will be designated by "Zebra" call signs, including rank (if supervisor) and badge number, e.g., "Zebra Sam 19," (SWAT Sergeant) or "Zebra 25" (SWAT Deputy). SWAT rapid response members are designated as "Zebra Primary" units. These are SWAT members with assigned "take-home" vehicles that will immediately respond to assist patrol deputies while other SWAT members assemble and gather equipment.

E. Special Details

1. A special detail is any assignment other than normal patrol beats or permanently-assigned duties described above. These special details will use a three-part designator with the first part being a number assigned by the watch commander. Generally this number will be 10. If there is more than one special detail in service, the watch commander will assign a subsequent number.

F. Special Events

1. A special event is a regularly occurring detail that requires the assignment of personnel for law enforcement purposes. Some of these recurring special events are New Years Eve, Fourth of July, County Fair, Monte Fireworks Show, etc. Personnel assigned to these events will be identified using a two-part designator as determined by the incident commander. The first part will be a word describing their assignment, such as Baker, Delta, Fair, Bike, etc. The second part will be their badge number or an assigned number.



STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.83
Date: 07/25/07

SUBJECT: MOBILE DATA COMPUTERS

POLICY

It is the policy of this Office to ensure the use of Mobile Data Computers (MDC) is in compliance with state and federal law, while adhering to security protocol and Sheriff's Office Policy.

PURPOSE

This policy is intended to comply with FCC rules and regulations, federal and state laws governing discrimination and sexual harassment and Sheriff's Office Policies and Procedures.

REFERENCES

Santa Cruz Consolidated Emergency Communications Center Policies No. 4130, No. 4501 and No. 4502.

DEFINITION

A MDC is a mobile communication device that provides for communication with the Computer Aided Dispatch (CAD) system and field units, between field units, between fixed terminal locations and with various federal, state and county databases.

PROCEDURE

A. Authorized Users

Sworn Deputies, Community Service Officers, Public Safety Assistants and Public Safety Dispatchers are the only persons authorized to operate the MDC system. The Sheriff, or a designee, may authorize Sheriff's Office personnel. The employee using the MDC system shall be personally responsible for the proper use of Sheriff's Office MDC equipment.

All authorized personnel must complete the Sheriff's Office certified MDC training.

B. Proper Use

The user of the MDC is capable of broadcasting open text messages to single units, multiple units, the CAD system or system-wide. All broadcasts shall be limited to duty-related business. All communications via the MDC will be professional and conducted in a business-like manner. Under no circumstances, shall an employee using the MDC system broadcast jokes, sexual comments or innuendos of a provocative or suggestive nature, racist or derogatory messages or language that creates an intimidating, hostile or offensive working environment of any kind. MDC communications will be monitored and may be a matter of public record.

When operating a vehicle, the safe operations of the vehicle are the employee's primary responsibility. The only "key stroke" allowed while the vehicle is in motion will be the pressing of the "F1" key. No other "key strokes" are to be conducted while the vehicle is in motion. A "key stroke" is considered use of the MDC keyboard or by utilizing the "touch screen" to type information that will be imputed into the MDC for transmittal. Use of the MDC is always of secondary importance and the employee shall consider the need to safely stop the vehicle before using the MDC if the use is going to divert the employee's attention from the safe operation of the vehicle and surroundings. Passenger officer's can operate the MDC while the vehicle is in motion as long as the use of the MDC does not interfere with the driver's ability to operate the patrol vehicle in a safe manner.

No portion of this policy is intended to prohibit or limit the employee from making safety conscious decisions. If there is a compromise of safety in a particular situation related to the use of the MDC, the employee is expected to use voice communications.

No employee, unless specifically authorized to do so, will make any modifications to the MDC, the vehicle MDC set-up or to the MDC software except for user defined options such as screen intensity and passwords.

C. Operation of the Mobile Data Computers

1. Log On / Log Off

Each employee assigned a patrol unit equipped with an MDC or a vehicle equipped with a laptop, shall log on to the system using his/her login name, password and call sign at the time he/she logs on duty. Employees

