



## *Santa Cruz County Sheriff-Coroner*

Number 0.99  
Date: 07/19/07

### **SUBJECT: SERVICE DOGS**

#### **POLICY**

It shall be the policy of this office, under appropriate circumstances, to use the inherent abilities of a canine teamed with a highly trained deputy sheriff to locate lost persons or property, search for and apprehend criminal suspects and provide protection for law enforcement personnel and civilians alike through the use of proper and legally acceptable procedures.

#### **PURPOSE**

To provide general guidelines in the use of Sheriff's Service Dogs, training requirements, certification, records keeping, reporting requirements and procedures.

#### **REFERENCES**

Peace Officer Standards and Trainings (P.O.S.T.) Law Enforcement Service Dog Manual  
Sheriff's Office Service Dog Manual

#### **DEFINITIONS**

"Sheriff's Service Dog" - Law enforcement canine assigned to specially trained deputy sheriff dog handler.

"Sheriff's Service Dog Team" - A deputy handler and his/her assigned Service Dog.

"Service Dog Manager" - A Sheriff's Lieutenant assigned by the Operations Bureau Chief Deputy to be in charge of and oversee all aspects of the Sheriff's Service Dog Program.

#### **PROCEDURE**

- I. Canine Handler Duties and Responsibilities
  - A. Attend and successfully complete any Service Dog Handler/Service Dog Team training deemed necessary by the Santa Cruz County Sheriff's Office.

- B. Plan in-service training and attend training sessions as required by office standards.
- C. Maintain and prepare a training log for their respective Service Dog Team.
- D. Maintain a proper and secure kennel for the Service Dogs at the Service Dog Handler's home.
- E. Insure proper medical care for the Service Dog with the designated veterinarian.
- F. Maintain issued vehicle, service equipment and training equipment.
- G. Participate in scheduled Service Dog meetings and demonstrations.
- H. Participate in Service Dog certifications, and update training relative to the Service Dog Team assignment.
- I. Document all time spent caring for Service Dog outside scheduled working hours.

## II. Training

- A. In an effort to provide consistent training and education for the Santa Cruz County Sheriff's Office and allied agencies, the Service Dog Team will offer training in their areas of expertise under the following guidelines:
  - 1. The training of the Service Dog Team will follow the guidelines set forth by P.O.S.T. Service Dog Teams will be trained in and utilize the guard and bark or guard and hold method.
  - 2. Certification of the Service Dog Team will be in conformance to the standards contained in the Santa Cruz County Sheriff's Office Service Dog Manual.
  - 3. Training topics and course hours will be consistent and in keeping with standards set forth by the Sheriff's Office and guidelines set by P.O.S.T. Training will be coordinated with the Santa Cruz County Sheriff's Office Training Manager and the Service Dog Manager with approval of the Operations Bureau Chief Deputy.
  - 4. Topics for training should include, but are not limited to:
    - a. Santa Cruz County Sheriff's Office policy on Service Dogs use and operations.
    - b. Proper conduct in the presence of the Service Dog Team.

- c. Purpose of the Service Dog Team, including areas of expertise for each Service Dog and Service Dog Handler.
  - d. Injuries to Service Dog Handler and/or Service Dog.
  - e. Allied agencies and use of Service Dogs.
  - f. Service Dog Team responses including:
    - 1) Protection
    - 2) Tracking
    - 3) Search and Rescue
    - 4) Crowd Control
    - 5) Suspect Location and Apprehension
5. General Information promoting interest in the program for future Service Dog Team Members.

### III. Use of Force

- A. The use of a Service Dog as a physical force is a viable option under the following circumstances.
- 1. A reasonable belief exists that the individual(s) poses an immediate threat of violence or serious harm to the public, any officer, or the Service Dog Handler.
  - 2. In situations where the escalation of force indicates lawful and reasonable use of the Service Dog. To affect the arrest of a resistive, combative and/or violent person when less forceful methods are deemed inappropriate or have been tried and failed.
  - 3. When the suspect(s) acts aggressively or violently toward the Service Dog, any officer, the Service Dog Handler, or upon command from the Service Dog Handler. This may include, but not limited to: an act of flight to avoid direct arrest for a felony such as murder, burglary, and assault with deadly weapon robbery or rape. Mere flight (Absent Probable Cause) shall not constitute an appropriate use of force under these guidelines.
  - 4. The individual(s) is believed to be concealed in an area where entry by any other means than the Service Dog would pose a threat to the officers or the public. All Service Dog Handlers and Sheriff's personnel assisting in Service Dog searches will abide by the Sheriff's Office use of force policy. Sheriff personnel shall evaluate each situation requiring an application of force in light of the seriousness of the facts and circumstances.

5. Situations may arise that do not fall within the guidelines set forth in this policy. When such a case arises, a standard of reasonableness will be used to review the decision to use the Service Dog in view of the totality of the situation.
6. Generally speaking, searches for known juvenile offenders will be limited to those instances where the severity of the crime, the subject's age and propensity for violence, whether or not the subject is believed to be armed, or the critical factors would reasonably justify the use of a Service Dog Team. In these situations, a Field Supervisor must first authorize the use of the Service Dog.
7. The Service Dog shall not be used to prevent, deter, intimidate, or threaten any person or group of persons gathered for the purpose of exercising their constitutional rights of assembly or expression in a lawful manner.
8. The decision to deploy the Service Dog is at the discretion of the Service Dog Handler. The Service Dog Handler will determine if in fact, the use of the Service Dog is feasible and in compliance with department policy. The ultimate decision not to deploy a Service Dog to a specific operation shall remain with the Field Supervisor unless emergency conditions dictate otherwise. The decision will be reviewed in the light of the information reasonably available to the Service Dog Handler at the time the decision is made. The ultimate disposition of any related criminal proceedings will have no bearing on determining the reasonableness of any such decision.
9. Prior to deploying a Service Dog the Service Dog Handler shall make an announcement. This announcement is intended to notify persons within the containment area of the intent to utilize a Service Dog and to afford the suspect(s) the opportunity to surrender to Sheriff's personnel. The announcement shall be clear, loud, and audible to all personnel within the area to be searched. Exceptions to this policy must be fully justified by conditions and circumstances in the specific incident, which create officer or public safety concerns exceeding those that may typically be associated with Service Dog deployment operations. A decision not to make a deployment announcement shall be made by the Field Supervisor when practical. Announcements, as well as decisions not to announce, shall be documented in all crime and/or incident reports.
10. All Mutual Aid requests for Service Dog assistance will be made through the Watch Commander.

#### IV. Duties

- A. The Service Dog Team's value is most effective by the number of hours saved and the increase in officer and citizen safety during the utilization of the Service Dog

**Team.** The abilities of the Service Dog, and training and experience of the Service Dog Handler, greatly increase the probability for safety and success when properly utilized. Service Dog Team members will be assigned/scheduled by the Operations Bureau Chief Deputy. The Service Dog Team duties as a unit, may include, but are not limited to the following list:

1. Attendance at training sessions, public relations demonstrations and meetings relative to the Service Dog Team.
2. Response to violent felony crimes (where weapons and great physical force are involved) and misdemeanors where weapons are present.
3. Response to burglary, robbery in progress, silent alarm, and felony in progress calls.
4. Searches for violent felony suspects, or armed misdemeanor suspects who present a clear danger to Sheriff's personnel.. Grand theft auto incidents alone, generally do not qualify as Service Dog deployment unless deployed for tracking.
5. Searches for articles, including weapons or other property, which may have value as evidence in criminal cases.
6. Vehicle and foot patrol for the purpose of crime suppression/prevention.
7. Searches for lost children or missing adults (if specialized training has been received).
8. Searches at disaster scenes (if specialized training has been received).
9. Calls requested by an officer or supervisor where the Service Dog Teams ability is an asset.
10. Service Dog Handlers will be primarily assigned to a beat and are expected to act in the capacity of a patrol deputy and be available for assignment to all types of calls for service. Depending on operational need, the Field Supervisor may assign a Service Dog Team to a special assignment. Service Dog Teams are directly responsible to their respective Field Supervisors.

**V. Service Dog Bites and Reporting**

- A. Whenever a Service Dog bites any person, the following procedure will apply.
  1. The on-duty Field Supervisor shall be notified immediately. The Team Watch Commander and Service Dog Manager will be notified as soon a

practical. A written report will usually be submitted no later than the end of the duty shift. An exception may be made by the Watch Commander allowing the Service Dog Handler to defer the report to tend to personal needs. In no case shall the report be submitted more than 24 hours after the incident. The report shall contain all of the circumstances surrounding the incident. The report shall be approved by a lieutenant. In any instance where a person is bitten by a Service Dog either on or off duty, the person bitten will be examined by qualified medical personnel immediately after the bite takes place. The Service Dog Handler is responsible for ensuring the treatment takes place and medical release forms are requested. Any refusal of treatment will be documented in the bite report.

2. In all bite instances the on-duty Field Supervisor or his designee will observe and photograph the affected area. Photographs are to be taken even if the affected area has no visible wound.
3. In situations where outside agency Service Dogs are used and a bite occurs, the on-duty Field Supervisor and Watch Commander shall be immediately notified. A follow-up investigation is to be conducted, photographs of the affected area are to be taken by the Field Supervisor or his/her designee, and the Service Dog Handler from the outside agency will be requested to write a detailed supplemental report for submission to the Watch Commander. The Service Dog Handler shall include in his report the full circumstances of the incident.
4. In any instance where the Service Dog Handler encourages the Service Dog to make any unjustified bite on any person, the Service Dog Handler will be subject to disciplinary action. Unnecessary biting by any in-service police canine will not be tolerated.

#### VI. Vehicle Pursuits

- A. The safety of the police canine and the public should be constantly evaluated during the vehicle pursuit. The Service Dog Handler who initiates a pursuit will relinquish the primary pursuing vehicle spot to a patrol vehicle as soon as that vehicle arrives, and in any case, follow the guidelines as outlined in Santa Cruz County Sheriff Policy O.98.
- B. The Service Dog Handler may be given the latitude of trailing a pursuit (code 2) at the discretion of the Field Supervisor. The Service Dog Handler will notify dispatch of the intent to respond. Service Dogs, if needed, will be provided at the termination point of the pursuit.

VII. Terms of Assignment

- A. The following criteria will be adhered to for the term of assignment:
1. Deputies assigned as Service Dog Handlers will be required to sign a Service Dog Handler Agreement. The length of assignment will be year to year determined by performance, but generally the working life of the Service Dog.
  2. If a Service Dog Handler desires a transfer from the program prior to the end of the assignment term, a thirty-day notification is required and a six-month notification is encouraged.
  3. In the event that a Service Dog Handler is promoted to a supervisory position, he/she may not handle a general Service Dog without the expressed approval of the Sheriff.
  4. Removal from the Sheriff Service Dog Program for failure to perform job related duties or discipline, shall not be bound by time of service in the unit.
- B. The life of a Service Dog may exceed the useful working life of the Service Dog. The decision when to retire a Service Dog will be made by the Service Dog Manager after consulting with the trainer, a qualified doctor of veterinary medicine and the Canine Handler.

  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.100

Date: 01/20/06

### **SUBJECT: EMERGENCY OPERATION OF SHERIFF'S VEHICLES**

#### **POLICY**

The California Vehicle Code exempts emergency vehicles from the "Rules of the Road" when in response to an emergency call, involvement in a rescue operation, or in the pursuit of a suspected violator of the law. However, due regard for the safety of all persons using the roadway will be exercised and emergency lights and siren utilized during the emergency response.

#### **PURPOSE**

To provide guidelines for the emergency operation of Sheriff's vehicles.

#### **REFERENCES**

Vehicle Code Sections 165, 21055, 25252, 27002, 21807, 21056, 21057, 27315.3  
Government Code Section 8558.  
Sheriff's Office Policy, O.98, Vehicle Pursuit Guidelines

#### **DEFINITIONS**

##### **"Code One"**

Code One driving consists of vehicular operation under normal conditions, in a courteous and safe manner, obeying all laws and rules of the road.

##### **"Code Two"**

Code Two driving consists of vehicular operation in response to a call for service. The response will be by the most direct route, obeying all laws and rules of the road without a red light or siren.

##### **"Code Three"**

Code Three driving consists of vehicular operation in response to an emergency situation. Code Three operation is limited to vehicles as defined in Section 25252 CVC (emergency lights) and 27002 CVC (siren).

When operating Code Three, the red lights will be activated and the siren in use or in the "ready use" position.

Section 21055 C.V.C. gives the authority for Code Three operation of an authorized emergency vehicle. This section exempts the driver of an authorized emergency vehicle from adhering to the rules of the road under the following conditions:

If the vehicle is being driven in an emergency response or engaged in a rescue operation.

If in immediate pursuit of an actual or suspected violator of the law.

If the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians.

Section 21807 CVC: The duty of the driver of an authorized emergency vehicle to drive with due regard for the safety of all persons and property.

Section 21056 CVC: The duty of the driver of an authorized emergency vehicle is to drive with due regard for the safety of all persons using the highway. The driver is not protected from the consequences of an arbitrary exercise of the privileges granted in Section 21055 CVC (Rules of the Road).

## **PROCEDURES**

### **I. Emergency Operation of Sheriff's Vehicles**

#### **A. The following will be observed when operating Code Three:**

- 1. Code Three shall be used only in cases of emergency.**
- 2. The officer initiating a Code Three call or detail shall first carefully evaluate the necessity for such action on the basis of available information as to the urgency of the situation and any alternative measures that may be employed.**
- 3. Deputies involved in Code Three responses assume the responsibility for their actions.**
- 4. Office personnel shall not initiate or engage in Code Three pursuits unless following Sheriff's pursuit guidelines, (Sheriff's Office Policy, O.98).**

5. Personnel will notify NETCOM whenever they elect to operate office vehicles in a Code Three manner.
  6. When an emergency response or pursuit becomes in itself an imminent hazard to life or property, such effort shall be reduced or abandoned.
  7. Upon receipt of notification of a Code Three operation initiated by deputies in the field, the radio dispatcher shall notify the Watch Commander.
  8. The Watch Commander shall authorize or deny the code three response based on the information provided by the radio dispatcher and the deputies information following Sheriff's Office Policy and the Sheriff's Office pursuit policy (O.98).
- B. Vehicle Code Section 21057 prohibits deputies from escorting under "Code 3" conditions except when performing the following:
1. Escorting for the purpose of preserving life.
  2. Expediting the movement of supplies or personnel during a national, state or local emergency (Gov. Code Section 8558).

When escorting for the purpose of preserving life, officers will consider the nature of the emergency, the dangers and hazards involved, and the emotional condition of the person to be escorted before deciding to escort "Code 3."

- C. All vehicle occupants will have seat belts properly fastened while any vehicle is in motion, unless it is physically impossible.
- D. **DISCONTINUANCE OF "EMERGENCY RESPONSE":**  
Department members should not feel compelled to continue a "Code 3" response when conditions escalate to a degree that places the safety of the members or others in extreme jeopardy.

Conditions that must be evaluated continuously are:

- Capabilities of the member to control the situation.
- Speed in relation to road conditions.
- Degree of emergency, urgency, or threat to others.

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In any event, members will evaluate the conditions and circumstances faced in order to arrive at a proper decision.

*Steve Robbins*  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.102

Date: 07/09/07

**SUBJECT: HIGH RISK CAR STOPS**

### **POLICY**

It shall be the policy of this Office to comply with the standardized high-risk, car-stop procedure which was created by a committee of field training officers representing all law enforcement agencies in Santa Cruz County and NETCOM. This policy has been reviewed and approved by the County Training Managers.

### **PURPOSE**

It is recognized by the Sheriff's Office that "High-Risk Car Stops" pose a risk to the deputies engaged in them and the public who are in proximity to them. It is the intent of the Sheriff's Office to conduct these dangerous activities with the safety of the deputies and public, clearly in mind, by standardizing the procedure.

### **REFERENCES**

Proposed high-risk car-stop procedure.

### **DEFINITIONS**

#### **High-Risk Car Stop**

The stopping of a vehicle when the deputy has advance knowledge or reasonable cause to believe the vehicle contains a suspect who may pose a threat of serious injury or death to a deputy or the public. The deputy's "reasonable cause" may be based upon personal observations, information from another law enforcement agency, information believed on its face to be creditable from a citizen, knowledge of an outstanding felony warrant or want, information received by official police radio or other means which may reasonably be relied on. Application of this procedure requires articulatable facts at the level of probable cause.

The safety of the deputy(s) and the general public are always a primary concern when conducting potentially dangerous activities. Deputies should always evaluate the necessity of initiating a high-risk car stop based on the information provided to them.

Should it become apparent the suspect violator(s) is not the proper criminal suspect(s), the high-risk car stop should cease immediately and proper documentation should be made.

### Recommended Method

The procedure for making the high-risk car stop is a modified "Riverside" (Riverside, California) method that has evolved from various incidents and training and is described in the high-risk, car-stop method. This method is practiced, and trained upon, by the Sheriff's Office and other local law enforcement agencies.

### PROCEDURE

#### I. High-Risk Car Stops

A. If a wanted vehicle or subject is sighted, the following procedure shall be implemented by the deputy:

1. The unit (hereinafter referred to as the primary unit) in position to control the stop of the vehicle or subject will notify the dispatcher immediately, supplying the following necessary information.
  - a. State they are making a "High-Risk" car stop and request a priority on the Sheriff's Office secondary channel (Red), whereupon all involved units will switch to the Sheriff's Office secondary channel (Red).
  - b. Location, direction of travel, speed, number and description of occupants, license number, description of vehicle, etc.
  - c. Request the dispatcher notify a supervisor and potentially involved agencies.
  - d. The Watch Commander shall acknowledge the high-risk car stop and immediately go enroute to the scene to conduct oversight of the event.
2. When possible, the primary unit should follow and observe at a discreet distance until, whenever possible, a minimum of three additional deputies (not to include a supervisor) are available for the stop. When considering the number of involved units in the stop, the deputy should consider;

- a. The number of occupants in the suspect vehicle.
- b. The criminal history of the occupants i.e.: violent offenders, gang members and associates and persons who are prone to violence with a known motivation not to be taken into custody.
- c. That high-risk car stops often result in foot pursuits necessitating an outer perimeter, if available.

## II. Unit Responsibilities

### A. Primary Unit

1. Initiate high-risk car stop.
  - a. Is responsible for the control of the car stop and the continuous assessment of its need.
  - b. At anytime it is determined that the wrong suspect has been detained, it is the primary deputy's responsibility to STOP the car stop.
2. Give all radio communication, utilizing the Sheriff's Red Channel, until relieved by the third unit.
3. Control and direct the high-risk car stop unless relieved.
4. Park their unit as appropriate for their geographical location.
5. Control the suspects in the car and their removal, one at a time.
6. Remove the suspect(s) from the car one at a time, following their agency's taught procedures, turning them over to the custody deputy (normally the third and fourth deputy on scene) at the rear of the suspect vehicle.
7. Maintain control over the suspect vehicle and additional suspect in the car, while the custody deputy(s) secures suspect(s).
8. Direct and conduct the clearing of the suspect vehicle.
9. Advise when the scene is secure (code four).

B. Secondary Unit

1. Respond as cover to the high-risk car stop.
2. Park their unit as appropriate for their geographical location.
3. Provide primary cover of the suspect vehicle throughout the high-risk car stop.
4. As long as there are other units on scene, the secondary unit will not involve herself/himself in taking custody of suspects, but will cover searching deputy during handcuffing.
5. Remain as primary cover of the suspect vehicle while primary and third deputies clear the car.

C. Third Unit.

1. Move up to the primary deputy's passenger door for communication with her/him during the turnover of suspect(s) while the secondary deputy remains focused on the suspect vehicle.
2. Take over all radio communication, utilizing the Sheriff's Red Channel, upon arrival until relieved by Supervisor/(OIC).
3. Become the primary searching deputy for all suspect(s) removed from the suspect vehicle.
4. Relieve the primary deputy of the suspect(s) at the rear of the suspect vehicle.
5. Search and handcuff (handcuff and search) all suspects in the arrest zone at the front of the primary unit.
6. Secure suspect(s) in the rear of the third, fourth and additional responding units after additional search and interrogation.
7. Confirm with the primary deputy that the scene is secured.

D. Additional Units

1. Any additional units will respond at the request of the primary deputy and/or supervisor.

2. Allied agency units arriving on scene, place themselves at the command of the primary deputy and supervisor with jurisdiction over the high-risk car stop.
  3. Additional responding units shall evaluate the necessity of their response to the scene and not respond if there are sufficient units on scene unless requested.
  4. Upon arrival, they shall access the scene and take up appropriate positions based on the following:
    - a. Direction from the primary deputy or supervisor on scene.
    - b. Sufficient or insufficient number of units involved in the high-risk car stop.
    - c. Sufficient or insufficient number of units involved in perimeter security of the high-risk car stop, foot pursuit perimeter, etc.
    - d. Critical Areas of Protection.
      - 1) Schools
      - 2) Residential Areas
      - 3) Downtown Business Areas
      - 4) Recreational Areas
      - 5) Congested Highways
- E. Supervising Unit (Sergeant - Officer in Charge (OIC))
1. Will respond to all high-risk, car-stop scenes.
  2. Act as the supervisor of the incident unless relinquished to an allied agency on scene or OIC on scene.
  3. In all cases, the sergeant or OIC (Primary Unit) on scene will be the supervising authority for their representative agency at the scene.
  4. Upon arrival, the supervisor will maintain supervision of the "overall" scene to coordinate resources and ensure compliance with this

procedure while the primary unit will maintain control and direction of the high-risk car stop.

5. At anytime it is determined that the wrong suspect has been detained, it is the supervisor's/OIC's responsibility to STOP the car stop.
6. The supervisor should direct additional units in or out of the area taking into consideration:
  - a. Number of units needed at scene of the high-risk car stop.
  - b. Number of units needed to secure the scene of the high-risk car stop.
  - c. Possible foot pursuit perimeters.
  - d. Critical Areas of Protection.
    - 1) Schools
    - 2) Residential Areas
    - 3) Downtown Business Areas
    - 4) Recreational Areas
    - 5) Congested Freeways

F. Canine Unit

1. Upon the initiation of a high-risk car stop, the primary unit and/or their supervisor will evaluate the request and response of an on-duty canine unit to assist.
2. Upon arrival, the Canine Unit will act as an additional cover unit within the limits of their tactical ability and will take up position to the right or the left of the primary unit as the scene allows. Responding deputies should position their units to allow for the positioning of the K-9 unit whenever possible.
3. Should they be deployed to pursue a suspect, they would become primary unit in that foot pursuit.
4. Should they be deployed to clear the suspect vehicle, they will become primary unit in the clearing of that vehicle.

G. Air Support

1. If local air support is available, it should be considered. Requesting mutual aid from CHP, adjoining counties or police departments, shall require approval from the Team Commander (Patrol Lieutenant) or the Operations Chief, in the Lieutenant's absence.

*Steve Robbins*  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.106

Date: 02/28/06

### **SUBJECT: STRANDED MOTORISTS**

#### **POLICY**

It shall be the policy of this Office to assist disabled motorists on highways.

#### **PURPOSE**

To insure assistance and protection to disabled motorists.

#### **REFERENCES**

Section 20018 CVC "Assistance to Motorists"

#### **PROCEDURE**

- I. Stranded Motorists
  - A. Deputies who observe motorists or vehicles that are traffic hazards or are disabled upon the highway shall have a responsibility to, whenever possible, stop and render assistance.
    1. When vehicles or motorists are creating a traffic hazard, deputies shall attempt to give immediate assistance. Deputies will remain upon the scene until the hazard has been removed or the deputies are replaced by the traffic agency of jurisdiction.
    2. In situations where the disabled motorist is off the roadway and not creating a traffic hazard, the deputies, whenever possible, shall stop and give assistance. Effecting what assistance may be given (i.e., calling a tow, friend, transportation, etc.), the deputy may then depart.
    3. If a vehicle is unable to be repaired, is not a traffic hazard and is abandoned by the owner/driver, notifications of the vehicle description and location shall be made to the agency with primary traffic jurisdiction.

4. In situations where the safety of the deputy or other motorists might be endangered by the maneuvering necessary to stop, Netcom shall be notified of the vehicle's location, description and direction of travel. Netcom will then advise the appropriate agency of the disabled motorist in their jurisdiction.
- B. It is not the purpose of this policy to preempt priority details to respond to non-traffic hazard situations.
1. When faced with a situation where there is a priority detail and a traffic hazard situation, deputies shall evaluate what information they have available and handle the situations in order of their urgency.

*Steve Robbins*  

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STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.108

Date: 12/07/05

### **SUBJECT: RIDE-ALONG PROGRAM**

#### **POLICY**

It shall be the policy of this office to allow public access to the Sheriff's patrol functions through the Ride-Along Program.


#### **PURPOSE**

The Ride-Along Program is provided to the public as a means of education about the Sheriff's Office role in Santa Cruz County.

#### **PROCEDURE**

- I. Ride-Along Program
  - A. Citizen's may participate with the following exceptions:
    1. No person with a felony record or crimes of violence or pending court action.
    2. No person under current psychiatric care or who has been placed in a 72-hour psychiatric hold (5150 W&I).
    3. No person under fourteen years of age.
    4. Patrol Division staff have the right to refuse citizen participation.
  - B. All participants must sign Sheriff's Form SHF-0370, Agreement Regarding Participation in Sheriff's Ride-Along Program.
    1. Persons under eighteen years of age must have their parents or legal guardians sign the form.
    2. Signed forms will be maintained by the Patrol clerical staff for a period of one year.

- C. The citizen can only participate in the Ride-Along Program with a full-time deputy who has completed the training program.
- D. Persons wishing to participate in the program should contact either the Sergeant of the shift they wish to ride or the Patrol Division Secretary. They may also contact any Patrol Division staff member at least 24 hours prior to the intended ride-along. No arrangements to ride will be made without the knowledge of the Shift Sergeant.
  - 1. Watch Commanders will run at least local records checks on persons requesting ride-alongs.
- E. Because participants in the Ride-Along Program reflect the Sheriff's Office in the manner in which they appear, all ride-alongs must dress in appropriate clothing.
  - 1. Watch Commander will determine the appropriate grooming and clothing.
- F. Citizen ride-alongs are generally limited to one per year, but exceptions can be made by the Watch Commander.

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STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.112  
Date: 01/30/06

### **SUBJECT: SPECIALIZED TEAMS - CALL-OUT PROCEDURES**

#### **POLICY**

It shall be the policy of this office to establish a procedure to call special teams to duty.

#### **PURPOSE**

To provide management control for the call-out and use of the various special teams within the Sheriff's Office.

#### **PROCEDURE**

- I. Call-Out Procedures
  - A. S.W.A.T. and Tactical Team call-outs
    1. All requests for deployment in the Sheriff's Office jurisdiction must be approved by the Operations Bureau Chief Deputy or the Sheriff.
    2. All requests for deployment in mutual aid situations must be approved by the Sheriff or his designee.
  - B. Air Support Unit call-outs
    1. Mission approval must be obtained by the Air Support Team Leader, Special Operations Lieutenant, or the on-duty Patrol Division Lieutenant. (Air Support Unit policy 0.123)
  - C. All other Specialized Team call-outs

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1. All other Specialized Team call-outs must be approved by the on-duty Patrol Division Lieutenant.

*Steve Robbins*  

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STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.118  
Date: 01/09/06

**SUBJECT: TACTICAL TEAM**

### **POLICY**

It shall be the policy of this Office to establish and maintain a Tactical Team.

### **PURPOSE**

To provide a specialized team of officers who are equipped and trained to deal with crowd control situations.


### **PROCEDURES**

- I. Tactical Team
  - A. Administration
    1. The Tactical Team is administered under the Patrol Division.
    2. The assigned Tactical Team Commander shall oversee the administration, selection and training of the team members.
  - B. Membership
    1. Tactical Team membership is voluntary.
    2. Membership in the Tactical Team is limited to regular deputy sheriff personnel who have at least one year of law enforcement experience and who are off probation with this Office.
  - C. Organization
    1. The Tactical Team shall operate under the Incident Command System.
    2. The Tactical Team Commander shall be assigned by the Operations Bureau Chief Deputy.

3. The Tactical Team Commander will direct the team in operational matters and may appoint an executive officer as his/her second in command.

D. Call-Out

1. Call-out and deployment of the Tactical Team must have the approval of the Operations Bureau Chief Deputy or the Sheriff.
2. Mutual aid deployment for outside agencies requires the approval of the Sheriff or his designee.

  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.120  
Date: 12/14/05

### **SUBJECT: BOMB TEAM**

#### **POLICY**

It shall be the policy of this office to establish and maintain a Bomb Team.

#### **PURPOSE**

To protect the public and emergency agencies' personnel by rendering safe; explosives, suspected explosive devices and explosive compounds.

#### **PROCEDURE**

- I. Bomb Team
  - A. Administration
    1. The Bomb Team is administered under the Patrol Division.
  - B. Membership
    1. Bomb Team membership is voluntary.
    2. Membership in the Bomb Team is limited to full time Deputy Sheriff Personnel who have at least two years of law enforcement experience and who are off probation with this office.
  - C. Bomb Team Structure
    1. The Bomb Team shall consist of a Team Commander and team members (at varying levels of expertise). Two different levels of technical competence have been designated for Bomb Team members, with correlated limits of duties. They are:
      - a. Level I - Two Level I Bomb Technicians must respond to any bomb disposal or render-safe mission. Level I Bomb Technicians are to have successfully graduated the FBI

Hazardous Devices School and successfully complete the recertification course every three years.

- b. Level II - May respond to and assist Level I members in handling any incident falling within the areas of responsibilities. Limited use of equipment and explosives will be only under direct supervision of a Level I member. Level II bomb technicians will complete the FBI Post Blast Investigation course within the first year of membership.

**D. Responsibility of the Bomb Team**

1. To respond to improvised explosives or incendiary devices and initiate the appropriate render-safe procedures.
2. To respond to found explosives and dispose of them at the scene
3. To respond to found military explosives or ordnance and safely secure them, if necessary to protect the public, until they can be turned over to Military Explosives Ordnance personnel.
4. To respond to the scene of detonations and render to the requesting bureau or agency whatever assistance possible, whether it is physical investigation or technical knowledge and data.
5. To provide training and response support to area law enforcement agencies which do not have the ability to respond to incidents described above.
6. To provide training and information to the public in safety matters involving bomb threats and explosives, and to help them formulate appropriate search plans and techniques.

**E. Call-Out**

1. **NON-EMERGENCY REQUEST:** All non-emergency requests for the Sheriff's Bomb Team assistance shall be made to the Patrol Lieutenant. If the lieutenant finds the request to be appropriate, the request will be forwarded to the Bomb Team Commander and/or available Level I bomb technician who will evaluate the feasibility of filling the request. The evaluation will then be presented to the lieutenant for his/her final consideration.
2. **Emergency Requests**

- a. When a request for the immediate response of the Bomb Team is made, whether it is from the Sheriff's Office or another agency, the Patrol Watch Commander shall be notified.
  - b. NetCom will notify team members via an "all page" of the Bomb group, preferably with a brief text overview of the incident. The first Level I Bomb Technician to phone NetCom will assume responsibility for the further coordination of team tactical response.
  - c. The team shall not respond without a Level I team member. Two Level I Bomb Technicians must respond to any bomb disposal or render-safe mission.
  - d. The Bomb Team will assume tactical command of the incident.
3. Fireworks
- a. The Bomb Team will assist with the collection and emergency destruction of fireworks during the first week of July.
  - b. The Bomb Team will not respond to routine requests for firework collection and/or destruction.

F. Notifications

1. The Patrol Division Watch Commander shall be notified at the time that the Bomb Team will be dealing with explosive compounds or an item that has the strong probability of being an explosive device, as determined by a Bomb Team member. (This will not apply when the item happens to be military ordnance with no immediate danger to the public and military E.O.D. specialists are responding.)
2. An incident report will be written at the completion of any response by a Bomb Team member who participated in the response. (This will not include training exercises.) A copy of the report will be forwarded to the Team Commander.
3. The Investigation Division will forward copies of reports involving all bomb threats and explosives (possession and/or use) to the Bomb Team Commander.

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4. All appropriate information and data will be forwarded to the Bureau of Alcohol, Tobacco and Firearms (ATF) through the Bomb Arson Tracking System (BATS) computer system and/or the State Fire Marshal's Office by the Bomb Team Leader.
5. All information to the public and all press releases will originate from the Bomb Team member in charge of the incident.

*Steve Robbins*

STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.122

Date: 6/20/06

### **SUBJECT: UNDERWATER TEAM**

#### **POLICY**

It shall be the policy of this Office to establish and maintain an Underwater Team when there are an adequate number of certified divers available.

#### **PURPOSE**

To provide the Sheriff's Office with certified S.C.U.B.A. divers to assist the department in the accomplishment of its mission.

#### **DEFINITIONS**

1. S.C.U.B.A.

Self-Contained Underwater Breathing Apparatus.

2. "Certified Diver"

One who possesses a certification card from a recognized issuing authority attesting to the diver's qualification as a S.C.U.B.A. diver.

#### **PROCEDURES**

- I. Underwater Team

- A. Administration

1. The Underwater Team is administered under the Patrol Division.

2. The Special Operations Commander shall be responsible for the Underwater Team and shall appoint an Underwater Team Captain from among the sworn team membership.

3. The Underwater Team Captain shall be responsible for conducting periodic training dives as well as overseeing operational dive missions and documenting of training and call-outs.

**B. Membership**

1. Underwater Team membership is voluntary.
2. Applicants must be regular or reserve peace officers or correctional officers.
3. Applicants for the Underwater Team must be certified S.C.U.B.A. divers.
4. Peace officers from agencies, other than the Sheriff's Office, must have written approval from their agency head.

**C. Duties**

1. The Underwater Team may be called upon to conduct a variety of missions:
  - a. Search and recovery of persons presumed deceased,
  - b. Search and recovery of items of evidence or lost property,
  - c. Other missions, as deemed necessary by the Sheriff, utilizing the equipment and expertise of the Underwater Team.

**D. Callout Requirements**

1. The patrol commander may authorize the activation of the Underwater Team.
2. The team captain, or his/her designee, shall evaluate the proposed operation for safety and risk factors.

  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.124

Date: 01/17/06

**SUBJECT: SEARCH AND RESCUE MANAGEMENT TEAM**

### **POLICY**

It shall be the policy of this office to establish and maintain a Volunteer Search and Rescue Team, Volunteer Search and Rescue Coordinators and trained Search and Rescue Incident Commanders.

### **PURPOSE**

To provide the Sheriff's Office with a group of trained Search and Rescue Incident Commanders and a group of trained search and rescue coordinators who will manage the search and rescue function.

### **REFERENCES**

Government Code Section 26614

### **DEFINITIONS**

S.A.R. - Search and Rescue.

O.E.S. – Office of Emergency Services

### **PROCEDURE**

- I. Search and Rescue Management Team
  - A. Administration
    - 1. The Search and Rescue Team and operation are administered under the Patrol Division by the Special Operations Lieutenant.
  - B. S.A.R. Incident Commander

1. Incident Commanders will be either a Sergeant or a Lieutenant, and will be assigned as appropriate by a Patrol Team Lieutenant or by the Special Operations Lieutenant. The on-duty Watch Commander will assume command of the incident until relieved by the S.A.R. Team Director or other designated person.
2. The S.A.R. Incident Commanders primary duty is to manage the S.A.R. function.
3. In addition to Patrol Division resources S.A.R. Incident Commanders may employ other resources of the Sheriff's Office, which include, but are not limited to, the following:
  - a. Air Squadron
  - b. Search and Rescue Team
  - c. Mounted Posse
  - d. Reserve Deputies
  - e. Underwater Team
  - f. Investigations Division
4. S.A.R. Incident Commanders may employ the resources of local and state agencies through the State OES. These resources include, but are not limited to the following:
  - a. Search dogs.
  - b. Air support.
  - c. Ground support – persons/vehicles.
  - d. Technical Equipment – radios.
  - e. Overhead support – incident management team
5. Since Search and Rescue is a duty statutorily assigned to the Sheriff, all Sergeants and Lieutenants assigned to the Patrol Division should complete the State OES sponsored class on Search Management within one year of their assignment, if they have not already completed the class. This will ensure a trained cadre is available to act as Incident Commander at a Search.

C. S.A.R. Team Director

1. The Special Operations Lieutenant will appoint a Sheriff's Sergeant to act as the Director of the Search and Rescue Team.

2. The Search and Rescue Team Director's primary duty is to facilitate operation and training of the Search and Rescue Team, to prepare an annual budget for the team and to act as Incident Commander during Search and Rescue operations.

D. Call-Out

1. The decision to initiate a S.A.R. mission shall rest with the on-duty Patrol Watch Commander. The ultimate decision whether the mission is appropriate for the S.A.R. volunteers rests with the S.A.R. Team Director. Circumstances under which to call out the S.A.R. Team include, but are not limited to:
  - a. Lost/missing children
  - b. Lost/missing hikers, bikers, etc.
  - c. Missing/overdue aircraft
2. The decision to suspend a S.A.R. mission shall rest with the on-duty Patrol Team Commander upon recommendation and agreement with the S.A.R. Incident Commander.
3. In all cases of suspected child abduction, the on-call Detective will immediately be notified in addition to calling the S.A.R team if appropriate to the circumstances. The on-call Detective will assume responsibility for all aspects of the criminal investigation concurrent with the search mission, if any.

*Steve Robbins*

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STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.125

Date: 07/11/07

**SUBJECT: SPECIALIZED TEAM – AIR SUPPORT UNIT**

### **POLICY**

It shall be the policy of the Santa Cruz County Sheriff's Office to establish and maintain an Air Support Unit.

### **PURPOSE**

To provide the Sheriff's Office with licensed pilots and aircraft to assist the department in the accomplishment of its mission.

### **REFERENCES**

Federal Aviation Administration (FAA) Rules and Regulations  
Sheriff's Office Policy O.128  
Sheriff's Air Support Unit Procedure Manual

### **DEFINITIONS**

CFI/II-Certified Flight Instructor

PIC-Pilot in Command

SAR-Search and Rescue

"Deputy Pilot"-One who is a full-time, sworn member of the Santa Cruz County Sheriff's Office and who possesses a current Pilot's Certificate, Medical Certificate and Flight Review as required by the FAA.

"Civilian Pilot"-One who is a non-sworn, volunteer member of the Air Support Unit and who possesses a current pilot's certificate and flight review as required by the FAA.

### **PROCEDURES**

#### **I. Administration**

- A. The Air Support Unit is administered under the Operations Bureau.**

- B. The Sheriff's Office has a budget account against which claims for flight operations can be drawn.
- C. Upon completion of a mission, pilots may submit claims for flying expenses to the team leader responsible for the Air Support Unit.

## II. Membership

- A. Volunteer membership in the Air Support Unit is limited to civilian pilots who possess commercial pilot certificates with current instrument ratings and second class medical certificates and sworn deputy pilots who possess private pilot certificates and third class medical certificates. Civilian pilots must own their own appropriately certified and rated aircraft.
- B. Sworn pilots shall maintain current flight standards per FAA and shall be evaluated by the team leader for safety and proficiency.
- C. Civilian pilots shall be subject to a background investigation as deemed necessary by the Office.
- D. All civilian members shall be evaluated by the team leader to ensure FAA standards and Office policies are maintained.
- E. Civilian pilots may receive partial reimbursement of their operational costs.
  - 1. Submit blue claim through team leader.
  - 2. Receive fuel for flight via Air Support Unit's Chevron card.
  - 3. Receive letter signed by Sheriff for donation of flight time.

## III. Duties

- A. Pilots may be called upon to fly a variety of missions:
  - 1. Search and Rescue
  - 2. Transportation
  - 3. Aerial Reconnaissance
  - 4. Other missions as deemed necessary by the Sheriff

- B. Mission approval must be obtained, in advance, by an Operations Bureau Lieutenant or Chief or the Air Support Unit Team Leader.

IV. Aircraft

- A. Civilian pilots must own their own aircraft, and b capable of flight solely by reference to instruments.
- B. Sworn pilots may rent aircraft from Fixed Base Operator (F.B.O.) with prior approval from the Air Support Unit Team Leader.
- C. In no instance, shall an aircraft be used in a manner that is not in compliance with FAA Regulations.
- D. Further standard operating procedures relating to mission operations, procedures and agreements may be found in the Sheriff's Air Support Unit Procedure Manual.

  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.126  
Date: 07/26/06

### **SUBJECT: RESERVE DEPUTY SHERIFFS**

#### **POLICY**

It shall be the policy of this Office to maintain existing volunteer Reserve Deputies.

#### **PURPOSE**

The purpose of this policy is to allow for continued professional assistance provided by existing Reserve Deputy Sheriffs.

#### **REFERENCES**

830.6, California Penal Code, "Reserve Peace Officers"  
832.6, California Penal Code, "Reserve or Auxiliary Officers"  
California Peace Officer Standards and Training (P.O.S.T) regulations.

#### **DEFINITIONS**

A Reserve Deputy Sheriff is a volunteer who has successfully completed all legal requirements of a "Reserve Peace Officer" as required by state law.

#### **PROCEDURES**

- I. Reserve Deputy Sheriff
  - A. Administration
    1. Reserve deputies are administered under the Patrol Division, Special Operations Section.
    2. The Commander of the Special Operations Section will be the Director of the Reserves and shall be responsible for the overall administration of the Sheriff's Reserves.
    3. The Director of the Reserves shall ensure Reserve Deputies remain in compliance with all training and standards required by state law.

4. The Director shall have the authority to designate Reserves as Captains, Lieutenants and Sergeants to assist the Director in the accomplishment of the goals of the organization.

B. Criteria to Become a Reserve Deputy Sheriff

1. Reserve Deputy Sheriffs are required by state law to meet the same selection standards (e.g. personal history investigation and medical and psychological screening) as full-time regular officers.

C. Criteria Following Appointment as a Reserve Deputy

1. Reserve Deputies must maintain a complete uniform as required by Sheriff's Policy.
2. Reserve Deputies must comply with all standards for Reserve Peace Officers required by state law.
3. Reserve Deputies must train and qualify with their duty weapons as required by Sheriff's Policy.
4. Reserve Deputies must volunteer and train a minimum number of hours established and agreed upon by the Director of Reserves and the Reserve Captain.
5. Reserve Deputies must comply with all provisions of the Sheriff's Office policies that pertain to Reserves.
6. Each Reserve Deputy shall be paid a stipend annually for each month that he/she performs duties as a Reserve Deputy.
7. Each Reserve Deputy serves at the discretion of the Sheriff.

D. Reserve Deputy Sheriff Classifications

1. Each Reserve Deputy shall be classified into one of three levels established by state law (Level III, Level II, or Level I.)

E. Reserve Deputy Sheriff Duties

1. Level III Reserve Deputy
  - a. Level III Reserve Deputies may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible

vicinity by a Level I reserve or a full-time regular officer. Additionally, Level III Reserve Deputies may transport prisoners without immediate supervision.

2. Level II Reserve Deputy

- a. Level II Reserve Deputies may perform general law enforcement assignments while under the immediate supervision of a peace officer who has completed the Regular Basic Police Academy Course. These deputies may also work assignments authorized for Level III reserves without immediate supervision.

3. Level I Reserve Deputy

- a. Level I Reserve Deputies may work alone and perform the same duties as full-time regular officers.

  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.128

Date: 01/09/06

**SUBJECT: VOLUNTEER AUXILIARY UNITS**

- I. Administration
- II. Air Support Unit
- III. Chaplains
- IV. Motorcycle Posse
- V. Mounted Posse
- VI. Search and Rescue Team

### **POLICY**

It shall be the policy of this Office to establish and maintain Civilian Volunteer Auxiliary Units.

### **PURPOSE**

To provide Civilian Volunteer resources to aid the Sheriff in a variety of functions necessary to accomplish the mission, goals and objectives of this Office.

- I. Administration
  - A. The Volunteer Auxiliary Units are administered under the Patrol Division, Special Operations Section.
  - B. Membership in one or more of the auxiliary units are civilians from within the community that possess skills or specialized equipment not ordinarily available to the Sheriff.
    - 1. Deputies and Reserve Deputies may become members of an Auxiliary Unit. Permission must be granted by the Special Operations Commander.
  - C. Background investigations will be conducted on applicants as deemed necessary.
  - D. Members of auxiliary units are volunteers and termination of membership is discretionary on the part of the Office.

## II. Air Support Unit

### References

#### Federal Aviation Administration (FAA) Rules and Regulations

#### A. Definitions

1. "Licensed Pilot" - one who is licensed, possesses a current medical certificate and biennial flight review as required by the FAA.

#### B. Membership

1. Volunteer membership in the Air Support Unit is limited to civilian pilots who possess commercial pilot certificates with current instrument ratings or sworn Sheriff's Office personnel who possess private pilot certificates.

#### C. Duties

1. Pilots may be called upon to fly a variety of missions:
  - a. Search and Rescue
  - b. Transportation
  - c. Aerial reconnaissance
  - d. Other missions as deemed necessary by the Sheriff
2. Mission approval must be obtained in advance by an Operations Bureau Lieutenant or Chief or the Air Support Unit Team Leader.
3. The Sheriff's Office has a budget account against which claims for flying can be drawn.
4. Upon completion of a mission, pilots may submit claims for a portion of their operational costs to the Air Support Unit Team Leader or receive fuel for the mission, authorized by the Air Support Unit Team Leader, via Sheriff's Office fuel card.

#### D. Aircraft

1. Civilian pilots shall own their own aircraft capable of instrument flight. Sworn Sheriff's Office personnel may rent aircraft from an authorized Fix Base Operator.
2. In no instance shall an aircraft be used which is not in compliance with FAA rules and regulations.

### III. Chaplains

- A. The purpose of the Santa Cruz County Sheriff's Chaplains is to be available and ready to serve those in need during a time of crisis. The ministry can provide a source of strength to law enforcement officers and their families, the community they serve as well as those who become incarcerated.
- B. Membership
  1. In order to assure professional standards for those participating as Chaplains in the Santa Cruz County Sheriff's Program, the following requirements will be met:
    - a. Applicants will provide a written statement giving their qualifications to minister within the Sheriff's Chaplaincy Program.
    - b. Chaplains will be ordained or licensed (active or retired) persons in an established denomination, faith or church.
    - c. Chaplains will have a minimum of two years experience in pastoral, missionary, teaching, counseling or equivalent ministry and at least one year of ministry in Santa Cruz County.
    - d. Chaplains will be chosen from those who serve within recognized faiths or denominations and who have accountability to, and supervision by, an established ecclesiastical authority.
    - e. Chaplains will have completed a minimum of two years in an accredited college and have specialized training and preparation in counseling and crisis intervention. Equivalent education, training or experience will be considered.
    - f. All candidates for the Chaplain Program will be subject to a background investigation by the Sheriff's Office.
- C. Duties

1. To respond to a law enforcement officer's request for a Chaplain, to provide spiritual guidance, counseling and comfort in time of crisis. To make contact with a minister, priest, rabbi or other spiritual guide of the person's choice. To assist in making referral to appropriate community agencies.
2. To assist the Sheriff's Office and other law enforcement agencies in their work in the community in appropriate ways.
3. To respond to individuals from within the Sheriff's Office or other law enforcement agencies who may request counseling, spiritual guidance or other help.

D. Call-Out

1. Sheriff's Chaplains are on-call through a paging system and can be contacted through Communications Dispatch.

IV. Motorcycle Posse

A. Purpose

1. To provide the Sheriff's Office with off road motorcycles to assist the Office in the accomplishment of its mission.
2. The Special Operations Commander shall be responsible for the Motorcycle Posse and shall appoint a Captain from among the team membership.
3. The Motorcycle Posse Captain shall be responsible for conducting periodic training as well as overseeing operational missions.

B. Membership

1. Volunteer members must have a valid license endorsed for motorcycle and carry the necessary motorcycle insurance.
2. Motorcycles must be approved by the Sheriff's Office and meet all legal specifications.
3. Applicants shall be subject to a background investigation as deemed necessary by the Office.
4. Membership is voluntary and a civilian Motorcycle Posse member can be terminated from the program at any time.

C. Duties

1. The Motorcycle Posse may be called upon to conduct a variety of missions:
  - a. Search and rescue missions of lost persons can be conducted by Motorcycle Posse members who hold current First Aid and CPR Certification.
  - b. Other missions, as deemed necessary by the Sheriff, utilizing the equipment and expertise of the Motorcycle Posse.

V. Mounted Posse

A. Purpose

1. To provide the Sheriff's Office with a Mounted Posse Unit to assist the Office in the accomplishment of its goals.
2. The Mounted Posse is incorporated under the rules as established by the Secretary of State, State of California.

B. Membership

1. Mounted Posse members are deputies or civilian volunteers voted into the unit under the rules for membership as established by the organization.
2. Applicants shall be subject to a background investigation as deemed necessary by the Office.
3. Membership is voluntary and a civilian Mounted Posse member can be terminated from the program at any time.

C. Duties

1. The Mounted Posse may be called upon to perform a variety of missions:
  - a. Search and rescue can be conducted by members who hold current First Aid and CPR Certification.
  - b. Mounted patrols.
  - c. Other duties as deemed necessary by the Sheriff.

VI. Search and Rescue (SAR) Team

A. Assist the Sheriff's Office with search and rescue missions and other tasks as deemed appropriate.

B. To provide citizens in Santa Cruz County with the opportunity to work within the law enforcement community under a structured environment.

C. Membership

1. Membership is limited to persons who are at least 16 years of age and possess a valid driver's license.

2. Applicants shall be subject to a background investigation as deemed necessary by the Office.

3. Must possess, minimally, current First Aid and CPR Certification.

4. Membership is voluntary and a civilian SAR team member can be terminated from the program at any time.

D. Duties

1. SAR Team members may be called upon to provide the following functions under supervision:

a. Search and rescue

b. Search for items of evidence

c. Other details as deemed necessary by the Sheriff

*Steve Robbins*

STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

NUMBER: O.132

DATE: 07/11/07

**SUBJECT: MEDICAL MARIJUANA**

### **PURPOSE**

To establish guidelines for deputies investigating marijuana cases and outline the disposition of cases where marijuana is used for medicinal purposes according to Section 11362.5 of the California Health and Safety Code.

### **REFERENCES**

Health and Safety Code Section 11362.2 – 11362.83

Proposition 215

SB 420

Santa Cruz County Code 7.124.105

### **POLICY**

All marijuana cases for possession and/or cultivation will be handled in compliance with State law (refer to Sections 11357 (a), (b), (c), 11358 and 11359 of the Health and Safety (H&S) Code). When investigating these cases, the deputy must inquire if the marijuana possessed or cultivated is for medicinal purposes pursuant to Section 11362.5 of the California Health and Safety Code and handle the case according to the procedure outlined below.

### **PROCEDURE**

Determining Medicinal Marijuana Cases:

Deputies should enforce all laws pertaining to marijuana, taking into consideration Proposition 215, SB 420 and Santa Cruz County Code 7.124.105 subject to the following guidelines.

Guideline for who may possess marijuana:

1. Pursuant to State Proposition 215, Senate Bill 420 and County of Santa Cruz Ordinance 7.124.105, certain persons may possess marijuana for medicinal purposes. Those persons are classified as either a "patient" or "caregiver".

- a. A "PATIENT" is defined as: Patients must be California residents and must be "seriously ill" as set forth within Section 11362.5 of the Health and Safety Code. The patient must not be engaged in behavior that endangers others, such as, driving a vehicle or being under the influence in a public place. The patient cannot divert any marijuana in a criminal manner. The patient must have a written recommendation, oral recommendation or approval to use marijuana from an attending physician as defined by 11362.7 H&S.
- b. A "CAREGIVER" is defined as: A person responsible for a patient's housing, health and/or safety. A primary caregiver must have personal knowledge of the doctor's recommendation to the patient. A primary caregiver cannot use, possess marijuana for sale or sell marijuana. A primary caregiver must be specifically designated by the patient and is the only individual who can qualify for the specific patient.

If a person claims to be a caregiver, they must have records available for inspection, which indicate the name, address and telephone number of the patient. A caregiver may have more than one patient but they must have records indicating the above information for each patient claimed.

A primary caregiver cannot use marijuana unless he/she also qualifies as a patient under Section 11362.5 of the Health and Safety Code. A primary caregiver cannot be involved in the diversion of marijuana for non-medical purposes.

2. Deputies should determine whether the individual(s) contacted possess, cultivate or are using marijuana for medicinal purposes as a "patient" or "caregiver".
  - a. If the subject has already been taken into custody, these inquiries should be made after Miranda warnings.
  - b. If the subject refuses to provide medical information, the officer should document the refusal and proceed with the arrest and/or citation as required by State law.
  - c. Under 11362.5 of the Health and Safety Code, there is no age limit to a "patient" or "caregiver". Deputies should continue to handle minors by utilizing section 601 or 602 of the Welfare and Institutions Code.
3. Guideline for amount of marijuana possessed:
  - a. Each "patient", pursuant to the Santa Cruz County Code 7.124.105, is allowed to possess up to three (3) pounds of processed marijuana per year (unless a doctor has given a recommendation for an excess amount).

- b. Each "patient" may cultivate a canopy of plants which would fill an area covering one hundred (100) square feet in order to possess the three (3) pound limit.

4. Deputy Response:

- a. After using the above guidelines, if a deputy makes a determination based on the amount of marijuana possessed, packaging, circumstances and answers to investigative questions that, there is probable cause to believe a subject possessed, cultivated or used marijuana for other than medical purposes, that deputy may cite or arrest the subject for violations of Section 11357(a), (b), (c), 11358 or 11359 of the Health and Safety Code.
  - 1) If during the investigation, a deputy determines that the subject is in possession of marijuana for sale, the deputy should make the appropriate arrest for 11357(b), 11358 H&S, 11357 (c) or 11359 Health and Safety Section. Deputies should make attempts to contact a member of the Sheriff's Marijuana Enforcement Team (MET) if marijuana under cultivation is located.
- b. When a deputy believes marijuana is being used, possessed or cultivated for medicinal purposes, the deputy should:
  - 1) Complete the identification of the subject(s) and complete the detention.
  - 2) If an arrest had been made prior to this determination, release the patient from custody per Section 849(b) (1) of the Penal Code.
  - 3) Complete a detailed report outlining the circumstances of the incident, including the quantity, or estimate of quantity, of marijuana and other related facts.
  - 4) Obtain a signed Medical Records Release form.
- c. When a deputy encounters a subject who fits the "patient" or "caregiver" criteria but the amount of marijuana possessed is more than the guideline amount, deputies should cite and release the suspect(s) for Santa Cruz County Code 7.124.105. Santa Cruz County Code 7.124.105 allows patients to possess up to three (3) pounds of processed marijuana annually and one hundred (100) square feet of plant growing canopy for medical needs. If the patient exceeds the above guidelines, absent a recommendation allowing excess processed marijuana, the person could

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be cited for violation of Santa Cruz County Code 7.124.105, a misdemeanor. The amount of marijuana that exceeds the guideline amount will be seized and booked as evidence.

*S. Robbins*

STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number. O.134

Date: 02/01/06

**SUBJECT: HATE CRIME INVESTIGATIONS**

### **POLICY**

It shall be the policy of this office to investigate reports of suspected or known hate crime cases and ensure the rights of all people, as guaranteed by the Constitution of the United States and the State of California, are protected.

### **PURPOSE**

The purpose of this policy is to ensure the uniform and consistent investigation, documentation and protection of victims, and to properly coordinate with allied agencies in hate crime cases.

### **REFERENCES**

Penal Code Sections 422.6, 422.7, 422.75, 13023, et.al; Education Code Section 45, 33032.5, 48900.3; Civil Code Section 52.1 (Bane's Act – Injunctive Orders)

### **DEFINITIONS**

**Hate Crime:** A hate crime is any criminal act or attempted criminal act directed against a person(s), public agency, or private institution based on the victim's actual or perceived race, color, nationality, religion, sexual orientation, mental or physical disability, gender, or because the agency or institution is identified or associated with a person or group of an identified race, nationality, religion, sexual orientation, disability or gender.

**Hate Group:** An organization, the primary purpose of which, is to promote animosity, hostility and malice against persons belonging to a racial, religious, ethnic/national origin, or sexual orientation, gender, mental disability or physical disability group that differs from that of the members of the organization.

**Hate Incident:** Non-criminal conduct that is motivated by hatred or bigotry and directed at any individual, residence or house of worship, institution or business expressly because of the victim's real or perceived race, nationality, religion, sexual orientation, gender, mental disability, or

physical disability. A hate incident might include hate speech, display of offensive materials on one's own property, the distribution of hate materials in public places and the posting of hate materials that does not result in property damage.

**Protected Class:** Protected classes for the purpose of imposition of (California) State criminal liability include race, nationality, national origin, religion, sexual orientation, gender, disability, except that the bias-based motive is merely suspected, not actually confirmed.

## **PROCEDURE**

### **I. Hate Crime Investigations**

#### **A. Initial Crime Report**

1. Sheriff's Office personnel will investigate all cases of suspected of known hate crimes. If the incident does not constitute a specific crime, the deputy shall document as a "Hate Incident."
2. Hate crime cases must be investigated in a timely, thorough and concise manner.
3. Provide a safe and empathetic environment for the victim. Provide medical assistance if necessary.
4. The Watch Commander shall be notified and consideration given to calling out the on-call detective. The Watch Commander shall ensure the crime is investigated as a priority.
5. All reports relating to hate crimes shall be completed prior to end of shift.

#### **B. Investigation Division**

1. The Sergeant in charge of Persons Crimes Unit will be designated as the hate crimes investigation supervisor.
2. Conduct a thorough follow-up investigation consistent with department policy and procedure.
3. Work closely with the District Attorney's Office in prosecution and monitor the progress of the case through the court system.

4. Collect and analyze data relating to hate crimes and hate incidents.
5. Facilitate meetings with community groups to allay fears, reduce the potential for counter-violence, provide safety and crime prevention information and provide referrals to appropriate agencies and organization. Recommend extra patrol for victim as appropriate.

C. Records Section

1. Forward all hate crimes reports to the Persons Crimes Sergeant.
2. The Records Supervisor shall ensure that all hate crimes are reported monthly to the Department of Justice in accordance with State and Federal laws.

*S. Robbins*

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STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.136

Date: 01/05/06

**SUBJECT: PATROL BICYCLE OPERATIONS**

### **POLICY**

It shall be the policy of this office to provide uniformed bicycle patrol at the Cabrillo College Campus and any law enforcement event where bicycle patrol is warranted.

### **PURPOSE**

To provide guidelines and procedures for the use, maintenance, repair and safe operation of Cabrillo College and Sheriff's Office bicycles.

### **REFERENCES**

Sheriff's Office Policy A.44 Vehicular Accident Review

### **QUALIFICATIONS**

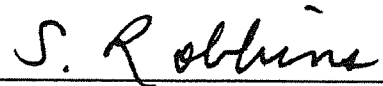
1. Good overall health and physical condition. Officers may not ride with an injury or when ill.
2. Must be familiar with the operation, limitations, maintenance and basic repair of the patrol bicycle.

### **UNIFORM**

1. Bicycle patrol officers must wear a Sheriff's Office supplied helmet when operating a bicycle. Officers are also encouraged to wear eye and hand protection.
2. Bicycle patrol officers may wear one of the following uniforms when operating a patrol bicycle: Sheriff's Office Class C uniform; shorts uniform with black athletic shoes (white or black socks); elasticized cuffed pants with Class C shirt or bicycle shirt and black athletic shoes (white or black socks).

**PROCEDURE**

1. Bicycle patrol officers will inspect the bicycle prior to operating it to ensure safe handling. See maintenance sheet.
2. Never leave the patrol bicycle in an unsafe condition. Notify the Cabrillo College Sergeant, in writing, of any maintenance or mechanical problems a bike may have.
3. Patrol bicycles are not to be ridden at night without proper safety lights or during conditions that may be unsafe.
4. Bicycle patrol officers will operate the bicycle in a safe, prudent and responsible manner in accordance with the California Vehicle Code and other local ordinances. However, while in an enforcement capacity, patrol personnel may take reasonable action necessary to perform their duties without regard to these codes or ordinances as the circumstances may dictate.
5. The bicycle must be locked or secured when left unattended.
6. The Cabrillo College Sheriff's Office staff will be responsible for the maintenance, storage and inventory of all patrol bicycles and related equipment.
7. In the event a Sheriff's Office employee is involved in an accident while operating a patrol bicycle all procedures as outlined in Sheriff's Office Policy A.44 shall apply.



STEVE ROBBINS, Sheriff-Coroner

**Santa Cruz County Sheriff's Office**

**PATROL BICYCLE MAINTENANCE**

- I. Visually inspect the overall condition of the bicycle.
  - a. Handlebars / grips
  - b. Brake levers / brakes / shift levers
  - c. Front forks
  - d. Tires / rims – spin tires, nothing should rub
  - e. Chain derailleur – clean and lubricate if necessary
  - f. Chain rings / pedals
  - g. Seat / seat post
  
- II. Depress brake levers manually with hands
  - a. Levers should feel firm – not soft
  - b. Brake pads should align on rims, equally on each side
  - c. Pads should lock up both front and rear wheels
  - d. Brake pads should wear evenly, side to side
  
- III. Test ride bicycle before going out
  - a. Tire inflation: 40-65 lbs. (push thumb into tread – tire should feel firm to hard)
  - b. Shift through the range of gears – all three chain rings in front of all rings in the rear
  - c. Chain should snap into position with every shift
  - d. Lock-up brakes to make sure they are adjusted properly – tires should skid
  
- IV. Bicycle storage procedure
  - a. Clean-up bicycle
  - b. Wipe down frame and rims
  - c. Dry off water or moisture
  - d. Note any repairs needed or any problems with bicycle in a memo to the Sergeant and attach a copy of the note to the bicycle
  - e. Secure bicycle in the office or shed

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