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As Of 11/05/07

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Santa Cruz County Sheriff's Office

Our Mission

Our mission is to be united with local communities to make Santa Cruz County a place where all people can live safely.

Our Vision

The Santa Cruz County Sheriff's Office has a tradition of excellence in the protection of our communities. We are committed to the highest levels of professionalism, innovation, readiness and responsiveness in our police and corrections responsibilities. We protect the life, property, and rights of all people in Santa Cruz County in a fair and impartial manner.

Our Core Values

- **We are committed to high ethical standards, both in our professional and personal lives.**
- **We take action, even at personal risk, to protect the community through dedication and teamwork.**
- **We will adapt to meet the changing public safety needs and value input from the community to help shape our law enforcement strategies and responses.**
- **We treat everyone with dignity and respect.**
- **We take pride in our law enforcement profession and are proactive in attacking criminal activity and maintaining order.**

1-31-08

Dated

Steve Robbins

**Steve Robbins
Sheriff-Coroner**



Santa Cruz County Sheriff-Coroner

Number: A.02
Date: 06/13/07

SUBJECT: AUTHORITY, ORGANIZATION AND STRUCTURE

- I. History
- II. Administrative Authority
- III. Administrative Chain of Command
- IV. Organizational Chart
- V. Duties and Responsibilities of Personnel
- VI. Employee Responsibility

POLICY

It shall be the policy of this Office to set forth the administrative authority of the Sheriff and the Office organization and structure.

PURPOSE

To provide for a structure and a chain of command for this Office.

PROCEDURE

- I. History
 - A. The Office of Sheriff is, with the exception of kingship, the oldest secular office known to English-speaking people. It most likely had its origin in the 9th and 10th century laws of Anglo-Saxon England. In North America, the office was first instituted in 1634 along with the founding of the first Virginia colonies.
 - B. The Office of Sheriff in Santa Cruz County was created on April 4, 1850 when Francisco Alzina took office. In 1953, the Sheriff was designated Marshal and in 1961 Coroner responsibilities were added.

II. Administrative Authority

- A. The Sheriff, as empowered by the California State Constitution, is the chief law enforcement officer of a county and, as such, has concurrent jurisdiction with other law enforcement jurisdictions. In California the authority for the Sheriff is found in the California State Constitution and nearly every code, including the Government Code, Civil Code or Penal Code.
- B. The Sheriff-Coroner is the chief administrator and executive of the Sheriff-Coroner's Office in addition to being an officer of the court. He has the final responsibility of determining office policy and discharging those duties imposed on him by law. Organizational changes must be approved by the Sheriff-Coroner before they are implemented, while all sworn personnel are Deputy Sheriffs regardless of rank. The mission of the Office is carried out through Chief Deputies of bureaus who also act in an advisory capacity.

III. Administrative Chain of Command

- A. The Chief Deputies are listed for purposes of administrative control. In the absence of the Sheriff-Coroner, or other designation, they will assume responsibility for the Sheriff-Coroner's Office in its entirety in the order shown.
 - 1. Chief Deputy (Operations)
 - 2. Chief Deputy (Administration)
 - 3. Chief Deputy (Detention)

IV. Organizational Chart

- A. Sheriff's Office (Attachment A)
- B. Operations Bureau (Attachment B)
- C. Administration Bureau (Attachment C)
- D. Detention Bureau (Attachment D)

V. Duties and Responsibilities of Personnel

- A. The Sheriff's Office will be staffed by a hierarchy of individuals to provide direction, supervision, evaluation and the means to accomplish goals and objectives.
1. SHERIFF-CORONER is the Chief Administrator and Executive Officer of the Sheriff's Office. He has final responsibility for determining office policies together with full responsibility for the complete discharge of duties imposed on him by law. The Sheriff-Coroner governs and oversees all Office activities.
 2. SHERIFF'S CHIEF DEPUTY is an Assistant Sheriff who, as a member of Executive Management, controls, organizes and directs all activities within major organizational bureaus of the Sheriff's Office. Their responsibilities include acting as the Sheriff-Coroner, when necessary.
 3. SHERIFF'S LIEUTENANT acts as an administrator and supervisor, overseeing law enforcement and support functions within a division, supervising personnel and developing and organizing Sheriff's Office programs.
 4. SHERIFF'S SERGEANT supervises personnel engaged in all aspects of law enforcement activities, including crime prevention and detection, detention, personnel & training, recruiting and hiring, professional standards and conduct, court security and coroner functions.
 5. DEPUTY SHERIFF performs law enforcement, crime prevention and crime detection activities, serves civil papers, performs coroner functions, acts as a bailiff and performs other duties to protect and serve the public.
 6. CORRECTIONAL SERGEANT, under direction, supervises the activities of staff in a correctional facility, insures inmate safety and security, coordinates inmate programs, assists a lieutenant in managing a detention facility and performs other work as required.
 7. SUPERVISING CORRECTIONAL OFFICER supervises, trains, evaluates and participates in the work of booking, guarding, transporting and releasing inmates in the county detention facilities, as well as insuring the security and safety of the inmates.
 8. CORRECTIONAL OFFICER participates in the work of booking, guarding, transporting and releasing inmates in county detention facilities as well as insuring the security and safety of the inmates.

9. NON-SWORN PERSONNEL employees in the Sheriff's Office include, but not limited to:

- a. Account Clerk II
- b. Accounting Technician
- c. Administrative Aide
- d. Administrative Services Manager
- e. Civil Process Supervisor
- f. Clerical Supervisor
- g. Community Service Officer
- h. Cook
- i. Departmental Administrative Analyst
- j. Departmental Information Systems Analyst
- k. Departmental Systems Coordinator
- l. Division Secretary
- m. Food Services Manager
- n. Forensic Pathologist
- o. Forensic Autopsy Technician
- p. Head Cook
- q. Latent Fingerprint Examiner
- r. Personnel/Payroll Clerk
- s. Program Coordinator
- t. Property Clerk
- u. Secretary
- v. Senior Accounting Technician
- w. Senior Departmental Administrative Analyst
- x. Sheriff's Security Officer
- y. Sheriff's Administrative Secretary
- z. Sheriff's Records Clerk
- aa. Supervising Clerk I
- bb. Supervising Clerk II
- cc. Typist Clerk II
- dd. Typist Clerk III

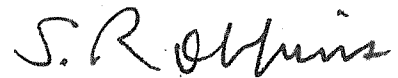
10. These positions provide a wide range of support services to those listed as sworn personnel in order that the goals and activities of the Sheriff's Office can be maintained. Refer to the Personnel Department's job descriptions for detailed duties of these positions.

VI. Employee Responsibility

- A. Each employee is responsible to know the organization and structure of the Sheriff's Office, the responsibilities of various employees of the Office

and, upon issuance of a policy manual, shall sign a receipt and review the contents thereof.

- B. Each employee will be responsible for knowing and adhering to all provisions contained in the Santa Cruz County Sheriff's Office Policy Manual.
- C. Each employee is required to maintain their own copy of the manual in good, usable condition and the contents in up-to-date current status.
- D. In addition to the Sheriff's Office Policy and Procedures, all Sheriff's Office employees are bound by the policies, rules and regulations set forth by the County of Santa Cruz including, but not limited to, County Personnel Regulations, Personnel Administrative Manual and County Policy and Procedures Manual. This information is available via the County Intranet site under "resources" Policies and Procedures.

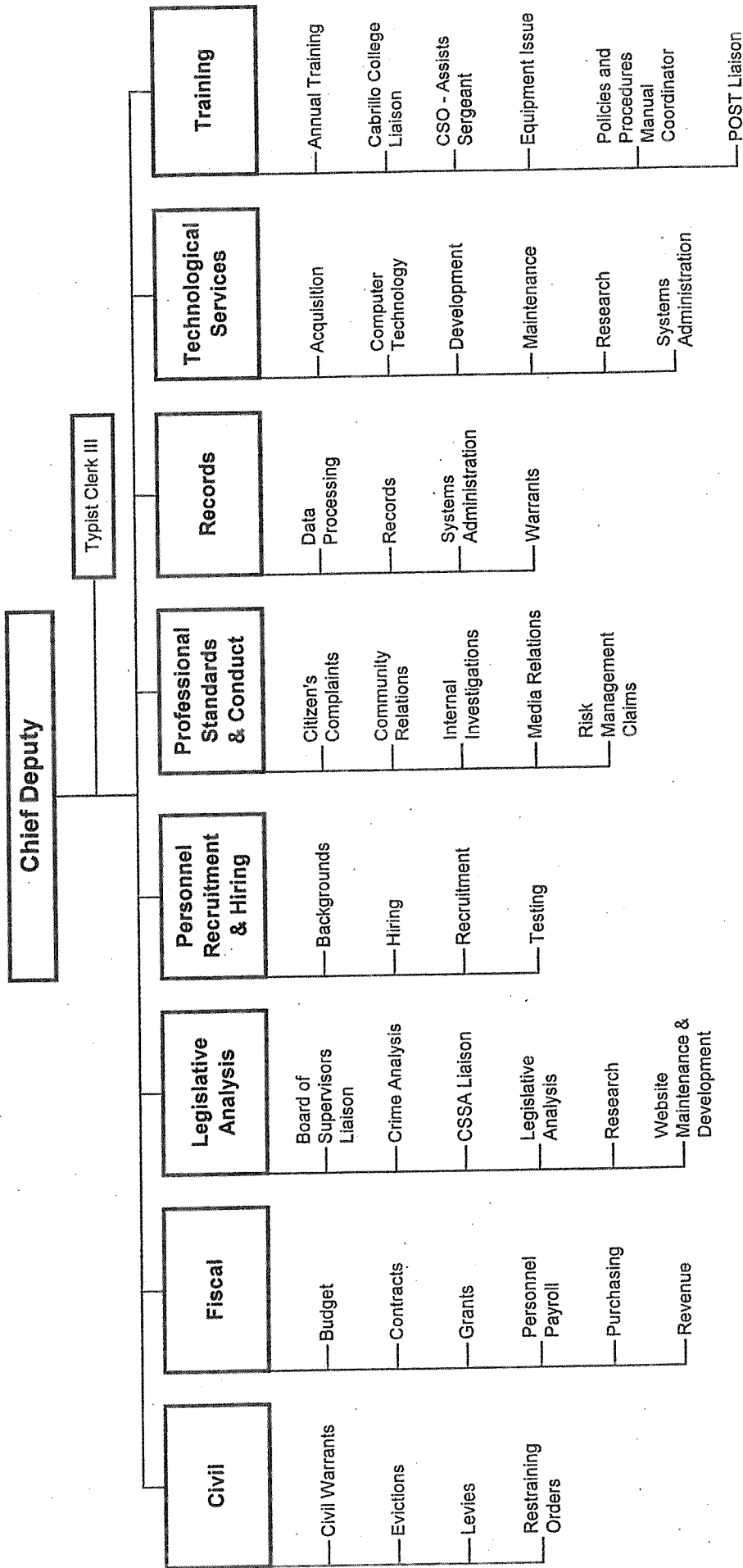


STEVE ROBBINS, Sheriff-Coroner

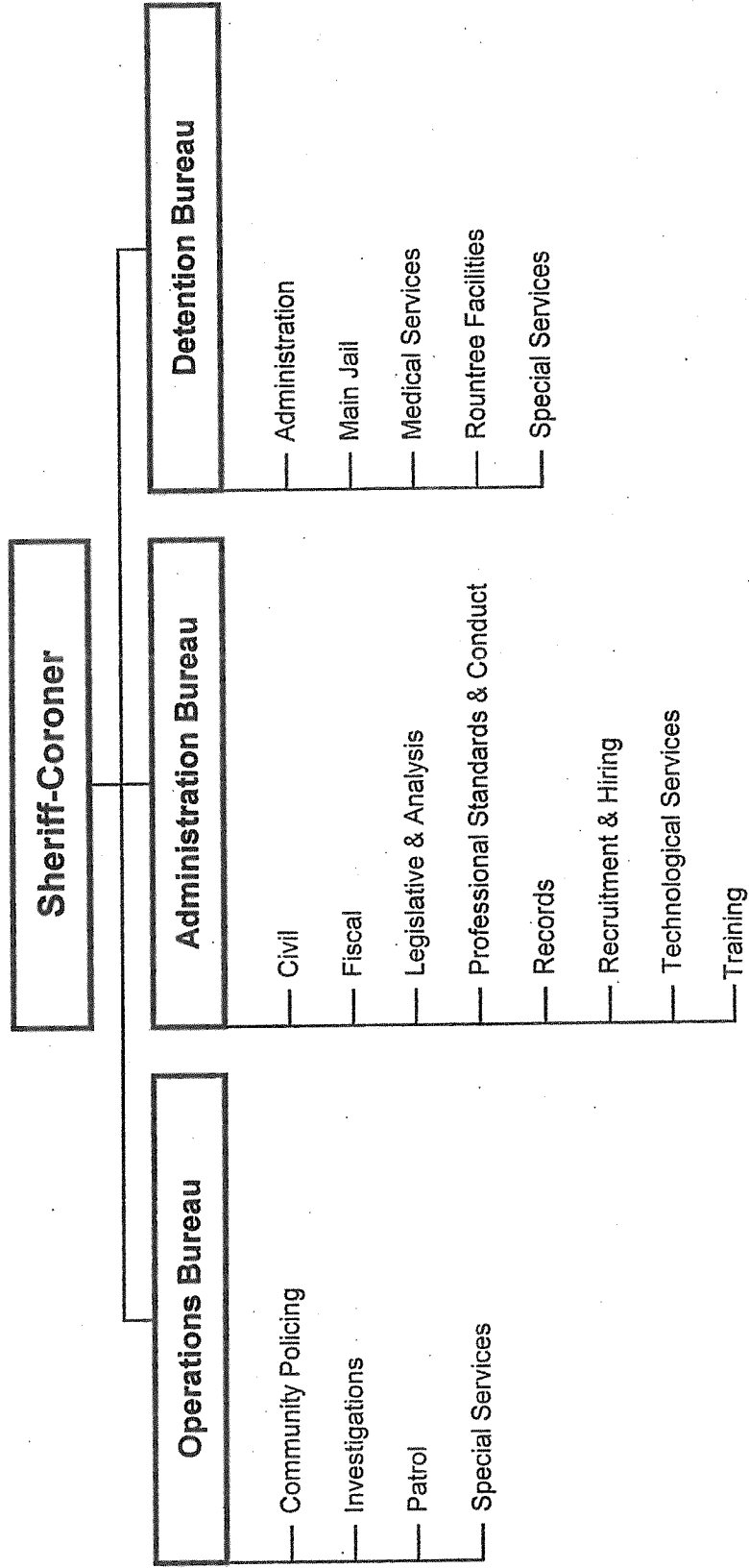
See Organizational Charts Attached – Obtain Copies in Excel

Santa Cruz County Sheriff's Office

ADMINISTRATION BUREAU

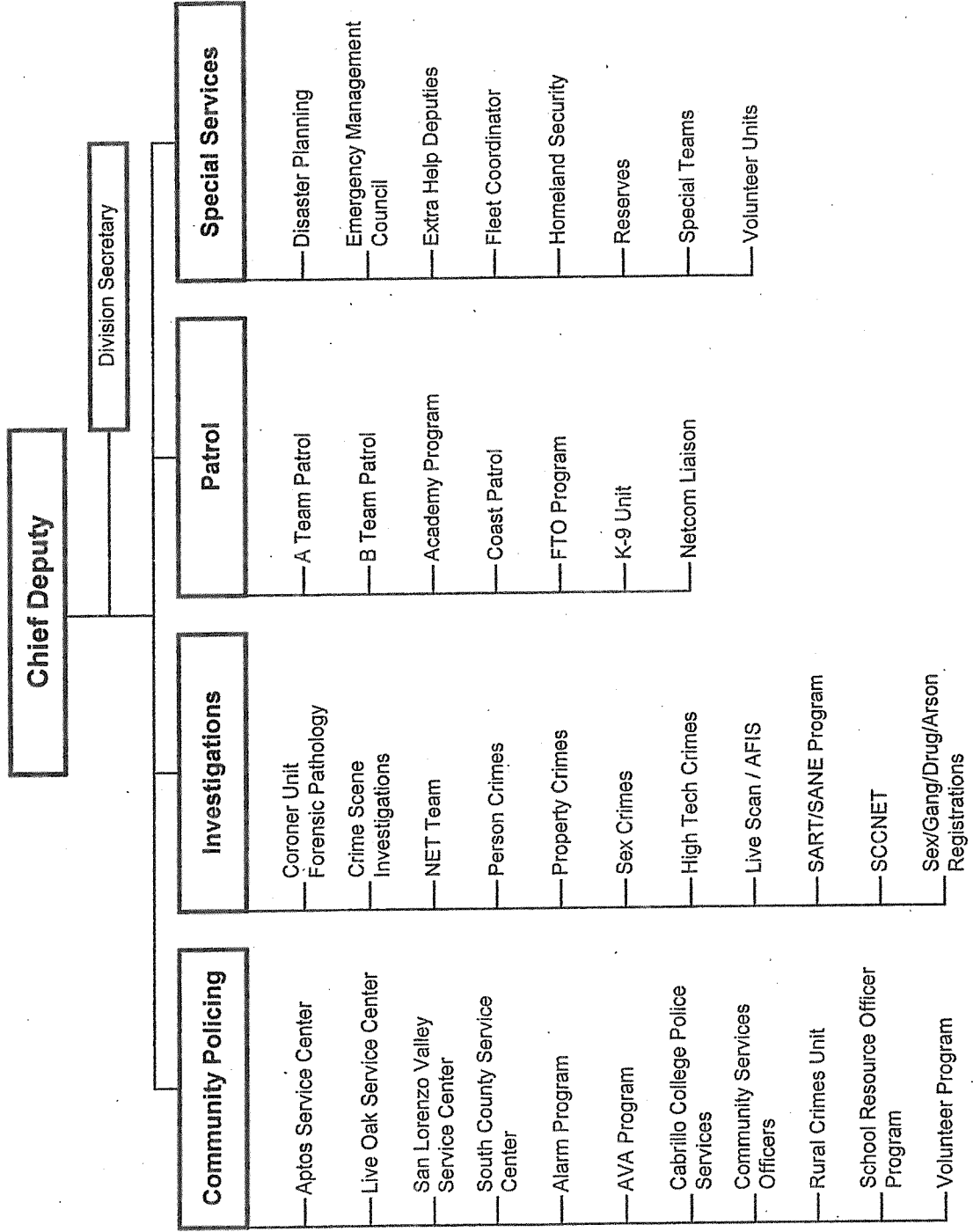


Santa Cruz County Sheriff's Office



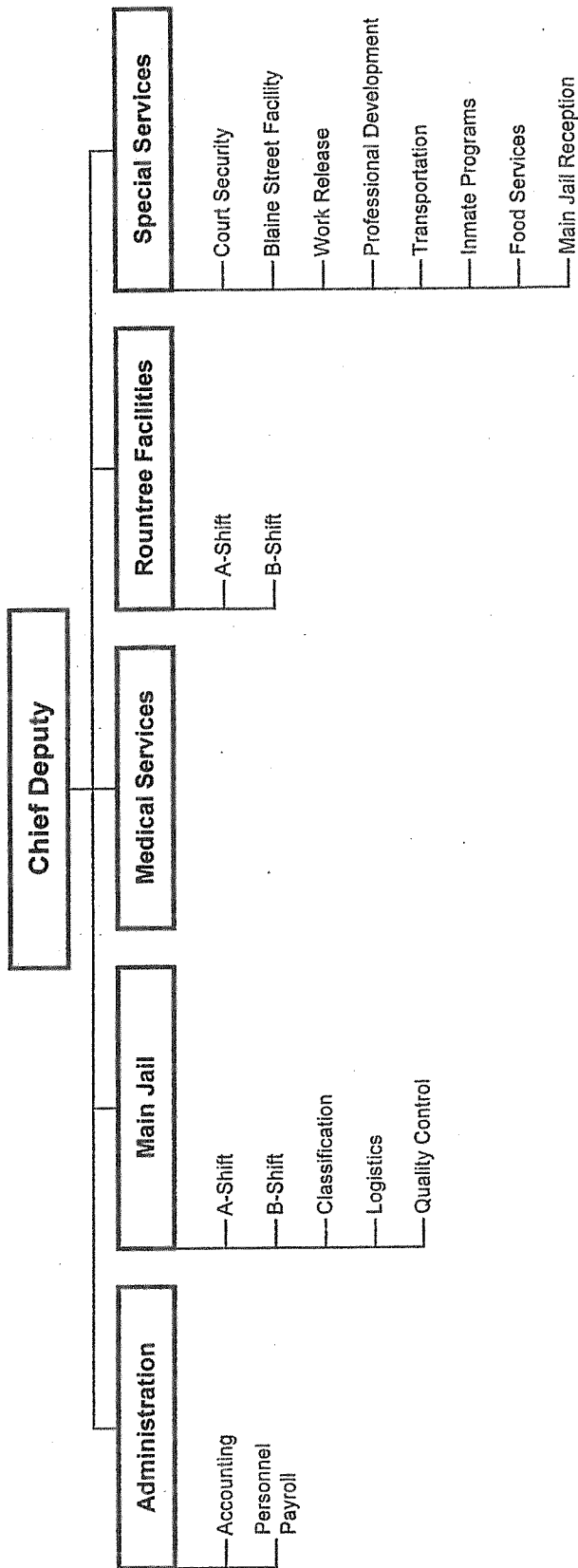
Santa Cruz County Sheriff's Office

OPERATIONS BUREAU



Santa Cruz County Sheriff's Office

DETENTION BUREAU





Santa Cruz County Sheriff-Coroner

Number: A.04

Date: 06/25/07

SUBJECT: GOVERNMENT CENTER EMERGENCY PLAN AND EVACUATION PROCEDURE

POLICY

It shall be the policy of this office to familiarize its employees with emergency procedures in the County Government Center. Sheriff's employees are responsible for knowing and utilizing this procedure.

PURPOSE

To provide an organized and coordinated procedure for responding to emergency situations which may threaten the safety of county employees and visitors to the building. The plan includes responses to bomb threats, fire and earthquakes. Evacuation guidelines are contained in this plan.

REFERENCES

Government Center Emergency Plan and Building Evacuation Procedure dated October 2005 and signed by the County Administrative Officer.

PROCEDURE

- I. Government Center Emergency Plan and Building Evacuation
 - A. Complete copies of the Plan will be maintained at the listed work sites.
 1. Sheriff's Office Administration
Maintained by Sheriff's Secretary
 2. Administration Bureau
Maintained by Administration Typist Clerk III
Also maintained by Supervising Records Clerks (Day and Night Shifts)
 3. Operations Bureau

Maintained by Investigation Division Secretary
Also maintained by Patrol Division Secretary

4. Detention Bureau
Maintained by Court Security Sergeant

- B. Each county department will designate a Departmental Coordinator for each work site within the Government Center.

If present, the Operations Chief Deputy and/or the Administrative Chief Deputy shall fulfill the role of Departmental Coordinator. They will enlist assistance from the:

1. Investigation Division Lieutenant
2. Court Security Sergeant
3. Record's Clerk Supervisors

- C. ALL employees must familiarize themselves with the overall plan. Employees must, at a minimum, prepare themselves with the following information:

1. Know the quickest exit route out of the building using the nearest staircase. NEVER USE THE BUILDING ELEVATOR DURING AN EMERGENCY.
2. Know the location of the alarm box on your floor and how to activate the alarm.
3. Know if any co-workers will require assistance in exiting the building and be prepared to provide whatever help is necessary. Examples would be persons in wheelchairs or with heart conditions. Specific needs for these employees must be identified and discussed in advance.
4. Know what your department looks like on a daily or routine basis. Suspicious objects can only be identified by those who know what to expect or anticipate within their work site.
5. Know where to go after leaving the building. The designated safe area is behind the bicycle lockers next to the patrol car parking lot. DO NOT STAND IN THE DRIVEWAYS, ON THE SIDEWALKS OR ON THE STAIRS - emergency responders need clear access to the building.

D. Evacuation

1. Sheriff's Office employees will, immediately following an evacuation, report to the lawn area on the far side of the bicycle lockers (near the physical agility wall) for a head count and to receive further instructions.
2. The Sheriff's Office will send a representative to the operational control point which will normally be at the county radio shop.*
3. Employees should turn off equipment and machinery, and secure confidential information and money. If time allows under the circumstances of the evacuation, windows should be closed prior to leaving the work site. Employees should take valuables and clothing with them, in the event that re-entry to the building is delayed.
4. Departmental coordinators, and their designees, will ensure Sheriff's employees have complied with evacuation. Departmental coordinators are the last ones to leave. As they are leaving, they will hang "All Clear" signs on doorknobs, facing into the main central hallway. These signs are located on the backside of the administration chief's office door.

*Normally, the Santa Cruz Police Department will provide an incident commander. If the incident commander establishes a command post, the Sheriff's Office will provide a deputy incident commander**. The incident commander may request assistance in searching public access within the building; the search request will be made through, and directed by, the deputy incident commander. Sheriff's staff is responsible for keeping sidewalks and driveways in front of the Government Center clear of pedestrians. The incident commander will assign responders from participating agencies to secure the rear entrance.

**Deputy Incident Commander is the highest-ranking Sheriff's officer within the building at the time of the incident. If no Sheriff's Office deputies are in the building, the deputy incident commander shall be the patrol team lieutenant.

Note: Generally, participation by the Sheriff's Office should be requested by the Santa Cruz Police Department. In a bona fide emergency, however, Sheriff's personnel who are on scene will act to ensure public safety. The Sheriff's Office will participate in the Law Enforcement Incident Command (LEIC) on this basis until such time as a Standard Emergency Management or Unified Command is required.

Communications shall be conducted on Sheriff's secondary (Red) channel until a tactical frequency is designated by incident command.

Court Security

The primary role of officers assigned to court security will be ensuring safety and security of the prisoners in the Sheriff's custody. Prisoners will be secured and removed from the courts and holding cells in the safest, most expeditious manner. Upon confirming with the court's administrative officer, court security will also evacuate court personnel and the public and, as available, assist with building security once the evacuation is complete. Court security shall contact incident command via radio, Sheriff's secondary channel (Red) and provide a status report to incident command.

Court security will also contact the court's administrative officer when there is a Government Center fire drill to ensure that the court building is evacuated. In turn, the court's administrative officer will contact court security to notify the county when there is a fire or incident in the court building. Court security will notify the Sheriff, who will notify the County Administrative Officer and the Safety Officer.

Bomb Team

The primary function of the Sheriff's bomb team is removal and investigation of suspicious objects or actual devices. Bomb team members do not perform search functions.

Steve Robbins
STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.06

Date: 03/07/07

SUBJECT: OFFICE SAFETY PLAN

POLICY

It shall be the policy of this Office to abide by this safety plan in compliance with Senate Bill 198, Occupational Safety and Health.

PURPOSE

To provide a program that addresses a safety plan for all Sheriff's Office employees.

REFERENCE

California Senate Bill 198 requires every employer to establish an effective injury/illness prevention program, which will be administered for the State through the offices of CAL-OSHA.

PROCEDURE

I. Office Safety Plan

A. Commitment to Health and Safety

1. The County of Santa Cruz and the Sheriff's Office is committed to maintaining a safe and healthy work place in compliance with all federal, state and local health safety laws. To that end, this Safety Program has been developed to prevent work place accidents, injuries and illnesses.
2. Copies of the complete County Safety Program are available for review at the County Personnel Department - Occupational Safety and Health Division; portions applicable to specific work sites and job duties are kept on file in the Sheriff's Office and are available to every affected employee on the county's Intranet. Additional copies are available through the Personnel Director or designated Departmental Safety Representative.

3. The Sheriff's Office is committed to providing a safe work environment which allows for employees to identify safety hazards without the fear of reprisal and an investigation and correction procedure that provides for these hazards to be mitigated at the earliest possible time, within fiscal restraints.

B. County and Sheriff's Office Responsibility for Administering this Program

1. The County Safety Program is the responsibility of the Occupational Safety and Health Division of the Personnel Department. The duties of the County's Occupational Safety and Health (OSH) Program Manager include:
 - a. Administering county programs that are documented in written plans which support the policy of a safe and healthy work environment for county employees, including but not limited to:
 - (1) Hazardous Materials Management Program
 - (2) Fire Inspection/Safety Program
 - (3) Facility Security Program
 - (4) Emergency Response Program
 - b. Identifying various requirements and issues of the defined programs and coordinating with departmental safety representatives to carry out these programs.
 - c. Coordinating with departments to develop programs that ensure that employees comply with safe and healthy work practices.
 - d. Communicating with employees on occupational safety and health matters and encouraging employees to report hazards at the work site without fear of reprisal.
 - e. Coordinating with departments to implement periodic inspections to identify unsafe conditions and work practices.
 - f. Developing an accident investigation procedure that includes expeditious corrective action.

- g. Maintaining an occupational safety and health training program designed to instruct employees in general safe and healthy work practices, providing specific instructions with respect to hazards specific to each employee's job assignment.
 - h. Coordinating a county-wide labor/management safety and health committee and providing staff support to that committee.
- 2. Although the OSH Program Manager is the primary person responsible for this county-wide, department heads and departmental safety representatives are also responsible for carrying out these tasks. Departmental responsibilities include:
 - a. Developing a written departmental safety program plan
 - b. Identifying responsible parties
 - c. Administering programs that ensure that employees comply with safe work practices
 - d. Developing a method for communication on safety issues that encourages employees to inform the department of hazards without fear of reprisal
 - e. Identifying safety issues and a plan for corrective action through facility inspections
 - f. Administering accident investigation and corrective action procedures
 - g. Providing training and retraining for employees on safety issues including new employee orientation
 - h. Assisting the county-wide labor/management safety committee as appropriate.
- 3. Responsible Parties
 - a. The persons responsible for implementation and maintenance of this Safety Program for the Sheriff's Office are:

Title: Sheriff-Coroner
Phone: (831) [REDACTED]
FAX: (831) 454-2353
Address: 701 Ocean Street, Room 340
Santa Cruz, CA 95060

Department Safety Representative

Title: Chief Deputy, Administration Bureau
Phone: (831) [REDACTED]
FAX: (831) 454-2353
Address: 701 Ocean Street, Room 340
Santa Cruz, CA 95060

Department Facilities Manager

Title: Special Operations Lieutenant
Phone: (831) [REDACTED]
FAX: (831) 454-2353
Address: 701 Ocean Street, Room 340
Santa Cruz, CA 95060

Special Services Jail Lieutenant

Title: Lieutenant Special Services
Phone: (831) [REDACTED]
FAX: (831) 454-2864
Address: 259 Water Street
Santa Cruz, CA 95060

- b. It is also the responsibility of every employee to practice safe work habits, to assist in keeping work areas clean and hazard-free and to abide by all county and government safety rules and regulations.

C. Inspections of Facilities and Schedules

- 1. Each fiscal year the Departmental Facilities Manager will conduct inspections of assigned facilities using the CAL-OSHA "Safety-Inspections" checklist. Facilities may be inspected on a more frequent basis if particular safety and/or health issues so warrant. The Special Services Lieutenant shall inspect all detention facilities, including, court holding.

2. Appropriate occupational safety and health training of Departmental Facilities Managers will be conducted either prior to or during the inspection process.
3. The facilities that are the responsibility of the Sheriff's Office include; but not limited to:

<u>Facility</u>	<u>Planned Inspection Date</u>
701 Ocean St., Room 340	February 1, Annually
701 Ocean St., Court Security	"
701 Ocean Street, Evidence Storage	"
701 Ocean Street, Locker Room	"
259 Water Street, County Jail	"
141 Blaine Street, County Jail	"
100 Rountree Lane, County Jail	"
Evidence Storage Facilities	"
County Morgue	"
Community Service Centers	"
Contract Policing Centers (Cabrillo College)	"

4. The "Self-Inspections" checklist, recommended by CAL/OSHA, is used to conduct the safety inspection. A copy of the completed checklist by facility, including documentation of safety-related problems found and a plan for corrective action is kept on file in the department and also forwarded to the OSH Division of the County Personnel Department.

D. Methods of Investigating Unsafe Situations or Practices

1. All unsafe acts and/or conditions will be reported to the Departmental Safety Representative assigned using the "County of Santa Cruz Employee Safety Suggestion" form PER6051 (attached). The employee completes the form and turns it into the supervisor who keeps a copy and forwards the two remaining copies to the OSH Division of Personnel. The form may also be filed anonymously directly with the OSH Division of the County Personnel Department.
2. The Departmental Safety Representative will investigate issues reported and will make a finding and recommendation for corrective action that will be reported to the department head, the OSH Division of Personnel and the reporting party, if known.

3. For notices turned directly into the OSH Division, the OSH Program Manager will investigate the issue and make a finding and recommendation for corrective action that will be reported to the department head.

E. Methods for Corrective Action

1. All unsafe acts and/or conditions will be corrected in accordance with standard safety engineering practices and procedures including, but not limited to:
 - a. Industrial hygiene
 - b. Personal protective equipment
 - c. Machine guarding
 - d. Training, re-training
 - e. Human factors – Engineering
 - f. Administrative controls
2. The Departmental Safety Representative will report corrective actions taken to the department head, the OSH Division of Personnel and the reporting party, if known. The OSH Division will act as the primary resource for county departments on all safety and health technical matters.

F. Disciplinary Procedures

1. For those employees who consistently disregard established occupational safety and health policies, current county disciplinary procedures will apply.
 - a. Personnel Regulations and References of Santa Cruz County, Section 120, County Code Provisions-Personnel Program Part VI 4.05.600.
 - b. Personnel Regulations and References of Santa Cruz County, Section 130, Civil Service Rules.
2. Violations of established occupational safety and health policies may result in disciplinary action depending upon the severity of the

violation and history of compliance with policies. For less serious violations, the following will occur:

- a. On the first violation - A verbal warning from the supervisor, Departmental Safety Representative or Personnel Director.
- b. On the second violation - A written reprimand, placed in the employee's central personnel file, will include communication of the disciplinary action that will occur should another violation occur. This reprimand will be signed by the employee.
- c. On the third violation - Disciplinary action (suspension or termination) depending on the severity of the violation.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner

Number: A.06

Date: 03/07/07

1

Date Issued: 7/17/01

COUNTY OF SANTA CRUZ EMPLOYEE SAFETY SUGGESTION

Date: _____

To: _____ (Department Safety Representative)

From: _____ (Employee name optional)

Employee phone number and/or e-mail address (Optional): _____

OBSERVED UNSAFE ACT OR CONDITION (to be filled out by employee)

Location and date of unsafe act or condition:

Dept. _____ Area _____ Date: _____

Number of employees in area: _____ Name of supervisor: _____

Description of unsafe act or condition: _____

Classification of hazard (check one) IMMINENT ___ SERIOUS ___ NONSERIOUS ___

Suggestion for correction: _____

RESPONSE ACTION TAKEN (to be filled out by dept. safety rep.)

Date safety suggestion received: _____

Date safety suggestion investigated: _____

Classification of hazard (check one) IMMINENT ___ SERIOUS ___ NONSERIOUS ___

Findings and corrective action plan: _____

Expected date corrective action will be completed: _____

Name of Dept. safety representative: _____

Dept. safety rep. phone number and/or e-mail address: _____

cc: Employee

Supervisor

Safety Officer/Worker's Compensation Manager

Note: See instructions for completing form on opposite side of page

Instructions for completing the Employee Safety Suggestion Form

Unsafe Act or Condition Observed by Employee

Date Issued: 7/17/01

2

Date, To and From – Indicate today's date, the name of the department safety representative and your own name and contact information (optional).

Location and Date of Unsafe Act/Condition – Give exact location, department, area (building or work area), and date problem observed.

Number of employees in area – Number of employees in the work area when you observed the safety problem.

Name of Supervisor – In area where problem observed.

Description of unsafe act/condition, hazard observed – Describe situation in detail, for instance, equipment used, condition of equipment, condition of work area, apparent source of problem. Etc.

Suggestion for Corrective Action – Provide your suggestions or ideas for correcting the observed problem. Use additional sheets of paper if required.

Distribution – Please submit this form to your department safety representative and provide a copy to:

County Safety Officer/Worker's Compensation Manager

County of Santa Cruz

Personnel Dept.

701 Ocean St. Rm. 510

Santa Cruz, CA 95060

(831) [REDACTED]

[REDACTED]@co.santa-cruz.ca.us

Response Action by Department Safety Representative

Complete this section of the form and return to the employee within 30 calendar days of receiving it. If the employee name is omitted, respond to the supervisor.

Date safety suggestion received – Log the date you received the employee safety suggestion.

Date safety suggestion investigated – Enter the date you began your investigation.

Classification of hazard – Use your best judgment and work experience to rate the observed hazard as Imminent, Serious or Non-serious. Check one of these on the form.

Findings and Corrective Action Plan – Briefly describe your findings. Indicate "no hazard observed", if none observed. Outline your plan to correct any observed hazards. If unable to correct the condition within 30 days of receiving the safety suggestion, include a timetable and any interim steps taken to protect employees.

Expected date corrective action will be completed – Indicate the date on which the corrective action plan will be completed.

Name of Dept. Safety Representative – Sign your name clearly.

Dept. Safety Rep. Phone number and e-mail address – Fill in current contact information.

PER6051 11/02

SHERIFF'S OFFICE SAFETY PROGRAM

ACKNOWLEDGEMENT OF THIS POLICY

I have read and understand the Sheriff's Office policy and procedures in regards to the Departmental and County Safety Program. I understand my right to report safety violations without the fear of reprisal and my responsibility to conduct my duties and responsibilities using safe work practices. I understand the consequences of not using safe work practices.

PRINT EMPLOYEE NAME

SIGNATURE

DATE

A copy of this signed policy is to be maintained in the employee's departmental personnel file with a copy to the employee.



Santa Cruz County Sheriff-Coroner

Number: A.08

Date: 05/11/06

SUBJECT: PRESS RELEASES/MEDIA RELATIONS

POLICY

It shall be the policy of the Sheriff's Office to provide factual information pertaining to matters of public safety and related activities of concern to the public. Release of information shall be performed so that it does not unduly interfere with operations, jeopardize an ongoing investigation, infringe upon individual rights or violate law while at the same time adhere to the strict obligation to maintain public confidence.

PURPOSE

The purpose of this policy is to establish guidelines for releases of information under the jurisdiction of the Sheriff-Coroner to the public through the media to insure that it is legal, proper, accurate, reliable and timely.

REFERENCES

TNG V. Superior Court, 4 Cal 3rd 767
Welfare & Institution Code, Sections 827, 828 (Confidentiality of Juvenile Records)
Penal Code Section 293 (Victim Information Disclosure)
Penal Code 409.5 Exclusion from Police Command Post Area
Government Code Section 6254 (f)(2) (Disclosure of Records)
Black Panther Party v. Kehoe, 42 Cal.App.3rd 645 (Public information remains public)
Health Information Protection Privacy Act (HIPPA)

DEFINITIONS

Public Information Officer: The Sheriff's Press Information Officer (PIO) also known as the Community Relations Officer serves as a central source of information to direct or facilitate the flow of information between the media and members of the Sheriff's Office.

News Media Representative: Those individuals who are directly employed by media organizations. Freelance workers are regarded as members of the general public.

PROCEDURE

I. Press Releases

- A. Access to the Santa Cruz County Sheriff-Coroner Press Incident Log, subject to the limitations of this policy and the Jail Booking Daily Arrest Report, will be provided to the press during regular business hours.
- B. As soon as reasonably practical, during or after an unusual event, major incident or critical incident that is within the jurisdiction of the Sheriff's Office, a press release will be issued describing the occurrence.
- C. Authority and Approval
 - 1. Chief Deputies, or their designee, shall have the authority to release information from within their respective bureau.
 - 2. Employees must obtain the approval of the lieutenant in charge of the affected division prior to the issuance of any written press release.
 - 3. Press releases will be controlled further by the following limitations:
 - a. When the Investigation Division responds or is involved, any release of information to the media will be handled by the designated Case Agent, Detective Sergeant, Investigations Lieutenant or designated PIO.
 - b. For an in-progress event, release of information will be handled by the Patrol Watch Commander, Incident Commander or a designated PIO until such time, if applicable, the Investigation Division assumes control of the investigation.
 - c. Release of information to the media, in a case handled at the patrol level requiring no Investigation Division follow-up, may be handled by the Patrol Watch Commander or his/her designated deputy, the Team Lieutenant or the PIO.
 - d. In a major incident such as a Search and Rescue Operation or Tactical Unit Operation where the Investigation Division is not involved, the Incident Commander, designated Case Agent or designated PIO will release any information to the media.

- e. When incidents occur in the Detention Bureau and the Investigation Division is not involved, the Jail Watch Commander, Lieutenant or designated PIO will release any relevant information to the media.
- f. Only the Coroner Unit or the Investigation Division working with the Coroner Unit will release information regarding a death investigation to include the identity of a decedent or cause of death.
- g. Members of the Sheriff's Office working in other specialized units or assignments not covered in Sections a-f above, may prepare press releases regarding their activity with the approval of their bureau chief or his/her designee.
- h. The Community Relations Officer will prepare press releases regarding general office activity and crime prevention. This officer will be available to assist all personnel with the preparation of press releases.
- i. Following the filing of a criminal case with the District Attorney's Office, all press releases regarding the case will be coordinated with the District Attorney.

D. Subject to any limitations of law, the following information may be released:

- 1. The name, age, address and occupation of people arrested.
- 2. The substance of the incident precipitating the arrest and the criminal statute(s) on which the arrestee is being held.
- 3. The identity of the investigating or arresting agency(s).
- 4. Circumstances surrounding an arrest, including the time and place of arrest, resistance, pursuit, possession and use of weapons and a limited description of items seized. The place of arrest may need to be general in nature if disclosure would identify or endanger a victim(s) and/or witness(s) or violate confidentiality as prescribed by law.
- 5. Disclosures should include only factual and objective information.
- 6. The age and sex of a victim if a person or if a business, the name and location of the business.

7. Any requests for mutual aid, the numbers of deputies or people involved in an event or investigation and the length of the investigation, the name of the officer in charge and unit assignment. The name of any undercover officer and duration of any undercover investigation will not be released.
- E. Information will not be furnished that could reasonably be expected to adversely effect an ongoing investigation or that may influence the outcome of a trial or other judicial proceeding. Because certain types of information create an atmosphere of prejudice without serving a significant public information function, the following will not be made available:
1. Any release of information, photo or comment not falling under the specific jurisdiction of the Sheriff's Office and any release of information for unofficial business. Media should be referred to the agency of jurisdiction.
 2. Observations concerning a defendant's character.
 3. Statements, admissions, confessions or alibis attributable to a defendant, or refusal of a defendant to make a statement.
 4. Information regarding the outcome of any tests or the defendant's refusal to submit to any such tests. The fact that certain tests have been performed or requested without further comment may be disclosed.
 5. Any information which may interfere with the investigation and jeopardize prosecution such as modus operandi, specific details known only to the perpetrator(s) and investigator(s), confidential information provided only by a confidential source or undercover operation and information that may cause the suspect to flee or effectively avoid apprehension.
 6. Information that may endanger any person, including law enforcement personnel.
 7. Information that may disclose investigative techniques, technology and/or procedures.
 8. The identity of a suspect prior to arrest unless such information would aid in apprehending the suspect or serve to warn the public of potential danger.

9. Statements concerning identity, addresses, contact information, testimony or credibility of any prospective witness.
10. Any opinion as to the guilt of the accused or the possibility of a plea bargain or speculation on any legal proceeding.
11. Any information concerning prior criminal record without the express authorization of the District Attorney having jurisdiction over the matter.
12. The name, address or contact information of any victim of Sections 261, 264, 264.1, 273(a), 273(d), 273.5, 286, 288, 289, 422 or 646.9 of the California Penal Code. However, the age and sex of the victim may be released.
13. The identity of any victim of a sex crime or any related information, which, if divulged, could lead to the victim's identity.
14. The identification of any person under the age of 18 who is a suspect in any investigation or has been taken into custody. However, the age and sex of the person may be released.
15. Any information concerning a personnel investigation without the express authorization of the Sheriff.
16. The personal address or personal contact information of any member of the Sheriff's Office.
17. Information pertaining to the identity of the victim in a death investigation prior to authorization by a member of the Coroner's Section.
18. Specific cause of death unless officially determined by the Medical Examiner and authorized for release by a member of the Coroner's Section.
19. Information pertaining to the identity of any critically injured person prior to the notification of next of kin. In the event the person is an officer or employee of the Sheriff's Office, only the Sheriff can authorize the release of this information.
20. Any information about the specific injury(s), any medical specific condition, any specific medical treatment or procedure, medical history or specific name of any medical facility where someone has

been transported or is being treated. General reference, if known, as to whether injuries appear to be of a minor, moderate, serious or critical degree is permitted. General reference as to whether a person(s) required transportation by ambulance, further medical treatment or hospitalization is permitted without disclosure of specific information.

F. Distribution and Format of Press Releases:

1. Press releases shall be on official letterhead or similar identifying information included.
2. The date the press release was issued; date of occurrence of incident or event, event or incident type, case number, if applicable, author, author's rank, assignment and contact phone number and the approving supervisor's name and rank shall be included.
3. Follow-up questions by the media are almost always inevitable and should be expected. Employees shall prepare, in advance, by providing proper phone numbers and referrals.
4. In addition to the media, all press releases shall be distributed to:
 - a. Sheriff-Coroner
 - b. Bureau Chief Operations, Bureau Chief Administration and Bureau Chief Detention
 - c. Investigations Lieutenant
 - d. Community Relations Officer (PIO)
 - e. Press Board
 - f. Patrol Roll Call Board
 - g. Webmaster
 - h. Case File (if applicable)
 - i. Santa Cruz Consolidated Emergency Communications Center (NetCom)

5. It is recommended that press releases be distributed to Service Centers or other members of the Office as applicable.
6. Press releases of local concern shall be distributed with equal consideration to all members of the press via the current list in records on the programmed facsimile machine or the current email distribution list maintained by Community Relations. Press releases of concern to the Greater Bay Area or larger regions shall be distributed in a similar manner.
7. When a press release has been issued, any member of the Office may re-distribute that press release to the public. Once information is released to one party, it becomes public record and cannot be withheld from another member of the public (Black Panther Party v. Kehoe 1974)

G. Release of Photographs to Media

1. The release of photos could violate law or jeopardize an investigation. Only the agency of jurisdiction shall release photos to the media without express permission from the bureau chief or Sheriff.
2. Employees shall not release photos of any kind to the media for cases outside jurisdiction of the Sheriff's Office. The media shall be referred to the agency of jurisdiction. Photos may be provided to the agency of jurisdiction for their use. This policy is not intended to prevent an employee from assisting an outside agency or providing assistance in an emergency.
3. Photos, including booking photos, for adult (age 18 and older) persons arrested under jurisdiction of the Sheriff's Office may be released to the media with the express permission of the Sheriff, Bureau Chief, Lieutenant, Investigation Sergeant or Case Agent. Where no Investigation Division follow-up is necessary, the arresting officer or a supervisor may authorize the release of photos.
 - a. Following the filing of a criminal case with the District Attorney's Office or upon adjudication, the release of photographs will be coordinated with the District Attorney.

4. Suspects, or accused persons in custody, shall not be posed or arrangements made for photographs, telecasts or interviews, nor shall employees pose with suspects or accused persons in custody.

II. Media Relations

- A. Authorized news media representatives shall have reasonable access to the PIO, the Sheriff, or designee, and operations of the Office, as governed by this policy. When information must be denied to a media representative, the basis for that denial shall be courteously explained.
- B. This Office recognizes authorized identification from all local, regional, national and international news organizations. Failure of the media representative to present authorized identification, may provide grounds for restricting access to requested information or to incident scenes.
- C. The relationship of the members of this Office and the media at crime scenes and other major incidents, will be governed by the following guidelines:
 1. Unless interfering with emergency operations, the media will not be restricted from scenes of natural disasters or accidents. The possibility of injury or death does not preclude the right of the media to have access.
 2. Media access to crime scenes including in-progress crime scenes being secured and/or processed for evidence may be restricted.
 3. Media access to any emergency field command post or any other command post activated for the purpose of abating a menace to the public health or safety created by a calamity including flood, storm, fire, earthquake, explosion, accident or other disaster may be limited whether or not the command post is located near to the actual calamity. Failure to leave or willfully remaining in the command post area is a misdemeanor (409.5(c) PC).
 4. At the scene of a major incident, as soon as practical, the supervising deputy will assign someone to act as liaison with the media. Release of information, if any, will be non-specific and limited in scope. If possible, a press area should be designated. Its location should be outside any crime scene(s) and away from the Incident Command location. Further release of information will be

handled by the Watch Commander, Incident Commander, Designated PIO or if applicable, the Investigation Division.

5. Members of the Sheriff's Office shall not give permission for the media to enter on private property to photograph, film, videotape or gather other information. Only the property owner or property owner's representative may grant such permission.

D. Hours of Operation

1. During regular business hours, general media inquiries should be directed to the Community Relations Officer at the Sheriff's Media Line (831) [REDACTED] or email [REDACTED]@co.santa-cruz.ca.us. During off hours, general media inquiries can be directed as appropriate to the Watch Commander or Team Lieutenant of Operations at Net-Com Dispatch Media Line at (831) [REDACTED] or Detention Booking (831) [REDACTED]

E. Prisoners in Custody

1. News media are permitted to contact inmates by use of the social visit procedure. A visit by news media shall be considered a social visit and not a professional visit. Such visits are subject to being recorded, taped or monitored according to the guidelines for social visits.
2. Officers and employees who have custody of prisoners outside a detention facility shall not permit news media interviews with the prisoners. Nothing shall prevent the news media from photographing prisoners who are in a location open to public view. Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts or interviews, nor shall employees pose with suspects or accused persons in custody.
3. Only the Sheriff or Detention Bureau Chief can authorize any news media to bring equipment such as recording or video devices into a Detention Facility.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.10

Date: 07/09/07

SUBJECT: HIRING PROCEDURE - PUBLIC SAFETY APPLICANTS AND ALL NON-SWORN APPLICANTS

POLICY

Due to the sensitive nature of law enforcement, it shall be the policy of this Office to employ fair hiring practices and conduct a thorough background investigation of all candidates who are considered for employment in all classes within the Sheriff's Office. It is our policy to cooperate with outside agencies conducting background investigations on employees and applicants.

PURPOSE

To establish procedures for conducting and reporting investigations of personal history and moral character of persons who apply for appointment to the Sheriff's Office. In addition, this policy will standardize the procedure for dissemination of information on employees and applicants.

REFERENCES

County of Santa Cruz Personnel Administrative Manual
County of Santa Cruz Personnel Regulations
P.O.S.T. Administrative Manual
STC Regulations
California Government Code Sections 1029-1031
California Penal Code Sections 13510-13523
P.O.S.T. Background Investigation Manual
Santa Cruz County Sheriff's Office Controlled Substance Protocol
Santa Cruz County District Attorney's "Brady Rule" Protocol

DEFINITIONS

Uniformed public safety positions include deputy sheriff trainee, deputy sheriff lateral, correctional officer, community service officer and security officer.

Non-sworn positions include all other positions employed by the Sheriff's Office.

EXAMINATION AND HIRING PROCEDURES SYNOPSIS

Uniformed Public Safety Positions

Phase I shall consist of a written examination.

Phase II shall consist of a physical ability test and Sheriff's Office personal history questionnaire.

Phase III shall consist of a selection interview and P.O.S.T. personal history statement (FORM 2-251).

Phase IV shall consist of a personal history background investigation to include:

- A. Review and comparison of the Sheriff's Office personal history questionnaire and the P.O.S.T. personal history statement.
- B. Background investigator's initial interview.
- C. Background investigator's interview of all personal and professional references listed by the candidate and developed during the investigation.
- D. Polygraph examination.
- E. Psychological examination.
- F. Administrative review by the Chief Deputy of Administration and the chief deputy of the affected bureau. This may involve a candidate interview.
- G. Sheriff's or his designates approval.
- H. Physical examination.
 - 1. Medical examination as defined by the appropriate medical authority.

Non-Sworn Employees

Phase I shall consist of a written examination and other examinations as required by the Sheriff's Office and the Santa Cruz County Personnel Department as defined by the "job descriptions" on file with the County Personnel Department.

Phase II shall consist of a physical ability test, where applicable, and Sheriff's Office personal history questionnaire.

Phase III shall consist of a selection interview and P.O.S.T. personal history statement (FORM 2-255).

Phase IV shall consist of a personal history background investigation to include:

- A. Review and comparison of the Sheriff's Office personal history questionnaire and the P.O.S.T. personal history statement.
- B. Background investigator's initial interview.
- C. Background investigator's interview of all personal and professional references listed by the candidate and developed during the investigation.
- D. Polygraph examination.
- E. Administrative review by the Chief Deputy of Administration and the chief deputy of the affected bureau. This may include a candidate interview.
- F. Sheriff's or his designator's approval.
- G. Physical examination.
 - 1. Medical examination as defined by the appropriate medical authority.

PROCEDURE

Background investigations are sensitive in nature and therefore controlled documents. They are to be reviewed only by the background investigations unit, their immediate chain of command, any bureau chief, Sheriff or other members of the Sheriff's Office as designated by the Administrative Bureau Chief or Sheriff.

Members of the unit are prohibited from discussing the contents or progression of a background investigation outside the aforementioned chain of command, except in the instance of a proper request from another background investigator after completing all required forms to include:

- A. An original, notarized, third-party waiver from the applicant of the investigation.
 - 1. Photocopy of original waiver to be placed in the applicant's file.

- B. A Sheriff's Office Third Party waiver of information is signed by the background investigator and witnessed by a member of the Sheriff's Office.
 - 1. Original waiver to be placed in the applicant's file.

Uniformed Public Safety Positions, Including Lateral Applicants

A. Phase I - Application and Written Test

- 1. Applicants submit an application to the County Personnel Department.
- 2. The Personnel Department reviews applications and administers all written examinations.
- 3. The Personnel Department forwards the names of successful applicants to the Sheriff's Office for physical ability testing, if required.

B. Phase II - Physical Ability Test

- 1. The Sheriff's Office notifies applicants of a date during which the physical ability test will be administered, administers the test and has all applicants complete a Sheriff's Office personal history questionnaire.
- 2. The Sheriffs' Office forwards the results of the physical ability test to the Personnel Department.
- 3. After successful completion of Phase I and II, the applicant is placed on a vacancy certification list by the Personnel Department. The list will be forwarded to the Sheriff's Office for consideration and coding.
- 4. The Sheriff's Office reviews the personal history questionnaire and disqualifies those candidates who do not meet the minimum requirements based on P.O.S.T. regulations, County Personnel Department regulations, the Santa Cruz County District Attorneys "Brady Rule" protocol and the Sheriff's Office Controlled Substance Protocol.

C. Phase III - Selection Interview

- 1. Candidates are interviewed by a Sheriff's Office selection interview board comprised of employees with specific job experience related to the job position who represents the diverse communities of Santa Cruz County.

Candidates answer a standard set of questions relevant to the P.O.S.T. job dimensions.

2. The supervisor will select the most qualified candidates for further consideration.

D. Phase IV – Personal History Background Investigation

1. The background investigator will conduct a thorough background investigation to verify all information supplied by the candidate on the Sheriff's Office Personal History Questionnaire and the P.O.S.T Personal History Statement (Form 2-251) and also to clarify any job related issues.
2. A complete background investigation will minimally include the following components:
 - a. Sheriff's Office Personal History Questionnaire
 - b. Personal History Statement (POST 2-251).
 - c. Drug screening.
 - d. Polygraph examination.
 - e. Background investigation interview with applicant.
 - f. Interview current or former spouse or domestic partner.
 - g. Interview primary and secondary references.
 - h. Verification and investigation of current and past employment.
 - i. Verification of current and past residence.
 - j. Verification of birth, marriage and divorce.
 - k. Verification of Selective Service registration.
 - l. Verification of military service.
 - m. Verification of educational achievement.

- n.. Investigation of driving history.
 - o. Investigation of financial and credit history.
 - p. Fingerprint checks with the Department of Justice and Federal Bureau of Investigation.
 - q. Records checks of all law enforcement agencies where applicant lived, worked or attended school for any involvement in criminal or suspicious matters.
 - r. Investigation of restraining orders, civil lawsuits, judgments and court orders.
 - s. Investigation of any use of controlled substances.
 - t. Discrepancy interviews on any and all inconsistencies discovered during the background investigation that may lead to disqualification are to be reviewed by the supervisor of the unit to determine the appropriate action.
3. At the conclusion of the investigation, the background investigator shall prepare a written report containing the background investigator's findings concerning the areas of inquiry.
4. Discrepancy Interview
- a. If the investigator suspects or determines there are inconsistencies or contradictions concerning the candidate's personal history, a discrepancy interview with the candidate shall be conducted. The investigator shall avoid revealing the source of information leading to the discrepancy interview.
5. Confidentiality
- a. Information furnished by applicants or candidates or developed during the background investigation is confidential and shall not be revealed to anyone other than the hiring chain of command.
 - b. The background investigator shall not discuss the

contents of an investigation without express direction from the hiring authority.

E. Phase V – Psychological Examination

1. The psychological examination is administered after the candidate has signed a Conditional Offer of Employment.
2. The candidate will be scheduled for a psychological examination by the Sheriff's Office.
3. Results of the examination will be reviewed and included in the background report.

F. Phase VI - Submission of Background Report and Hiring Decision

1. The background report, and all attachments, will be prepared for review.
 - a. The report shall be signed by the background investigator and forwarded to the investigator's supervisor for review.
 - b. The Administration Bureau Chief shall review the background and forward it to the affected Bureau Chief. In the absence of the Administration Bureau Chief, the background shall go directly to the affected Bureau Chief. In the absence of both, the background shall go directly to the Sheriff.
 - c. The respective bureau chief will review the report and make a hiring recommendation to the Sheriff. The bureau chief may also interview the applicant.
 - d. The Sheriff will review the report and make a hiring decision.
 - e. If the applicant is authorized for hire, the Fiscal Division will forward the coded vacancy certification list and an action form to the Personnel Department.

G. Phase VII - Medical Examination

1. The Personnel Department will contact the Fiscal Division with a medical appointment for the candidate. The Fiscal Division will notify the candidate of the details concerning the medical examination appointment.

2. The Personnel Department will notify the Fiscal Division of the results of the medical examination.
3. The respective Bureau Training Manager will contact the candidate concerning uniform requirements, issue safety gear and other equipment and arrange the appropriate training program.

Non-Sworn Employees

A. Phase I – Application, Written Test and Oral Boards

1. Applicants submit an application to the County Personnel Department.
2. The Personnel Department reviews applications and administers all written examinations.
3. The Sheriff's Office, in collaboration with the County Personnel Department, determines if an oral board is appropriate. If it is determined that an oral board is appropriate, the County Personnel Department shall administer the oral board per civil service rules .
4. The Personnel Department forwards the names of successful applicants to the Sheriff's Office for physical ability testing, if required.

B. Phase II – Sheriff's Office Personal History Questionnaire.

1. The Sheriff's Office notifies applicants of a date during which the Personal History Questionnaire will be administered.
2. The Sheriff's Office reviews the personal history questionnaire and disqualifies those candidates who do not meet the minimum requirements based on P.O.S.T. regulations, County Personnel Department regulations, the Santa Cruz County District Attorneys "Brady Rule" protocol and the Sheriff's Office Controlled Substance Protocol.
3. After successful completion of Phase I and II, the applicant is placed on a vacancy certification list by the Personnel Department. The list will be forwarded to the Sheriff's Office for consideration and coding.

C. Phase III - Selection Interview

1. Candidates are interviewed by a Sheriff's Office selection interview board comprised of employees with specific job experience related to the job position who represents the diverse communities of Santa Cruz County. Candidates answer a standard set of questions relevant to the POST job dimensions, if applicable.
2. The unit supervisor will select the most qualified candidates for further consideration and submit their names to the Recruiting and Hiring Unit supervisor for background investigation.

D. Phase IV – Personal History Background Investigation

1. The background investigator will conduct a thorough background investigation to verify all information supplied by the candidate on the Sheriff's Office Personal History Questionnaire and the P.O.S.T Personal History Statement (Form 2-255) and to investigate job related issues.
2. A complete background investigation will minimally include the following components:
 - a. Sheriff's Office Personal History Questionnaire
 - b. Personal History Statement (POST 2-255).
 - c. Drug screening.
 - d. Polygraph examination.
 - e. Background investigation interview with applicant.
 - f. Interview current or former spouse or domestic partner.
 - g. Interview primary and secondary references.
 - h. Verification and investigation of current and past employment.
 - i. Verification of current and past residence.
 - j. Verification of birth, marriage and divorce.

- k. Verification of Selective Service registration.
 - l. Verification of military service.
 - m. Verification of educational achievement.
 - n. Investigation of driving history.
 - o. Investigation of financial and credit history.
 - p. Fingerprint checks with the Department of Justice and Federal Bureau of Investigation.
 - q. Records checks of all law enforcement agencies where applicant lived, worked or attended school for any involvement in criminal or suspicious matters.
 - r. Investigation of restraining orders, civil lawsuits, judgments and court orders.
 - s. Investigation of any use of controlled substances.
 - t. Discrepancy interviews on any and all inconsistencies discovered during the background investigation that may lead to disqualification to be reviewed by the supervisor of the unit to determine the appropriate action.
3. At the conclusion of the investigation, the background investigator shall prepare a written report containing the background investigator's findings concerning the areas of inquiry.
4. Discrepancy Interview
- a. If the investigator suspects or determines there are inconsistencies or contradictions concerning the candidate's personal history, a discrepancy interview with the candidate shall be conducted. The investigator shall avoid revealing the source of information leading to the discrepancy interview.

5. Confidentiality

- a. Information furnished by applicants or candidates or developed during the background investigation is confidential and shall not be revealed to anyone other than the hiring chain of command.
- b. The background investigator shall not discuss the contents of an investigation without express direction from the hiring authority.

E.. Phase V - Submission of Background Report and Hiring Decision

1. The background report and all attachments will be prepared for review.
 - a. The report shall be signed by the background investigator and forwarded to the investigator's supervisor for review.
 - b. The Administration Bureau Chief shall review the background and forward it to the affected Bureau Chief. In the Administration Chief's absence, the background shall go to the affected Bureau Chief. In both of their absences, the background shall go directly to the Sheriff.
 - c. The affected bureau chief will review the report and make a hiring recommendation to the Sheriff.
 - d. The Sheriff will review the report and make a hiring decision.
 - d. If the applicant is authorized for hire, the Fiscal Division will forward the coded vacancy certification list and an action form to the Personnel Department.

F. Phase VI - Medical Examination

1. The Personnel Department will contact the Fiscal Division with a medical appointment for the candidate. The Fiscal Division will notify the candidate of the details concerning the medical examination appointment.
2. The Personnel Department will notify the Fiscal Division of the results of the medical examination.

Number: A.10
Date: 2/19/06

3. The respective Bureau Training Manager will contact the candidate concerning uniform requirements, issue safety gear and other equipment and arrange the appropriate training program.

S. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.12

Date: 0920/07

SUBJECT: RESIGNATIONS/TERMINATIONS

POLICY

It shall be the policy of this Office to follow county policy governing resignations or termination of employment.

PURPOSE

To standardize the procedure for all resignations or terminations of employees.

REFERENCES

County Personnel Rules, Section XVIII & XIX

PROCEDURE

I. Resignations / Terminations

A. Resignations

1. Resignations must be submitted, in writing, to the Sheriff prior to the effective date.
2. The resignation shall be considered accepted upon submittal by the employee.
3. After conducting an interview with the employee, the chief deputy of the resigning employee's bureau, or his lieutenant, will complete the Separation Report packet and recover or arrange for the Office property to be returned.
4. The packet will be sent to the personnel/payroll clerk who will review and forward it to the County Personnel Department.
5. The employee shall contact the office of the County Administrative Officer 30 days prior to the resignation date to make arrangements in

regard to payout of their "paid leave" (vacation and sick time accounts), should they wish to roll it over into their deferred compensation account.

6. Prior to the employee's retirement date, the Santa Cruz County Benefits Department, ext. 2241, should be contacted regarding health insurance benefit questions.

B. Terminations

1. The interview is not necessary in cases of termination not of the employee's choice.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: A.14

Date: 12/17/05

SUBJECT: FIELD TRAINING FILES

POLICY

It shall be the policy of this office to retain Deputy Sheriff and Correction Officer field training files for two years.

PURPOSE

To standardize and streamline the retention of field training files.

PROCEDURE

I. Field Training Files

- A. Deputy Sheriff and Correction Officer field training files may be destroyed two years from the date of completion of the program or separation of the deputy or Correction Officer. With the permission of the Chief Deputy the file may be retained.
- B. Field training files will be destroyed after the following actions:
 - 1. The Training Manager will prepare a memo for signature of the Chief Deputy authorizing destruction of the file.
 - 2. The Chief Deputy will send the signed memo to the Sheriff's Secretary for inclusion in the employee's personnel file.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner