



Santa Cruz County Sheriff-Coroner

Number: A.16

Date: 03/01/06

SUBJECT: EMPLOYEE PERSONNEL FILE

POLICY

It shall be the policy of this Office to maintain secure, up-to-date, useful and accurate personnel files accessed for appropriate professional use only.

PURPOSE

To maintain a file of each employee's performance evaluations, pertinent personal information, and to furnish proof of compliance with P.O.S.T. regulations in conjunction with the Training Management System (TMS) this is maintained by the Training Division. This file will be used as a working file for this department. ("TMS" is being converted to Law Enforcement Administrative Database System ("L.E.A.D.S.")).

REFERENCES

Penal Code 832.7, Confidentiality of Peace Officer Personnel Records
Penal Code 832.8, Personnel Records
Evidence Code 1043, Discovery Procedure
Evidence Code 1045, Access to Records of Complaints or Discipline
Santa Cruz County Personnel Administrative Manual, Personnel and Administrative Records Section, XIV.2

PROCEDURE

- I. Employee Personnel Files – The official personnel file for each county employee resides in the County Personnel Department. The Sheriff's Office maintains a departmental personnel file. Permissible contents are discussed below.
 - A. Each employee's personnel file shall contain, but is not limited to, the following:
 1. A face sheet, entitled Personnel Record Form, listing date of hire, positions held, bureau assignments, promotions, driver's license, social security number and birth date.

2. Copy of Military Form, DD214, if applicable.
 3. Copies of Employee Performance Evaluations.
 4. College degrees and P.O.S.T certificates held.
 5. A log listing complimentary letters received. After notation in the file, original letters are forwarded to the employee.
 6. A log listing disciplinary actions.
 7. Copy of page one of the Personal History Statement.
 8. Original DMV picture.
 9. Training form which tracks basic academy graduation dates, P.O.S.T. certificates, college degrees, etc.
 10. Internet Use Policy Agreement-applies only to employees authorized Internet access.
 11. Copy of Oath of Office-sworn personnel only.
 12. Penal Code and Welfare & Institutions Code Acknowledgement Form-sworn personnel only.
 13. Use of CLETS Criminal Justice Information & Department of Motor Vehicle Record Information Form.
- B. Upon separation of the employee, personnel file will be combined with the background file; this will become the closed personnel file that will be retained in an inactive file in the Chief of Administration's office.
- C. Accessibility of Open and Closed Employee Personnel Files
1. Open Employee Personnel Files will be held in locked filing cabinets with only the Sheriff's secretary, the Administration Bureau secretary, the Chief Deputy in Administration, and for purposes of the Field Training Officer program for new recruits, the Patrol Lieutenant, having keys to the locked cabinet.
 2. Any file needed for review will be logged out and back in on a roster held by the Administration Bureau secretary. Entire files should not leave the area of the Administration Bureau.

3. Closed Employee Personnel Files will be held in a locked filing cabinet in the Chief Deputy of Administration's office. The only personnel with access will be the Sheriff's secretary, the secretary in the Administration Bureau and the Chief Deputy of Administration.
4. Any employee, whether current or former, requesting copies of materials held in their personnel file are to be directed to the County Personnel Department where the official employee personnel file is maintained. Exceptions may be made with the express permission of the Chief Deputy of Administration or the Sheriff.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.18

Date: 04/02/06

SUBJECT: DISCLOSURE OF PEACE OFFICER AND CORRECTIONS OFFICER PERSONNEL RECORDS

POLICY

It shall be the policy of this Office to maintain the confidentiality of peace officer and custodial officer personnel records as that term is defined in Penal Code Section 832.8 and in any amendments that may be made thereto.

PURPOSE

To establish criteria for responding to requests for personnel information.

REFERENCE

832.5, 832.7 and 832.8 California Penal Code
1043 and 1046 et seq. California Evidence Code
People v. Superior Court (Gremminger), 58 Cal. App. 4th 397, 403 (Cal. Ct. App. 1997)
Pitchess v. Superior Court (1974) 11 Cal.3d 531
California Constitution, Article I, Section I
California Public Records Act (Government Code Section 6250 et seq, 6254(k))
The Brown Act
Government Code Section 3306.5 Inspection by employee
Santa Cruz County Personnel Administrative Manual, Personnel and Administrative Records, XIV.2

DEFINITIONS

Official Personnel File-the file maintained by the Santa Cruz County Personnel Department containing the primary records specific to each peace or custodial officer's employment, including election of employee benefits, evaluations, assignments, status changes, sustained complaints and imposed discipline.

Agency Personnel File-the file maintained by the agency containing the duplicate primary records or information specific to each peace or custodial officer's employment, evaluations, assignments, status changes, sustained complaints and imposed discipline.

Complaint File-the file maintained by the agency within the Professional Standards and Conduct Division that contains complaints and any reports or findings relating to these complaints against a specific peace or custodial officer within the past five years. The complaint file contains Internal Affairs Investigations and formal complaints of a less serious nature. This file contains complaints, reports and findings that are classified as Unfounded, Exonerated, Not-Sustained or Sustained.

PROCEDURE

I. Disclosure of Peace Officer and Custodial Officer Personnel Records

- A. Unless otherwise noted as an exception listed below, a Pitchess Motion is the exclusive means of obtaining Peace Officer or Custodial Officer personnel records including the Official Personnel File, Agency Personnel File and the Complaint File. All such records are confidential and subject to discovery only pursuant to the procedures set forth in Evidence Code sections 1043 and 1046. No motion is necessary for an agency to disclose personnel documents to its own attorney.
1. Civil discovery methods such as subpoenas or interrogatories are NOT proper methods for disclosure. Civil discovery procedures have no relevance to criminal prosecutions (*Pitchess v. Superior Court*, supra, 11 Cal. 3d at p. 536). Thus, provisions of the statutory scheme set forth in the Penal Code and Evidence Code for discovery of peace officer personnel records take precedence over the discovery procedures found in the Code of Civil Procedure (*Davis v. City of Sacramento* (1994) 24 Cal. App. 4th 393, 400 (29 Cal. Rptr. 2nd 232)).
 2. Upon lawful service of a Pitchess Motion on the Custodian of Records at the Professional Standards and Conduct Division, County Counsel will be notified and provide legal assistance in responding to the motion. This process will remain the same for former employees with respect to personnel records maintained by this agency. The affected employee(s) or former employee(s) will be notified of the receipt of valid legal service for the Pitchess Motion by the Professional Standards and Conduct Division.
 3. A sworn officer, representing the Professional Standards and Conduct Division, shall serve as Custodian of Records. The custodian will accompany all records and maintain physical control of any records during inspection by a magistrate. No records, duplication or copies of records shall be released by the custodian. After lawful inspection, the custodian shall return any records to their respective secure repository.

B. Exceptions

1. Investigations into police conduct or police agency conduct by the District Attorney, Grand Jury, Attorney General or a waiver by a law enforcement background investigation (People v. Superior Court (Gremminger), 58 Cal. App. 4th 397, 404 (Cal. Ct. App. 1997).
 - a. A law enforcement background investigator or the employee may present notarized written authorization to release that employee or former employee's personnel records to the custodian of records at the Professional Standards and Conduct Division. The release shall specifically authorize the release of all personnel records and complaints. The release shall specifically identify the law enforcement agency and investigator(s) conducting the background. The custodian will then facilitate a review of those records by the investigator. Note taking is permissible but no records and no copies of any records will be provided.
 - b. Law enforcement background investigators shall be referred to County Personnel to view the employee's Official Personnel File. Written authorization must be presented to County Personnel.
2. The Sheriff, executive management to include Bureau Chief Deputies and the Custodian of Records in Professional Standards and Conduct may access an employee(s) Complaint File.
3. The Sheriff, Bureau Chief Deputies and supervisors in the employee's current chain of command may review the employee's Official Personnel File or Agency Personnel File.
4. Supervisors outside the chain of command may review the Official Personnel File with the authorization of the County Personnel Director.

5. Supervisors outside the chain of command may review an employee's Agency Personnel File with the permission of the Sheriff or Bureau Chief (example would be supervisor evaluating employee candidate for a new assignment or transfer).
6. An employee or former employee's official union representative or attorney may review the employee's Official Personnel File, Agency Personnel File and Complaint File with written authorization from the employee that identifies the representative by name and with an original signature. No records and no copies shall be provided. Notes may be taken. This does not include any complaint under investigation where no findings have been rendered. The employee must be named as a subject in the complaint and not merely a witness or mentioned in the complaint investigation.
7. An employee or former employee may review their Official Personnel File, Agency Personnel File and Complaint File by appointment during normal business hours for the Custodian of Records. An employee has the right to review these records at no loss of any compensation to them. This does not include any complaint under investigation where no findings have been rendered. The employee must be named as a subject in the complaint and not merely a witness or mentioned in the complaint investigation. No records and no copies shall be provided. Notes may be taken.
 - a. Nothing in this policy shall prevent the proper discovery of any Complaint File information to an employee who receives discipline as a result of a Sustained Finding in a complaint.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.19

Date: 3/26/07

SUBJECT: EMPLOYEE PERFORMANCE EVALUATION

- I. Rating Period**
- II. Special Evaluations**
- III. Evaluation Methods and Reports**
- IV. Use of Evaluations**
- V. Appeal of Evaluation Ratings**
- VI. Right of Response to Evaluations**

POLICY

It shall be the policy of this Office that all permanent Sheriff's Office employees be evaluated at least once a year.

PURPOSE

To provide consistent and routine performance evaluation for all employees.

REFERENCES

Santa Cruz County Personnel Regulations Section 130, X (Incorporated in its entirety into this policy)

Santa Cruz County Personnel Regulations Section 161 G.4 Salaries.

Santa Cruz County Personnel Regulations and References Section 171 – Performance Evaluation Program (available via County Intranet)

Santa Cruz County Personnel Regulations Section 171.1 Supervisory Guide for Employee Performance Evaluation. (available via County Intranet)

Peace Officer Bill of Rights, California Government Code Section 3306. (section incorporated into this policy.)

PROCEDURES

- I. Rating Period. Employees shall be evaluated on the following basis:
 - A. Six Month Probation. Employees serving a six month probationary period shall be evaluated at three and six months during their probationary period.
 - B. One Year Probation. Employees serving a one year probationary period shall be evaluated at two, six and twelve months during their probationary period.
 - C. Permanent Employees. All permanent employees shall be evaluated at least once each year.
 - D. Failure of an employee's supervisor to present the employee with a performance evaluation within 30 calendar days of the due date, unless an extension is mutually agreed upon, shall result in a satisfactory evaluation of the employee as of the due date. (County Personnel Regulation Section 161 G.4)

- II. Special Evaluations. Permanent employees may be placed on a special two-month evaluation schedule at any time when performance problems exist. Permanent employees receiving an annual performance evaluation with an overall rating of unacceptable or short of standard will be placed on a special two-month evaluation. The special evaluation will continue at two-month intervals until the employee has attained an overall performance rating of standard. The employee is subject to discipline up to and including dismissal at any time depending on the nature of the problem or the reason for the special evaluation. Once the employee attains an overall performance rating of standard, he/she will be removed from special evaluation treatment. The maximum time period that an employee can remain on continuous special evaluation is six months. Employees who are unsuccessful in attaining an overall performance rating of standard, or better, during a continuous six-month special rating period will be subject to discipline up to and including dismissal from County employment, subject to the appeal rights regarding disciplinary actions specified elsewhere in these regulations.

The Personnel Department shall be notified in all cases where an employee is to be placed on special evaluation. Such notification shall consist of a copy of a memo to the employee which includes: a statement of the special performance problems leading to the special evaluation; the date that the performance problems were discussed with the

employee; the type of performance improvement that is necessary; and the date that the special evaluation period is to begin. Should other performance issues arise during the special evaluation period, such issues should be addressed through other means.

This section does not limit the County's right to discipline, up to and including dismissal, an employee at any time, with or without a special evaluation. Evaluations are not to be used as discipline.

III. Methods, Reports and Use of Evaluation Results

- A. The evaluation methods shall be so devised as to gain significant facts concerning the details of the quality and quantity of work performed, the conduct and work habits of the employee and other factors having a bearing on his/her value to the service. Such facts may be reported by supervisory employees or may be determined by investigation by the department head, or both, and the evaluation based on such facts shall be forwarded to the Personnel Director. (Evaluations shall be on forms and under procedures prescribed by the Personnel Director.)

IV. Use of Evaluations

- A. The results of performance evaluations shall be taken into account in the following ways:
 - 1. In authorizing step increases within a salary range as provided by ordinance.
 - 2. The general record of service, as well as specific and immediate charges, will be taken into account when disciplinary action against an employee is proposed and the penalty, if any, is assessed.

V. Appeal of Evaluation Ratings

- A. Upon presentation of the performance evaluation, the employee should discuss it with the supervisor, including any rating or comments that he/she believes is improper. If still not satisfied, in addition to signing the evaluation, the employee should place an "X" in the space provided by his/her signature to indicate he/she wishes to discuss the report with the reviewing officer. The employee's supervisor, or his/her designee, determines the reviewing officer. The employee shall be given a copy of his/her performance evaluation at that time. The supervisor shall then notify the reviewing officer that the employee has requested a meeting.


- B. The reviewing officer shall discuss the evaluation with the employee within then (10) working days after the employee received his/her copy of the performance evaluation report.
- C. If an employee wishes further consideration beyond the review by the reviewing officer (or if the reviewing officer fails to respond within the period specified above), the employee, within five (5) working days following the meetings with the reviewing officer, shall prepare a written request as follows to his/her appointing authority:
1. identifies the report by stating the date of the report, the name of the rater and the date the report was received;
 2. specifies the ratings or comments which he/she believes are incorrect;
 3. states the rating or comments he/she believes should be made on the report;
 4. gives facts substantiating each change requested; and
 5. keeps a copy of his/her written request and sends the original to the appointing authority.
- D. Upon receiving this request, the appointing authority (Sheriff or his/her designee) has ten (10) working days to either sustain or change the report of performance and notify the employee of his/her decision in writing. In case of a change in the report, a copy shall be included with the decision.
- E. An appeal to the Personnel Director on a performance evaluation can be made only after the departmental remedies outlined above have been exhausted. Within ten (10) working days after receiving the appointing authority's decision, or within ten (10) working days after expiration of the ten day period for the appointing authority to respond and no response is received, the employee may present his/her appeal in writing to the Personnel Director. However, a report with an overall rating of "meets job standards," "exceeds job standards" or "outstanding" cannot be appealed to the Personnel Director.

The Personnel Director shall hold an informal, closed hearing to consider evaluation appeals. In considering such appeals, the Personnel Director shall be guided by the Civil Service Commission's policy "Scope of Authority -

Employee's Performance Evaluations (Amended 1/20/94)." The Personnel Director's decision shall be final and binding.

Should the appointing authority for a performance evaluation appeal be the Personnel Director, the County Administrative Officer shall act as the hearing officer under the same authority and requirements as apply when the Personnel Director is serving as the hearing officer.

- F. Within 30 days from the filing of the appeal, the Personnel Director shall schedule a hearing on the matter. Said hearing shall commence as soon as practical.
 - G. Continuation of Evaluation Appeal Hearing. The parties may stipulate to continuance of a hearing by written agreement, which lists three alternate dates for the continued hearing. Continuances may otherwise only be granted by the Personnel Director upon advance notice with a showing of good cause. In no event will an appeal be continued beyond 90 days from the date of the scheduled hearing.
- V. Response Options (refer to California Government Code Section 3306 – Peace Officer Bill of Rights)
- A. In accordance with California Government Code Section 3306, a public safety officer shall have thirty (30) days to file a written response to any adverse comment entered in his/her personnel file. Such written response shall be attached to, and shall accompany, the adverse comment.



STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.21

Date: 07/19/07

SUBJECT: INTER-DIVISIONAL TRANSFERS OF DEPUTIES

POLICY

It shall be the policy of this office to perform an objective review of qualifications of deputies who request inter-bureau and inter-divisional transfers by instituting a planned selection procedure. This policy is not intended to limit a lieutenant's ability to move deputies within his/her division. It is the intent of the office to utilize this procedure when circumstances and time allow.

PURPOSE

To delineate a selection process for the transferring of deputies to new assignments. This policy allows deputies the opportunity for cross-training and ensures specialized units will be staffed with qualified, hard working and energetic people.

DEFINITIONS

- Inter-Bureau Transfer:** A transfer from one bureau to another. The bureaus are Administration, Detention and Operations.
- Inter-Divisional Transfer:** A transfer from one division to another. The four divisions of the Operations Bureau are the Patrol Division, Investigation Division and the Community Policing Division and Special Operations Division. Divisions are generally lead by a lieutenant.
- Assignment:** Any at-will appointment to a unit other than patrol or court security. Temporary assignments to complete a Tactical Action Plan or Project would not be subject to this policy. Appointments to a special team such as SWAT, Search and Rescue, Tactical Team, etc. would not be subject to this policy.

REFERENCES

Sheriff's Office Policy #A.22, REASSIGNMENT/PERSONNEL ROTATION
Sheriff's Office Policy #A.40, PATROL SHIFT SELECTION
Court Security Transfer Guidelines

PROCEDURES

- I. A. The provisions outlined in this policy are not intended to supercede the pre-existing policies regarding Patrol Shift Selection (SOP #A.40), Reassignment (SOP #A.22) or the Court Security Transfer Guidelines.

II. Posting of Upcoming Assignment/List of Qualified Applicants

- A. An office-wide memo will be posted including the description of the assignment, minimum qualifications required for assignment and a deadline for application. The deadline should allow time for deputies to view the notice and apply.
- B. Deputies will submit a memo, requesting the desired assignment, to the Chief of the Bureau to which the deputy is assigned. Memos should include training, experience and other qualifications specific to the position sought. Sheriff's Office Policy, #A.22 should be considered when making an application for a specialized assignment.
- C. Following the deadline, the Chief of the Bureau with a vacancy will review all applications submitted and compile a list of qualified applicants. The Division Lieutenant who is filling the vacancy will solicit comments from supervisors who have knowledge of the applicants past and present work performance.

III. The Selection Process

The process for selecting the most qualified candidate will be determined by the Sheriff or his designee.

- A. Review and selection of qualified candidates for a position should be tailored to the position. The selection process should take into account an applicant's qualifications, training, experience, work history, employee evaluations, supervisory recommendations and ability to work well with members of the unit applied for. To this end, selection processes may include, but are not limited to the following:

1. An interview with a panel of peers and/or supervisory staff.

2. Submitting a resume or written document showing qualifications and/or abilities.
 3. Participating in a "scenario" that is specific to the open position.
 4. Participating in a written exam that is specific to the open position.
- B. A list of recommended applicants will be established by the review process. These names will be forwarded to the Chief Deputy in command of the Bureau with the vacancy and/or the Sheriff. The decision to appoint an employee to a new assignment rests with the Sheriff or his designee.

IV. Posting the Results

- A. Deputies who applied but did not qualify for consideration, or who were not selected following the review, should seek the counsel of the Division Lieutenant and/or review process panel members.
- B. Deputies selected will be notified and transferred in accordance with office policy.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.22

Date: 07/19/07

SUBJECT: REASSIGNMENT/PERSONNEL ROTATION

POLICY

It shall be the policy of this Office to consider requests for a change of assignment of personnel upon satisfactory completion of eighteen months of service in current assignment.

PURPOSE

Reassignments will be made wherever and whenever possible to provide equal opportunity for cross-training and to maintain maximum efficiency.

PROCEDURES

- I. Reassignment:
 - A. Upon completion of eighteen months of service in any assignment, the employee may forward a request for transfer to the chief of the bureau to which he/she is assigned. This request will then be forwarded to the Sheriff's secretary for future consideration by the Sheriff's staff.
 - B. The eighteen-month tenure shall not be considered absolute, but rather as a guide for reassignment.
 - C. Assignments made within a particular bureau are done at the discretion of the Bureau Chief Deputy. Assignments from one bureau to another bureau (such as Operations to Detention) are made by, and at the discretion of, the Sheriff or his designee.
- II. Personnel Rotation:
 - A. Assignments to specific positions and the rotation of assignments will be made at the discretion of the Sheriff or his/her designee.

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- B. Assignments to various positions within a specific job class that have premium pay such as detectives or field training officers, are not considered an employee property right.

S. Robbins
STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.24
Date: 02/02/06

SUBJECT: ANNUAL LEAVE AND VACATION REQUESTS

POLICY

It shall be the policy of this office to maintain minimum staffing requirements and authorize employees' annual leave and vacation requests accordingly.

PURPOSE

To formalize procedures for the authorization of annual leave and vacation.

REFERENCE

General Representation Unit MOU, Time of Annual Leave

PROCEDURE

- I. Annual Leave and Vacation Requests
 - A. Each bureau, within the Sheriff's Office, will establish minimum staffing levels for their various areas of responsibility. Individual divisions or sections may have various minimum staffing levels for different shifts and days of the week.
 - B. Requests for leave shall be approved only if the date of leave is within six months of the written request.
 - C. If two employees request leave within the same time period and minimum staffing requirements only allow for the granting of one request, the employee who submitted their request for leave first will be allowed the leave.
 - D. If conflicting requests for leave are received by a supervisor at exactly the same time, the most senior employee will be granted the leave.

- E. If a request for leave has been approved and the employee is subsequently transferred to another shift or assignment, the new supervisor will make every effort to accommodate the prior approval.
- F. The Sheriff's Office will reasonably attempt to allow employees time off when requested when they would otherwise lose their accrued leave.
- G. The Sheriff's Office reserves the right to change scheduled time off in an emergency or other critical and unplanned event.
- H. Except under unusual circumstances, leave will not be approved on planned major events or major holidays, such as, New Years Eve and the Fourth of July that traditionally require the maximum availability of personnel.

S. R. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.26
Date: 07/05/07

SUBJECT: MILITARY LEAVE

POLICY

It shall be the policy of this Office to process employees' military leave requests.

PURPOSE

To define appropriate procedures for requesting military leave for either inactive or active duty and provisions for leave with pay during such leave.

REFERENCES

California Veterans Code Section 395
Santa Cruz County Personnel Rules & Regulations, #57, "Military Leave"

PROCEDURES

- I. Military Leave
 - A. Inactive Duty
 1. The Sheriff's Office will process a military leave of absence for INACTIVE DUTY for the period required to perform training (drills) in the armed forces.
 2. Employees requesting a leave for inactive duty for less than, or equal to, 160 scheduled work hours:
 - a. Employees will complete a county PER-1082 form (Employee Request for Time-Off - Departmental) and submit it to their supervisor, along with a copy of their military orders, as soon as they are aware of the dates of their absence. If they have not received written orders, they should submit the PER-1082 form to their supervisor with the notation, "Written Orders Pending, Inactive Duty." A copy

of the written orders must be submitted to the supervisor prior to the first day of leave.

- b. The supervisor will turn in the PER-1082 form, along with a copy of the written orders, when the time card for the employee is submitted to the Personnel/Payroll Clerk.
 - c. Employees will note on the Per-1082 form the reason for the "Unpaid Military Leave for Training" and whether or not they will be using their accrued vacation, comp time or requesting leave without pay. Sick leave cannot be used while employees are on leave for inactive duty.
 - d. Employees are entitled to receive leave without pay while on inactive duty if they request it, even though they have accrued vacation, comp time or other paid leave time on the books.
3. Employees requesting a leave for more than 160 scheduled work hours for inactive duty.
- a. Employees will complete a PER-1083 form (Santa Cruz County Employee Request for Military Leave/Leave Without Pay Over 160 Hours) checked off as Personal/Educational leave and submit it to their supervisor, along with a copy of their military orders, as soon as they are aware of the dates of their absence. If they have not received written orders, but are aware of the dates of their absence, the PER-1083 should be submitted to the supervisor with the notation, "Written Orders Pending."
- A copy of the written orders can be submitted separately, but must be done one week prior to the first day of leave.
- b. The supervisor will submit the PER-1083 form and copy of the written orders to the Personnel/Payroll Clerk as soon as they receive them, but no later than one week prior to the first day of the leave.
4. Employees will note on the PER-1082 form that the reason for the leave is "Military Leave" whether or not they will be using their accrued leave or requesting leave without pay. Sick leave cannot be used while employees are on military leave.

5. Employees are entitled to receive leave without pay while on military leave, if they request it, even though they have accrued vacation or other paid leave time on the books.

B. Active Duty

1. The Sheriff's Office will process a military leave of absence for ACTIVE DUTY for the period required to perform active duty in the armed forces.
2. Employees will complete a county PER-1073 form and submit it to their supervisor, along with a copy of their military orders, as soon as they are aware of their dates of absence. If they have not received the written orders, but are aware of the dates of their absence, the PER-1073 should be submitted to the supervisor with the notation, "Written Orders Pending." A copy of the written orders may be submitted separately, but must be submitted one week prior to the first day of leave. The supervisor will submit the PER-1073 form, along with a copy of the written military orders, to the Personnel/Payroll Clerk as soon as he/she receives it, but no longer than one week prior to the first day of the leave.
3. Employees are entitled to receive a maximum of 30 calendar days off WITH PAY PER FISCAL YEAR for active duty military training, encampment, naval cruises, special exercises or like activities. This type of paid leave will be coded at Pay Code #077 on employees' time cards.
4. Employees wishing to use their accrued vacation or other paid leave time while on active duty beyond 30 days per fiscal year must complete a PER-1082 form for those hours and note that the reason for the leave is "Military Leave." This PER-1082 will be submitted to the supervisor who will attach it to the employee's time card. Sick leave cannot be used while employees are on military leave.
5. Employees are entitled to receive leave without pay while on active duty beyond the 30-day limit per fiscal year if they request it, even though they have accrued vacation, comp time or other paid leave time on the books.

S. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.27

Date: 07/06/07

SUBJECT: ASSIGNMENT OF PREGNANT EMPLOYEES

POLICY

It shall be the policy of this office to reasonably accommodate pregnant employees if so requested by the employee with certification from the health care provider.

PURPOSE

To clarify the process for accommodating the assignments of pregnant employees.

EMPLOYMENT REQUIREMENTS WITH RESPECT TO PREGNANCY


Employers must provide reasonable accommodation for an employee for conditions related to pregnancy, childbirth, or related medical conditions, if requested by the employee with certification from the health care provider. However, the employer is not required to create a job it would not have otherwise created, violate an applicable MOU, discharge any employee, transfer any employee with more seniority, nor promote or transfer any employee who is not qualified to perform the job.

PROCEDURE

- A. A pregnant employee may request an accommodation for medical conditions related to pregnancy accompanied by a medical certification from the health care provider describing medical limitations.
- B. The Sheriff shall evaluate each request for a temporary accommodation assignment on an individual basis. This evaluation will take into account the report from employee's health care provider, a discussion with the employee regarding the necessary accommodations and the needs of the department. Accommodations may include, but are not limited to, the following:
 - 1) Continuation in present assignment with appropriate accommodations;
 - 2) Assignment to a temporary modified work schedule;

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- 3) Transfer to a less strenuous or hazardous position where the employee can be reasonably accommodated;
 - 4) Utilizing of accrued paid leave;
 - 5) Providing unpaid leave.
- C. The Sheriff or his designee may revise temporary modified assignments at any time. Factors that may result in assignment revision include, but are not limited to, the following:
- 1) Completion of the assignment;
 - 2) End of the need for such assignment;
 - 3) Workload changes or other administrative considerations;
 - 4) A change in health of the employee which prevents the employee from performing the temporary modified duty assignment, or which imposes an unacceptable risk to the safety of fellow employees.
- D. Returning to Work: Employees returning from maternity leave are guaranteed to be reinstated in the same or a comparable position (example: Deputy Sheriff to Deputy Sheriff, Correctional Officer to Correctional Officer, etc.) that she held prior to her leave, as required by law.
- E. Accommodations for pregnant employees must comply with all Personnel Regulations, applicable MOU's and the Personnel Administrative Manual. Employees should contact the Santa Cruz County Personnel Department for further information.



STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.28

Date: 01/09/06

SUBJECT: OUTSIDE EMPLOYMENT

POLICY

It shall be the policy of this Office to permit employees to engage in outside employment on a limited basis. The primary duties, obligations and responsibilities of an employee are, at all times, to the Sheriff's Office.

PURPOSE

To ensure that the Sheriff's Office is not exposed to potential risk and liability when its employees engage in outside employment.

REFERENCES

California Government Code, Sections 1126, 1127, 50921, 50922
Santa Cruz County Code, Chapter 3.40

DEFINITIONS

"Outside Employment" - any activity or enterprise for compensation of any kind, whether self-employed or employed by another individual, agency or business.

PROCEDURE

I. Outside Employment

A. Limitation on Outside Employment (All Personnel)

1. No full-time employee of the Office shall engage in any other employment, business or enterprise that adversely affects the performance of the employee's duties and responsibilities. The following outside employments are inconsistent with, incompatible to or in conflict with the performance of the employee's duties.

- a. Employment which tends to bring the Sheriff's Office into disrepute or which will reduce the employee's efficiency or usefulness as an employee of the office.
- b. Employment while on sick leave, administrative leave, or limited duty status without the express permission of the Sheriff.
- c. Employment that will conflict with the employee's normal tour of duty.
- d. Outside employment exceeding twenty hours during the employee's work week without express permission of the Sheriff.
- e. The use of office or county materials and equipment is expressly forbidden during the course of outside employment.

B. Limitation on Outside Employment (Peace Officers)

- a. Employment in any "on sale" liquor establishment where the primary business is the sale of intoxicants.
- b. Employment in any "off sale" liquor store.
- c. Employment requiring the service of civil process.
- d. Employment for the collection of debts, bad checks, repossessions, or where police authority might be used for other than authorized police duties.
- e. Employment in investigative work or other work in which access to police information would benefit a private employer.
- f. Employment for any other municipality or political subdivision of the State, except by express permission of the Sheriff.
- g. Employment with a security firm within the County of Santa Cruz.
- h. The wearing of a Sheriff's uniform during the course of outside employment is prohibited.

C. Termination of Outside Employment

1. The Sheriff retains the right to revoke approval of outside employment should it be determined, at any time, that said employment has become detrimental to the best interests of the Sheriff's Office.

D. Obtaining Approval of Outside Employment

1. An employee wishing to engage in outside employment shall submit a memo to the Sheriff, who shall have sole authority to approve or disapprove said request. If the employee wishes to engage in more than one type of outside employment, approval for each must be obtained.
2. The memo shall contain the following information:
 - a. Name, address and telephone number of employer or business and the name of the person who can be contacted regarding any questions about the employment,
 - b. Description of employment,
 - c. Location where work will be performed,
 - d. Hours and days of employment per week,
 - e. If the employment requires a license issued by a government agency and/or a request for endorsement by the Sheriff,
 - f. Signature of employee submitting memo.
3. If the request for outside employment is approved, the employee shall be notified in writing and the approval shall be subject to the employee agreeing to the conditions set forth in Section II of this policy.
4. Approval is valid for a one year period from the date of approval unless the Sheriff designates otherwise in writing. Employees must re-submit a request for approval at the end of one year.

E. Violation of this policy may result in disciplinary action.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.30

Date: 07/06/07

SUBJECT: EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS

POLICY

It shall be the policy of this office to provide a guideline for processing claims due to job related injuries.

PURPOSE

To insure that reports of work-related injuries and illnesses are processed in an expeditious and standard manner and to provide a procedure to address potential safety hazards.

REFERENCES

California Labor Code 6409, et seq
California Occupational Safety and Health
Supervisor's Report of Accident
Employer's Report of Occupational Injury or Illness
Employee Claim for Workers' Compensation Benefits and Fact Sheet

PROCEDURES

- I. Employee's Claim for Worker's Compensation Benefits
 - A. When employees are injured on the job or contract an illness, which is job-related, they will immediately notify their supervisor.
 - B. The supervisor will complete the "Supervisor's Report of Accident" immediately. At the same time the supervisor will fill out lines 9 through 12 and lines 16 and 17 on the bottom portion of the "Employee's Claim for Workers' Compensation Benefits" form (DWC 1), and give it to the employee to complete the top portion. The supervisor then completes line 13 and gives the employee the top (first) page of the Workers Compensation Claim Form (DWC 1) & Notice of Potential Eligibility along with one copy of the completed DWC 1.

1. If, because of serious injury, the employee is not available to complete the claim form within one working day, the supervisor will fill in the Employer section leaving line 13 blank. The Supervisor will complete the Proof of Service by Mail portion of the sheet and mail the form and fact sheet to the employee's home address. The Proof of Service by Mail shall be delivered to the Personnel-Payroll clerk.
 2. If the employee wishes to complete the Employee's Claim Form (DWC 1) later, the supervisor will detach one copy and have the employee sign and date it to verify that the form was received. This should be attached to the Supervisor's Report and hand-carried within 24 hours to the Personnel-Payroll Clerk.
 3. If the employee declines to complete the Employee's Claim Form (DWC 1), the supervisor shall still provide the top (first) page of the Workers' Compensation Claim Form & Notice of Potential Eligibility but complete the bottom portion of the form and write across the face, "Employee Declined."
- C. The top three copies of the Employee's Claim Form (DWC 1) shall be attached to the Supervisor's Report of Accident and hand-delivered that same day to the Personnel-Payroll Clerk. The goldenrod copy of the Supervisor's Report of Accident will remain in bureau files.
1. Employees assigned to the Operations Bureau or the Administration Bureau shall have their claims and reports submitted to the Personnel Payroll Clerk of the Administration Bureau.
 2. Employees assigned to the Detention Bureau shall have their claims and reports submitted to the Personnel-Payroll Clerk of the Detention Bureau.
- D. In all cases, the supervisor shall notify County Risk Management of the injury on the same day. Information regarding injuries occurring outside of regular business hours may be left on Risk Management's answering machine.
- E. Serious Accident Reporting Procedures:
- All employers in California must report work-related fatalities, serious injuries and illnesses to Cal-OSHA within 8 hours of learning that they occurred. The applicable Cal-OSHA regulations states that serious injury or illness "requiring inpatient hospitalization..." or is otherwise severely disabling.



Santa Cruz County Sheriff-Coroner

Number: A.32

Date: 01/20/06

SUBJECT: AGENCY TELECOMMUNICATIONS/DATA BASE SECURITY

POLICY

It shall be the policy of this Office to insure that employees are apprised of the State law and Department of Justice mandates regarding telecommunications data base security.

PURPOSE

To assure, as best as practical, the security of the California Law Enforcement Telecommunications System (CLETS) and local criminal offender record information.

REFERENCES

California Penal Code, Sections 502, 11105, 11140-11144, 13300-13305
California Vehicle Code, Section 1808.45
California Government Code, Section 6200
Department of Justice California Criminal Records Security Statutes and Regulations

PROCEDURE

- I. Agency Telecommunications / Data Base Security
 - A. Members of the Sheriff's Office Administration Bureau shall provide classes when necessary for all employees of the County who have access to the state computer database.
 - B. The classes will include current laws and regulations governing access to the systems and the prohibitions in disseminating the information.
 - C. Each of the employees receiving this instruction shall sign a Use of Criminal Justice Information and Department of Motor Vehicle Record Information form stating that they received the information and understand the legal ramifications of the laws and regulations.

Number: A.32
Date: 01/20/06

- D. All employees with access to the database are required to take the CLETS test every 2 years.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.34
Date: 07/19/07

SUBJECT: REPORT TRANSMITTAL FORM

POLICY

It shall be the policy of this Office to complete Report Transmittal Forms (RTF). These forms are required by the District Attorney's Office (DAO). An RTF must accompany the Arrest, Citation, Warrant Request and Cases for Review when sent to the DAO. The RTF's are completed by the Records section.

The District Attorney requires a criminal history, on all cases EXCEPT fresh arrests. If the charge involves a traffic violation (i.e. 14601.1a), then a DMV printout is also required.

PURPOSE

To set forth a standardized procedure for the use of Report Transmittal Forms (DAO-616).

PROCEDURE

- I. Report Transmittal Forms
 - A. All reports submitted to the District Attorney (DA) must be covered with a report transmittal form which includes the report number, defendant name and incident date.
 - B. The procedure for entering the RTF is outlined below.
 1. The form is located on the "R" (Records) drive in the Forms folder.
 2. Double click on the "RTF Form" icon. You may get a pop up box that says, "File in use"; with 3 boxes on the right side of the screen (Read only, Modify and Cancel) click on "Read Only".
 3. Click on the box next to "Agency Report No.". Type in the case number (YY-NNNN).
 4. Click on the box next to "Suspect Name". Type in the name (LN, FN, MN).
 5. Click on the box next to "Incident Date". Type in the date of the incident (MM/DD/YY).

6. Click on the box next to the type; put an "X" in the appropriate box (Booked, Citation, No Citation Issued, Warrant Request, Walk-through Warrant Request).
7. Print out the form.
8. Close the form; you do not need to save it.
9. Staple the RTF packet in the following order: RTF, Criminal History or DMV printout, Citation (if applicable) and 2 copies of the case (each copy individually stapled).
10. Screen print the RTF. The RTF will be attached to the DA copies of the case. Do not forget the Criminal History and DMV printout if needed.
11. All warrant requests and for-review-cases from the detectives must have a declaration attached.
12. If there is more than one suspect, put the RTF's in order of the suspects listed on the case. All require two copies of the report per suspect, and one copy of the report for court for each citation. Warrant walk-throughs require three copies of the report per suspect.
13. Staple the packet in this order:
 1. Suspect #1 = RTF
= Declaration
= Criminal History
= DMV Printout
= Cite
 2. Suspect #2 = RTF
= Declaration
= Criminal History
= DMV Printout
= Cite
 3. Copies of Cases (each individually stapled).

Steve Robbins
STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.36

Date: 07/12/07

SUBJECT: TRAINING

POLICY

It shall be the policy of this Office to provide formalized training for its employees.

PURPOSE

To comply with state law, the California Commission on Peace Officer Standards and Training, California Board of Corrections Standards and Training requiring deputies and correctional officers to maintain and enhance their proficiency through mandatory training programs.

To provide training for all Sheriff's Office employees in the techniques which will enable them to enhance their job performance.

REFERENCES

Sheriff's Office Policy A.16
Peace Officer Standards and Training (P.O.S.T.)
California Penal Code - Sections; 13510, 832.3, 832.4
Standards and Training for Corrections (S.T.C.)
California Administrative Code

PROCEDURES

I. Training

A. Administration

1. The training needs of the Operations and Administration Bureaus are managed by the Training Manager, at the direction of the Sheriff and his management team.
2. The Detention Bureau conducts separate training classes for the correctional staff. This is coordinated by a training manager who reports to the special services lieutenant.

B. Mandatory Training

1. The Training Manager shall schedule and coordinate the mandatory training requirements for employees in accordance with P.O.S.T., the California Penal Code and other miscellaneous State and Federal Codes.

C. Internal (In-House) Training

1. Internal (In-House) advanced officer training is offered in ten-hour blocks of instruction offered twice each month. Eight hours of this block of training will be credited toward P.O.S.T. and college.
2. The Santa Cruz Sheriff's Office has been accredited by P.O.S.T., through a regional educational institution, to offer internal (In-House) advanced officer training for its personnel.
3. College credit will be awarded for internal advanced officer training from sponsoring educational institutions.
4. Successful completion of internal advanced officer training will result in P.O.S.T. awarding training points to the deputy and reimbursement to the County of Santa Cruz. The sponsoring educational institution will award college units to the deputy.
5. Responsibility for the administration, course content, training rosters and P.O.S.T. reimbursement forms shall rest with the Administration Bureau Training Manager, the training staff, and the Personnel/Payroll Clerk.

D. Advanced Officer Training/Continuous Professional Training/Perishable Skills Program

1. P.O.S.T. requires 24 hours of continuous professional training every 24 months, to keep peace officers current in the latest law enforcement techniques and practices.
2. As of January 1, 2002, P.O.S.T. instituted the Perishable Skills Program (PSP). This program requires certain categories of peace officers to complete 14 hours of psycho-motor based training courses every 24 months as part of Continuing Professional Training (CPT) requirements. There are four categories of courses identified in the PSP:

Category I - Tactical Firearms - Four Hour Minimum

Category II - Driver Training Awareness - Four Hour
Minimum

Category III - Arrest and Control - Four Hour Minimum

Category IV - Tactical/Interpersonal Communications - Two
Hour Minimum

3. The Training Manager will insure that CPT and the PSP training requirements of sworn personnel are in compliance with P.O.S.T. regulations.

E. Training Requests / Training Assignment Request Form

1. Individual employees may request specialized training to enhance their job skills.
2. An employee, or an employee's supervisor requesting specialized training, shall complete a training request form and attach a copy of the announcement or copy of the page from the P.O.S.T. manual that lists the course, to the training request form.
3. The completed training request form and attached course information shall be submitted through the employee's chain of command and the Administration Bureau Chief Deputy. When approval from the chain of command has been completed, the training request form will be forwarded to the Training Section.
4. Upon receipt of the approved training request form, the Training Section staff shall forward the request to the Sheriff's Fiscal Unit where they will schedule the employee to attend the course requested.

F. Training Assignment Form / Course Critique

1. The Fiscal Unit will distribute a training assignment form to the employee, the Training Unit and the employee's chain of command. This form, and any attached paperwork, notifies the employee that the course was approved. The form will also show course dates, method of travel, lodging location and any other additional information.

G. Training Records

1. Training records of peace officer personnel shall be maintained by the Sheriff's Administration Bureau who is the keeper of the personnel files.

- a. Upon completion of a course of training, the employee shall forward the completed training assignment form, course critique and a copy of the course completion certificate to the Fiscal Unit. After completing required processing, the course completion documents will be forwarded and retained by the Training Unit. Required processing shall include entry into the Training Management System (TMS) and/or the Law Enforcement Administrative Database System (L.E.A.D.S.)
 - b. Training records for firearms qualification, first aid and CPR shall be forwarded to the Training Section.
2. Training records of Correctional Officer personnel shall be maintained by the Administrative Supervising Correctional Officer. After completing required processing, the course completion documents will be forwarded and retained by the Training Unit.
- a. These records will reflect the Detention Bureau's compliance with training requirements of the Department of Corrections.
- H. Per Sheriff's Office policy A.16, upon separation of the employee, personnel files will be retained in an inactive file for at least five years. A record of destruction of personnel files shall be kept, listing employee's name, date of hire, reason for and date of separation. These closed files, in most cases, contain training records.



STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.38

Date: 01/15/06

SUBJECT: CONCEALED WEAPON PERMIT

POLICY

It shall be the policy of this Office to accept applications for concealed weapon (CCW) permits and to issue those CCW permits at the discretion of the Sheriff.

PURPOSE

To set forth guidelines for application, review and issuance of concealed weapon permits.

REFERENCES

Penal Code Sections 12050 through 12054

PROCEDURE

I. Concealed Weapons Permit

A. Administration

1. The application and review process will be administered by the Crime Scene Investigation Section of the Investigation Division.
2. Authority for the approval or denial of the permit comes from the Sheriff.
3. The files for all permits and denials will be maintained by the Crime Scene Investigations Section.
 - a. All permit denials will be kept on file for a period of five years.
 - b. Approved permits will be kept on file as long as they are valid and for five years after their expiration.

B. Criteria

1. The applicant must meet the following criteria:
 - a. Be of good moral character.
 - b. Be at least 21 years of age.
 - c. Successfully complete a firearms training program approved by the Sheriff which includes a minimum of four hours instruction on firearm safety and the law regarding the permissible use of a firearm.
 - d. Show good cause for the issuance based on substantial evidence of a clear and present danger to life or great bodily harm to the applicant or immediate family which cannot be adequately dealt with by existing law enforcement resources and which cannot be reasonably avoided by alternate measures. The danger must be significantly mitigated by the applicant's carrying of a concealed weapon.
 - e. The applicant must live in the unincorporated area of Santa Cruz County or spend a substantial period of time in their principal place of business or employment in the unincorporated area of the County.
2. A license shall not be issued if the applicant is in the prohibited class described in Section 12021 or 12021.1 of the Penal Code or Section 8100 or 8103 of the Welfare and Institutions Code.

C. Restrictions

1. All persons issued a Concealed Weapon Permit agree to such reasonable restrictions as set by the Sheriff. The applicant will not:
 - a. Consume alcoholic beverages while carrying a concealed weapon.
 - b. Be under the influence of any medication or controlled substance.
 - c. Unjustifiably display the concealed weapon or any other deadly weapon.

- d. Impede law enforcement officers in the performance of their duties.
 - e. Represent to any person that they are peace officers unless the permit holder is a peace officer as defined by law.
 - f. Violate any law.
2. Holders of any Concealed Weapon Permit shall provide their permit for inspection by any peace officer upon demand.

D. Application Process

1. Applications may be obtained from the Sheriff's Records Section or from any Sheriff's Service Center.
2. The completed application must be returned to the Crime Scene Investigation Section where it will be reviewed.
3. The Sheriff, or his designee, will pre-screen the application for completeness and for sufficient "good cause."
4. Application fees, as established by the Department of Justice, will be collected prior to processing of the application. Application fees required by the County will be collected at the time of issuance of the permit.
5. Fingerprints will be taken for the required submittal to the Department of Justice for a criminal history check.
6. A photograph will be taken at the time of fingerprinting and kept in the applicant's file.
7. Applicants will provide proof of an acceptable firearms training class with the application.
8. Applicants will be notified whether a new or renewal license has been approved or denied within 90 days of application or 30 days after receipt of applicant's criminal background check from the Department of Justice, whichever is later.

E. Types of Permits

1. Employment CCW

- a. Issued to persons who spend a substantial period of time in their principal place of business or employment in the unincorporated area of Santa Cruz County. Such license shall be valid only in the county in which it is issued. The licensee is required to furnish a copy of their license to the licensing authority where they reside.
 - b. Term: up to 90 days.
2. Standard CCW
- a. Issued to residents who live in the unincorporated area.
 - b. Term: Up to 2 years.
3. Judge CCW
- a. Issued to California Judges, full time Court Commissioners and to Federal Judges and Magistrates of the Federal Courts.
 - b. Term: Up to 3 years.
4. Peace Officer CCW
- a. Issued to Reserve Police Officers appointed pursuant to 830.6 P.C.
 - b. Term: Up to 4 years or upon conclusion of their appointment.
5. Custodial
- a. Issued to Custodial Officers as defined in 831.5 P.C
 - b. Term: Up to 4 years or upon conclusion of their employment.
6. Crime Scene Investigation personnel will notify the Department of Justice of the number of permits issued as Peace Officer CCW or Judge CCW annually in January.

F. Renewals

1. Crime Scene Investigation staff will send applicants a renewal notice approximately one month prior to their renewal date.

2. Renewal applicants will be required to successfully complete a training course as approved by the Sheriff on firearms safety, weapon handling and the lawful use of firearms. The course of training shall be no less than four hours.
3. Crime Scene Investigation personnel will issue CCW renewals at the discretion of the Sheriff.
4. A renewal fee is required along with proof of above training.
5. A photograph will be taken at the time of issuance of any CCW renewal.
6. An Employment CCW may only be renewed with the concurrence of the licensing authority where the licensee resides.

G. Amendments

1. A licensee may apply for an amendment to their license for any of the following reasons:
 - a. Change of address.
 - b. Add or delete the authority to carry a particular weapon.
 - c. Change the restrictions or conditions on the license.
2. The licensee is required to notify the Sheriff, in writing, within 10 days of any change of address. If the licensee changes their residence to another county, the license shall expire 90 days after the licensee moves to the other jurisdiction if the residence of the licensee was a condition in the issuing of the license.
3. Such request for amendment shall be completed, in writing, on a form approved by the Department of Justice. The licensee will be required to submit fees for processing as approved by the County.
4. If approved by the Sheriff, a new license will be issued reflecting the amendments. Such amended license shall not constitute a renewal and may not extend the term of the current license.

H. Revocations / Cancellations

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Date 01/15/06

1. Crime Scene Investigation personnel shall immediately revoke the license of any person upon being notified by the Department of Justice that they fall into the prohibited class described in section 12021 or 12021.1 of the Penal Code or section 8100 or 8103 of the Welfare & Institutions Code.
2. At the discretion of the Sheriff, a license may be revoked if it is determined that the licensee has violated any of the restrictions established by the Sheriff or conditions on the license.
3. At the discretion of the Sheriff, a license may be cancelled if it is determined that any of the conditions for issuance have changed or are no longer applicable. Prior to such cancellation, the licensee will be notified, in writing, of the intent to cancel and given the opportunity to apply for an amended license if applicable.
4. Crime Scene Investigation personnel shall immediately notify the Department of Justice and the licensee, in writing, of any revocation or cancellation of a license.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.40
Date: 12/11/05

SUBJECT: PATROL SHIFT SELECTION

POLICY

It shall be the policy of this office to establish a shift selection process that acknowledges deputies' years of employment. Deputies will be allowed to select their shift based on seniority as described in this policy.

PURPOSE

To recognize deputies' seniority and delineate a process for the selection of working hours based on seniority. This policy ensures that deputies are deployed in a manner which will provide quality service to the community and allow deputies to have choices and self-determination in choosing the days and shift they work.

PROCEDURE

I. Patrol Shift Selection

A. Seniority

1. Seniority is determined by the deputy's last uninterrupted date of hire as a Deputy Sheriff. This does not include time in the classification of Deputy Sheriff Trainee. Exception: The seniority for those deputies who have left the office and returned prior to July 1995 will be determined by a combination of their current and prior periods of service.
2. For deputies hired on the same date, seniority will be given to the older deputy.
3. Seniority scheduling will only apply to the deputies assigned to the Patrol Division.
4. Nothing in this policy precludes the Sheriff's Office from making any changes or substitutions in patrol assignments that would best meet the needs of the Sheriff's Office.

B. Rotation and Assignments

1. Patrol shift rotation will occur approximately every January and July.
2. It is understood that deputies will generally rotate among the three/four shifts; Days, Swings (early/late) and Nights and stay with their team. When the four-shift system is used, early and late swings are both considered swing shift for purposes of rotation.
3. Deputies are subject to periodic special assignments. These special assignments are at-will appointments and not subject to the seniority shift selection. They include, but are not limited to:
 - a. Field Training Officers (FTO's): Shift assignments for FTO's will be made on a seniority basis when possible. However, this selection may be overruled for the requirements and continuity of the FTO program. The FTO Lieutenant will ultimately determine the shift assignment of the FTO's.
 - b. Gang Enforcement Team (GET): Sergeants and deputies assigned to the GET team work flex hours as determined by their lieutenant.
 - c. Narcotic Enforcement Team (NET): Sergeants and deputies assigned to the NET Team work flex hours as determined by their lieutenant.
 - d. Problem Oriented Policing Team (POP): Sergeants and deputies assigned to the POP team work flex hours as determined by their lieutenant.
 - e. Probationary Staff: Sergeants and deputies that are still on probation are exempt from seniority shift selection.
 - f. Leave of Absence: Medical, military, etc. A reasonable expectation must exist that the deputy will be able to report for full duty at the start of a new shift. In the absence of a reasonable expectation, those deputies on leave will be exempt from this seniority shift selection.
 - g. Modified Duty: Sergeants and deputies who are on medically restricted duty are exempt from this policy.

- h. Evaluations: Upon being placed on special evaluation, Sergeants and deputies may be assigned to specific shifts to assist them through the evaluation process.
- 4. Deputies who are transferred into the Patrol Division from other areas of the office at times other than at shift change, will be given consideration for their desired shift. However, their seniority selection will not take place until the following shift change.
- 5. The Chief Deputy of the Operations Bureau may modify the scheduling of Patrol Sergeants when it is in the best interest of the organization at large.
- 6. This policy only impacts those sergeants assigned to one of the patrol shifts.
- 7. The seniority of sergeants is determined by the last promotion date to the rank of Sergeant. It is the time in rank, rather than the current division assignment that establishes seniority. If sergeants were promoted on the same day, seniority determination is given to the older sergeant.

C. The Selection Process

- 1. The seniority list and system for sign-ups will be prepared and posted by the scheduling lieutenant at least 30 days prior to the beginning of the new schedule.
- 2. Deputies will be responsible for contacting the patrol secretary and completing the shift seniority form by the posted date.
- 3. Deputies who fail to contact the patrol secretary, as directed, will lose their opportunity to select by seniority. They will not be allowed to bump the deputies who have properly completed the process.
- 4. Deputies may sign up for the same shift for two consecutive times but will be required to select a different shift the next time. A shift means Days, Swings or Nights. Changing from the A-Team to the B-Team or vice versa, does not constitute a change of shift. With the approval of the scheduling lieutenant, a deputy may petition to stay on the same shift for a third time on a case-by-case basis.
- 5. At the conclusion of the sign-up period, the schedule will be presented to the Operations Bureau Chief. Deputies who fail to sign

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up during the sign-up period will be assigned a shift by the scheduling lieutenant.

6. The Operations Bureau Chief, or his/her designee, will assign those exempt deputies described in Section B.3. of this policy.
7. The completed schedule will be posted at least two weeks prior to its implementation.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.42
Date: 07/06/07

SUBJECT: SHOOTING REVIEW BOARD

POLICY

It shall be the policy of this Office to establish a Shooting Review Board.

PURPOSE

To provide a fact-finding board to investigate all discharges of firearms by members of this Office.

DEFINITIONS

Discharge: firing of a weapon, on or off duty, by members of the Office, accidental or intentional, with the exception of range firing.

PROCEDURE

- I. Shooting Review Board
 - A. Shooting Review Board Members:
 1. Chief Deputy, Operations Bureau
 2. Chief Deputy, Administration Bureau
 3. Chief Deputy, Detention Bureau
 4. Sheriff's Secretary (Recording secretary for meeting only)
 - B. Meetings of the Board
 1. The Bureau Chief of the involved deputy shall serve as Chairman.
 2. A meeting shall be called by the Chairman within a reasonable time after the report of firearms discharge comes to his/her attention.

3. Review of the dispatch of an injured animal will be at the discretion of the Chairman.

C. Authority of the Board

1. The Board is charged with the responsibility of reviewing all the circumstances surrounding the discharge of firearms by a member of the Sheriff's Office.
2. After reviewing the facts, the Board shall make a recommendation as to whether the shooting fell within the parameters of the Office's shooting policy.
3. The finding of the Board will be forwarded immediately to the Sheriff for his review.
4. The Sheriff will review the Board's findings and make a decision as to whether or not he concurs. The Sheriff will also make decisions relative to any disciplinary action, and the extent of that action, when findings of the Board indicate that the discharge did not fall within the guidelines of Office policy.
5. The Board shall suggest and/or receive recommendations for the modifications of Sheriff's Office policy and shall make recommendations concerning the training necessary for effective implementation.
 - a. The Board may forward the issue to the Firearm's Committee for review and recommendation.

S. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.44

Date: 07/19/07

SUBJECT: VEHICULAR ACCIDENT REVIEW

POLICY

It shall be the policy of this Office to investigate and review all traffic accidents involving Sheriff's employees driving a county-owned vehicle or a personal vehicle on county business.

PURPOSE

To reduce injuries and property damage resulting from traffic accidents in county vehicles. To hold employees accountable for their operation of a motor vehicle and provide necessary training to improve the driving ability of those who require it.

REFERENCE

County Administrative Manual – regarding: Use of County Vehicles

DEFINITIONS

Accident Review Committee:

The committee shall be composed of the following personnel and serve the following appointed tenure.

- | | |
|---|-------------|
| 1. Lieutenant, Chairperson, from any bureau and exercising no vote. | One year |
| 2. Sergeant, from any bureau, as Vice Chairperson in Lieutenant's absence | Nine months |
| 3. Deputy from "A" Team | Nine months |
| 4. Deputy from "B" Team | Nine months |
| 5. Deputy from Investigation | Six months |
| 6. Deputy from Court Security | Six months |
| 7. Correctional Officer | Six months |

Accident:

Property damage or personal injury involving Sheriff's employees while driving a county-owned vehicle or a personal vehicle while on county business.

Non-Preventable Accident:

Damage which takes place while an employee is operating a vehicle for the county under the following circumstances:

1. Damage caused by proven mechanical failure, not previously known to the employee.
2. Damage caused by circumstances, including job assignment, beyond the control of the employee during which the employee was exercising reasonable care and good judgment and the employee's actions or inactions did not contribute in any manner to the accident.

Preventable Accident:

Damage caused by an employee that is the result, entirely or partially, of the employee's failure to exercise reasonable care or good judgment under the circumstances.

Excusable Accident:

Extremely minor damage where no repair is appropriate, where no other people are involved or personal injuries and where no private property is damaged. When the chief deputy receives reports of accidents that might fit this category, he will make a final determination and may require no further action.

Damage to Parked County Vehicles:

Damage to parked vehicles must be reported through the chain of command as in the case of damage to any county property. Such damage is not considered a traffic accident and not reviewable under this policy.

Unknown:

When damage occurs and responsibility cannot be determined.

PROCEDURE

Vehicular Accident Review

A. Investigation

1. Vehicular accidents shall be investigated by the traffic enforcement agency having jurisdiction at the time of the occurrence, except when there are:
 - a. No injuries and,
 - b. No other vehicle involvement and the nature of the property damage is such that the shift supervisor makes a reasonable determination that the Sheriff's Office can conduct an adequate investigation without outside assistance.
2. Employees involved in an accident while driving a county vehicle or a vehicle on county business, shall promptly complete a County of Santa Cruz Vehicle Accident Report and send it to the records section for processing. Reports shall be made of collisions with other vehicles or objects even when no apparent injury to person or damage to property took place.
3. Such reports shall be reviewed by the involved employee's supervisor to assure the completeness and accuracy of the reports.
4. Photographs of the scene and damage to the property will be taken.

B. Chief Deputy Review

1. As soon as practical after the accident occurs and when all evidence and documents are available, the records section shall forward a copy of the report to the respective chief deputy. The chief deputy may assign the matter to the Accident Review Committee or direct summary disposition without review.

C. Accident Review Committee

1. The Accident Review Committee shall meet, as necessary, to review pending reports on a timely basis. The employee will receive adequate written notice of the time and place of the Accident Review Committee meeting to consider their case.
2. In accordance with the Public Safety Officers Procedural Bill of Rights, the employee may bring a non-involved person as a representative to be present at the Accident Review Committee

meeting. Pursuant to the Procedural Bill of Rights, all questions directed to the employee shall be asked by, and through, no more than two committee members. Prior to any questions asked, the employee will be informed of the names of the committee members present and who will ask questions.

3. The employee involved will advise the Chairperson of the witnesses in advance and it shall be the responsibility of the employee to notify witnesses of the time and date of the accident review.
4. An accident review shall not proceed without all reports, documents, photographs and witnesses, unless expressly waived by the employee or unless they cannot be produced within a 30-day period.
5. Three committee members, in addition to the Chairperson, shall constitute a quorum.
6. The written finding of the committee will be sent to the employee's chief deputy who will notify him/her of the final disposition.

D. Corrective Action

1. The chief deputy will determine the appropriate action with the purpose of preventing further incidents of a similar nature. These actions could encompass training, education, counseling, commentary driving, disciplinary action or other sanctions. The finding will be forwarded to the Sheriff, by the chief deputy, with a copy to the employee involved and his/her supervisors.
2. The chief deputy may invoke a wide variety of educational and/or punitive sanctions for employees as a result of their involvement in previous reviewable traffic accidents.

E. Preventative Action Program

1. The Accident Review Committee will solicit and develop traffic accident prevention programs for the Office.

S. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.46
Date: 06/25/07

SUBJECT: PEER SUPPORT PROGRAM

POLICY

It shall be the policy of this office to create and support an active Peer Support Program.

PURPOSE

To provide all employees with the opportunity for peer support during times of personal or professional crisis. Some specific responsibilities of the Peer Support Program are:

1. To provide an accessible support network of employees willing to be of service to employees and their families who express a need for assistance.
2. To promote trust, appropriate anonymity and confidentiality for employees participating in peer support efforts.
3. To develop employee ability to anticipate personal conflict and awareness of available alternatives for self-help.
4. To maintain an effective, on-going peer support training process.
5. To provide services, upon request, to personnel off duty due to injury or illness.

PROCEDURE

- I. Peer Support Program
 - A. Participation in the Program (Selection Criteria)
 1. Endorsement of employee's Bureau Chief.
 2. Expressed desire to be a Peer Support Worker.

3. No work restrictions involving psychological stress.
4. Not the object of a serious or major investigation or suffering serious personal problems.
5. Oral interview by the Peer Support Committee
6. A positive recommendation by the Peer Support Committee based upon a majority vote of those present. The Peer Support Coordinators will vote only to break a tie.

B. Rejection and Removal Criteria

1. In the event that an applicant for the program fails to meet the selection criteria, the applicant shall not be appointed.
2. If selected for the program and any of the selection criteria change, a Peer Support Worker may be removed.

C. The initial training will be a workshop under the direction of a licensed psychologist, or licensed clinical social worker. It is preferred that the course be POST or ICISF Certified. The workshop is intended to provide a basic understanding of the techniques used in the following areas:

1. Crisis identification
2. Crisis intervention and counseling
3. Listening skills
4. Assessment skills
5. Suicide assessment
6. Alcohol and substance abuse

D. A series of mandatory on-going training programs will be provided for the counselors. A basic Critical Incident Stress Management (CISM) course, utilizing the "Mitchell" model of treatment and assessment is the preferred modality of on-going training. Those courses put on by International Critical Incident Stress Foundation (ICISF) certified trainers are preferred. Some of the applicable topics

are:

1. Defining Stress
2. Stress Management
3. Traumatic Stress
4. Demobilizations
5. Crisis Management Briefings
6. Defusings
7. Critical Incident Stress Debriefing
8. CISM Team Formation

There is an advanced component to the ICISF CISM training. Attendance to this course is desirable.

E. Training Conditions

1. The program coordinator(s) will be responsible for developing the training, including the use of outside consultants, coordination of support worker's schedules and establishing locations of training and workshop sessions.

F. Peer Support Worker's Responsibilities

1. Completion of the initial screening.
2. Attending the initial training seminar.
3. Support workers will work to develop a sincere rapport and maintain confidentiality as defined in the program. The Peer Support Worker's mission will be to assist individuals in helping themselves. Peer Support Workers will not impose any unwanted assistance except in life-threatening situations.
4. Peer Support Workers will maintain a reasonable attempt to remain available to the individual and offer additional support, if necessary.

5. One of the most important responsibilities of a Peer Support Worker is the promotion of trust, anonymity and confidentiality for employees who seek the assistance of the Peer Support Program. Therefore, communications between a Peer Support Worker and an employee shall be considered confidential by the Sheriff's Office with the following exceptions:
 - a. Where there is reason to believe that the employee intends to seriously injure another person.
 - b. When there is cause to believe the employee is or has been a participant in any crime.
 - c. Where the employee is a clear and present danger to self, citizens or fellow deputies.

In these cases the affected employee's Bureau Chief shall be promptly notified. In the case of threatened serious injury, the intended victim shall also be warned.

These exceptions to confidentiality are either required by law or because sworn members who become Peer Support Workers cannot abdicate their responsibilities as law enforcement officers in the process. If concerns arise, counselors shall contact the Program Sergeant, or Program Coordinator.

G. Role of Commanding Officers

1. Command personnel are encouraged to view the Peer Support Program as a support mechanism for their personnel. Individual employees will need the support and sometimes guidance of their commanding officers. The program's support by the commanding officers is vital to its success.

H. Peer Support Program Structure

1. The role of the Peer Support Committee
 - a. The Peer Support Committee, with the concurrence of the Sheriff, will act as the policy setting board for the Peer Support Program.
 - b. The committee will consist of the Peer Support Coordinators and active Peer Support Members.

2. The role of the Peer Support Coordinators
 - a. Maintain and coordinate liaison between Peer Support Workers, resource persons and the Sheriff's Office.
 - b. Recruit and coordinate the screening of Peer Support Applicants.
 - c. Coordinate training of Peer Support Workers.
 - d. Create a list of qualified referral sources for the use of Peer Support Workers.
 - e. Maintain, post and circulate the list of trained Peer Support Workers throughout the office, and particularly to the Sheriff's Office Command Staff.
 - f. Facilitate on-going training in recognition and awareness of critical incident stress. Educate and promote the need for critical incident stress debriefings and defusings as tools to accomplish the most positive conclusion of an incident's aftermath for all those front line personnel involved.
 - g. Facilitate special awareness training for Sheriff's Command Staff, which educates and fosters awareness of support resources available to office personnel and command staff.

3. Communications

- a. The program will be established to enable peer support personnel to have input into the administration of the program.
- b. Information will be periodically distributed by the coordinator to peer support personnel regarding the program. This information will consist of such things as training workshops, suggested reading material, helpful counseling hints and referral information.

- I. Overtime Guidelines

1. The role of the Peer Support Worker will be to provide assistance in time of need, but that assistance should not extend to prolonged periods of time,

