

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

CHIEF'S PREFACE

The Sonoma County Junior College District Police Department Policy Manual is the ongoing product of changing case law, legislative updates, refined professional practices and procedures which are integral in providing guidance and direction to every member of this Department. Updates occur frequently and incorporate into this Manual the most contemporary Federal, State, and local standards, protocols and laws that range from critical incidents to reporting requirements to best practices.

This manual cannot cover every aspect of police work or provide guidance in handling every possible situation. While this policy manual is comprehensive, the foremost professional attribute must include a standard of community service that embodies the tenets of the Law Enforcement Code of Ethics which embrace excellence in our personal and professional lives. Among the Codes are; honesty, integrity, self-restraint and being constantly mindful of the welfare of others.

It is my expectation that all District Police Department employees observe and perform their duty professionally and as the rules, regulations and procedures as outlined in this manual. Transgressions are subject to disciplinary action according to the S.E.I.U. and District approved agreements. It is recognized much of police work is left to an individual's judgement. If any police officer or staff member departs from the provisions herein, they must demonstrate their actions were necessary and/or reasonable under the circumstances.

The Manual provides all District Police staff guidance on critical but infrequent tasks, as well as offering the public and others the opportunity to study policies related to policing our community.. It is imperative all staff, from the trainee to the veteran, routinely review this Manual to ensure they are familiar with the most current procedures in an ever changing profession. If at any time further clarification on a specific item is necessary, staff are to discuss and receive clarification from their Supervisor. Any staff member suggesting any corrections or amendments should notify their immediate supervisor, who is to pass a request for review via the chain of command to the Chief of Police.

All previous Department issued rules, regulations, policies, procedures, and orders are hereby revoked. The most current Manual is available to all Department staff through the online portal or app and to the public on the Department's website or by request.

The law enforcement profession is a noble and honorable calling that requires integrity, honor, duty, professionalism and a commitment to serve our community. The contents of this Manual will assist everyone on our team in making proper and ethical decisions.

Robert T. Brownlee

Chief of Police

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

MISSION STATEMENT

The mission of the Sonoma County Junior College District Police Department is to work in partnership with our community to maintain peace & order, protect life & property and provide a safe & secure environment for all.

VALUES

In joining District Police Department, the men and women who comprise its ranks make the Department's values and responsibilities their own. All members are expected to perform these services with a high sense of duty, integrity, honor and professionalism and always with a commitment to the community they serve. They should carry out their duties diligently, courteously and take pride in the collective efforts they provide as public servants.

Department members shall recognize that, as stated in The Final Report of The President's Task Force on 21st Century Policing, "*People are more likely to obey the law when they believe that those who are enforcing it have the legitimate authority to tell them what to do . . . The public confers legitimacy only on those they believe are acting in procedurally just ways.*" Members are to accomplish this, in part, by building trust and legitimacy by embracing and performing the four central principles of procedural justice:

1. Treat all people with dignity and respect.
2. Give individuals a 'voice' during encounters and listen to them.
3. Be neutral, unbiased, fair and transparent in enforcing the law and in decision making.
4. Convey trust and seek opportunities to build trust in the community.

Adopted, Chief Robert T. Brownlee, 6-29-20

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Table of Contents

CHIEF'S PREFACE.	1
MISSION STATEMENT.	2
Chapter 1 - Law Enforcement Role and Authority.	9
100 - Law Enforcement Authority.	10
101 - Chief Executive Officer.	13
102 - Oath of Office.	14
103 - Policy Manual.	16
104 - Law Enforcement Code of Ethics.	20
Chapter 2 - Organization and Administration.	21
200 - Organizational Structure and Responsibility.	22
201 - Provisional Order.	23
202 - Administrative Communications.	24
203 - Emergency Management Plan.	25
204 - Staffing Levels.	26
205 - Electronic Mail.	28
206 - Retiree Concealed Firearms.	30
207 - Training.	35
Chapter 3 - General Operations.	39
300 - Use of Force.	40
301 - Use of Force Review.	51
302 - Handcuffing and Restraints.	52
303 - Control Devices and Techniques.	57
304 - Officer Response to Calls.	63
305 - Conducted Energy Device.	66
306 - SCLECA Employee-Involved Critical Incident Protocol.	73
307 - Firearms.	92
308 - Vehicle Pursuits.	102
309 - Senior and Disability Victimization.	115
310 - Domestic Violence.	131
311 - Search and Seizure.	141
312 - Temporary Custody of Juveniles.	144
313 - Discriminatory Harassment.	156
314 - Child Abuse.	175
315 - Missing Persons.	185
316 - Biological Samples.	192
317 - Hate Crimes.	194
318 - Standards of Conduct.	204
319 - Information Technology Use.	211
320 - REDWOOD CHILDREN'S CENTER.	215
321 - Report Preparation.	221

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

322 - Subpoenas and Court Appearances.	227
323 - Outside Agency Assistance.	230
324 - Registered Offender Information.	233
325 - Major Incident Notification.	236
326 - Death Investigation.	239
327 - Identity Theft.	242
328 - Private Persons Arrests.	243
329 - Limited English Proficiency Services.	245
330 - Communications with Persons with Disabilities.	253
332 - Mandatory Employer Notification.	261
333 - Public Safety Video Surveillance System.	263
334 - Public Alerts.	267
335 - Child and Dependent Adult Safety.	274
336 - Service Animals.	278
337 - Victim and Witness Assistance.	281
338 - Off-Duty Law Enforcement Actions.	284
339 - Department Use of Social Media.	286
340 - Illness and Injury Prevention.	289
341 - Media Relations.	296
342 - Gun Violence Restraining Orders.	301
343 - Community Relations.	308
Chapter 4 - Patrol Operations.	312
400 - Patrol Function.	313
401 - Briefing Training.	315
402 - Bias-Based Policing.	316
403 - Crime and Disaster Scene Integrity.	319
404 - Ride-Along Policy.	321
405 - Hazardous Material Response.	324
406 - Response to Bomb Calls.	328
407 - Aircraft Accidents.	333
408 - Mental Illness Commitments.	337
409 - Cite and Release Policy.	342
410 - Foreign Diplomatic and Consular Representatives.	346
411 - Mobile Data Computer Use.	350
412 - Rapid Response and Deployment.	354
413 - Hostage and Barricade Incidents.	357
414 - Obtaining Air Support.	362
415 - Contacts and Temporary Detentions.	363
416 - Criminal Organizations.	367
417 - Shift Sergeants.	368
418 - Medical Marijuana.	369
419 - Foot Pursuits.	374
420 - Unsheltered Persons.	379
421 - Crisis Intervention Incidents.	382
422 - Public Recording of Law Enforcement Activity.	387
423 - Immigration Violations.	390

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

424 - First Amendment Assemblies.	393
425 - Civil Disputes.	402
426 - Suspicious Activity Reporting.	404
427 - Field Training Officer Program.	406
428 - Portable Audio/Video Recorders/Body Worn Cameras (BWC).	409
429 - Medical Aid and Response.	417
Chapter 5 - Traffic Operations.	421
500 - Traffic Function and Responsibility.	422
501 - Traffic Collision Reporting.	425
502 - Vehicle Towing and Release.	427
503 - Vehicle Impound Hearings.	432
504 - Impaired Driving.	434
505 - 72-Hour Parking Violations.	440
506 - Traffic Citations.	442
507 - Disabled Vehicles.	444
Chapter 6 - Investigation Operations.	445
600 - Investigation and Prosecution.	446
601 - Sexual Assault Investigations.	452
602 - Asset Forfeiture.	459
603 - Informants.	467
604 - Eyewitness Identification.	472
605 - Operations Planning and Deconfliction.	476
606 - Warrant Service.	482
607 - Brady Material Disclosure.	486
Chapter 7 - Equipment.	488
700 - Department Owned and Personal Property.	489
701 - Communication Devices (Department Funded and Personal).	492
702 - Vehicle Maintenance.	496
703 - Vehicle Use.	499
704 - Cash Handling, Security and Management.	506
705 - Personal Protective Equipment.	508
Chapter 8 - Support Services.	513
800 - Dispatch.	514
801 - Property and Evidence.	520
802 - Records Center.	530
803 - Records Maintenance and Release.	532
804 - Animal Control.	542
805 - Protected Information.	546
806 - Computers and Digital Evidence.	550
807 - Jeanne Clery Campus Security Act.	554
Chapter 9 - Custody.	560
900 - Custodial Searches.	561

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Chapter 10 - Personnel.	565
1000 - Recruitment and Selection.	566
1001 - Evaluation of Employees.	572
1002 - Special Assignments and Promotions.	575
1003 - Grievance Procedure.	577
1004 - Reporting of Employee Convictions.	579
1005 - Drug and Alcohol-Free Workplace.	582
1006 - Sick Leave.	585
1007 - Communicable Diseases.	587
1008 - Smoking and Tobacco Use.	595
1009 - Personnel Complaints.	597
1010 - Seat Belts.	608
1011 - Body Armor.	610
1012 - Personnel Records.	612
1013 - Line-of-Duty Deaths.	621
1014 - Employee Commendations.	632
1015 - Fitness for Duty.	633
1016 - Meal Periods and Breaks.	636
1017 - Lactation Break Policy.	638
1018 - Anti-Retaliation.	640
1019 - Overtime Compensation Requests.	644
1020 - Outside Employment.	646
1021 - Occupational Disease and Work-Related Injury Reporting.	651
1022 - Personal Appearance Standards.	653
1023 - Uniform Regulations.	656
1024 - Police Cadets.	667
1025 - Nepotism and Conflicting Relationships.	671
1026 - Department Badges.	674
1027 - Temporary Modified-Duty Assignments.	677
1028 - Employee Speech, Expression and Social Networking.	680
Attachments.	684
Discriminatory Harassment Acknowledgement.pdf.	685
gv100info.pdf.	686
MissingPersonDeclarationAuthoritySeizureDentalMedicalRecords.pdf.	687
epo001.pdf.	688
gv120info.pdf.	689
gv100 (1).pdf.	690
gv110.pdf.	691
SRJCDomesticViolenceLethalityAssess(ENGLISH).pdf.	692
SRJCPhotoLineupInFieldShowing.pdf.	693
epo002 (1).pdf.	694
2020_BSCC_Monthly_Report_on_the_Detention_of_Minors_Form.pdf.	695
gv120.pdf.	696
SRJC Threat Assessment Form 9-2016 Scan.pdf.	697
SRJCPD Cash Drawer Count Sheet Sample Scan.pdf.	698
SCJCDDPD Cybervetting Form 11-16.pdf.	699

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Hate Crime Checklist.pdf.	700
SRJCVehicleServiceForm.pdf.	701
gv800 (1).pdf.	702
StateOfCaliforniaDOJHateCrimesBrochure.pdf.	703
SCLECALawEnforcementBrochureDV.pdf.	704
SRJCDomesticViolenceLetahlityAssessment(Spanish) scan_000005.pdf.	705
StateOfCaliforniaDOJHateCrimesBrochureSpanish.pdf.	706
SoCoHomeless Resource Guide.pdf.	707
Citizen Complaint Commendation Form Spanish.pdf.	708
Citizen Complaint Commendation Form English.pdf.	709
TemplateMemoOutsideEmployment.pdf.	710
SRJC Pursuit Policy Attestation.pdf.	711
SRJCDomesticViolenceCheckist (3).pdf.	712
RCC Policy and Procedures October 2018 PDF.pdf.	713
SRJC Supervisors Report Of Injury.pdf.	714
StateOfCaliforniaDOJMissingPersonReportCJIS8568.pdf.	715
SRJCCitizensArrestForm.pdf.	716
StateOfCaliforniaDOJAuthToReleaseDentalSkeletalXraysTreatNotesPhotoMissingJuvenileForm4048Spanish.pdf	
StateOfCaliforniaDOJMonthlyReportAntiReproductiveRightsCrimesBCIA8370.pdf.	718
StateOfCaliforniaDOJReportAntiReproductiveRightsCrimesBCIA8371.pdf.	719
SOC341.pdf.	720
SRJCMissingChildReportWorksheet.pdf.	721
StateOfCaliforniaDOJAuthToReleaseDentalSkeletalXraysTreatNotesPhotoMissingJuvenileForm4048.pdf	
93-1 Involved Employee Interview Questions 2016 Scan.pdf.	723
93-1 Involved Employee Interviews.pdf.	724
SRJC Cash Register Procedures Scan.pdf.	725
School Notification Alert.pdf.	726
Investigative Checklist.pdf.	727
Dental-X-ray Release.pdf.	728
Sample Missing Person Flyer.pdf.	729
SCJCDPD_TASER_REPORT.pdf.	730
SCJCDPD Use of Force Tracking Form.pdf.	731
DiscriminatoryHarassmentAcknowledgement2.pdf.	732
SRJCDomesticViolenceCheckist.pdf.	733
Child Abduction Checklist.pdf.	734
HateCrimeBrochure2.pdf.	735
SRJCUseOfForceTrack.pdf.	736
Discriminatory_Harassment_Acknowledgement2.png.	737
Tattoo Acknowledgment.pdf.	738
SRJCUseOfForceTrack.pdf.	739
SRJCUseOfForceTrack.pdf.	740
SRJCUseOfForceTrack.pdf.	741
Discriminatory_Harassment_Acknowledgement2.png.	742
Tattoo Acknowledgment.pdf.	743
SRJCDomesticViolenceCheckist.pdf.	744

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

SRJCDomesticViolenceCheckist.pdf.	745
CHP 187A Form.pdf.	746
SRJC 7.18P Scan.pdf.	747
SRJC Use Of Force Track Form (2).pdf.	748
SRJCVehicleServiceForm (1).pdf.	749
SCJCPD ID Form Rev 8-2016.pdf.	750
SRJCID Rev 8-2016.pdf.	751
Parking and Permit Machine Procedure 2016 Scan.pdf.	752
SRJCCaseTermination.pdf.	753
Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf.	754
Child Abuse Report Form SS8583.pdf.	755
BCIA 8371 Scan.pdf.	756
SCJCDPD_Use_of_Force_Tracking_Form.pdf.	757
Non-Secure Juvenile Detention Log.pdf.	758
Statutes and Legal Requirements.pdf.	759
ChildAbuse_Report_Form_SS8572.pdf.	760
SCJCDPDAdvisement_to_Victims_Form.pdf.	761
BCIA 8370 Scan.pdf.	762
CaliforniaFirearmsInjuryReportform5-2011.pdf.	763
CHP Allied Agency Pursuit 187A.pdf.	764

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Sonoma County Junior College District Police Department to perform their functions based on established legal authority.

Adopted Chief Robert T. Brownlee 6-25-20

100.2 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.1 et seq.).

100.2.1 JURISDICTION

District Police under Section 830.32(a) of the California Penal Code has legal authority to exercise peace officer powers any place in the state, provided that the primary duty shall be the enforcement of law within the area specified in Section 72330 of the Education Code, which reads in part...on or near the campus of the community college and on or near other grounds or properties owned, operated, controlled, or administered by the community college or by the state acting on behalf of the community college.

District Police Officers have concurrent jurisdiction and legal authority on the properties of the District which are located within different incorporated cities and/or within the unincorporated portions of Sonoma County.

District Police Officers are responsible for the prevention of crime, the preservation of peace and order, the enforcement of laws, the investigation of criminal offenses, and for providing such other police services as regulations and/or orders may require.

When an officer observes a non-emergency situation requiring police attention off District property, s/he shall notify the department of jurisdiction.

When confronted by an emergency off District property, where an officer reasonable believes immediate action is requires, s/he will take such action and will notify the other department of jurisdiction at the first opportunity.

When operating jointly, the officer whose department has operational responsibility will be the officer in charge regardless of rank. This provision, however, may be modified or suspended by mutual agreement. An assisting officer shall not take any action which is in conflict with a policy or procedure of this department.

District Police under Section 830.32(a) of the California Penal Code has legal authority to exercise peace officer powers any place in the state, provided that the primary duty shall be the enforcement of law within the area specified in Section 72330 of the Education Code, which reads in part...on or near the campus of the community college and on or near other grounds or properties owned, operated, controlled, or administered by the community college or by the state acting on behalf of the community college.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Law Enforcement Authority

District Police Officers have concurrent jurisdiction and legal authority on the properties of the District which are located within different incorporated cities and/or within the unincorporated portions of Sonoma County.

District Police Officers are responsible for the prevention of crime, the preservation of peace and order, the enforcement of laws, the investigation of criminal offenses, and for providing such other police services as regulations and/or orders may require.

When an officer observes a non-emergency situation requiring police attention off District property, s/he shall notify the department of jurisdiction.

When confronted by an emergency off District property, where an officer reasonable believes immediate action is requires, s/he will take such action and will notify the other department of jurisdiction at the first opportunity.

When operating jointly, the officer whose department has operational responsibility will be the officer in charge regardless of rank. This provision, however, may be modified or suspended by mutual agreement. An assisting officer shall not take any action which is in conflict with a policy or procedure of this department.

100.2.2 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Sonoma County Junior College District Police Department includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the officer has probable cause to believe the person has committed a felony, whether or not committed in the presence of the officer.
- (b) When the officer has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the officer.
- (c) When the officer has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the officer and the officer reasonably believes there is an immediate danger to person or property, or of escape.
- (d) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the officer such as certain domestic violence offenses.
- (e) In compliance with an arrest warrant.

100.2.3 TIME OF MISDEMEANOR ARRESTS

Officers shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

- (a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
 1. A misdemeanor committed in the presence of the officer.
 2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Law Enforcement Authority

- (b) The arrest is made in a public place.
- (c) The arrest is made with the person in custody pursuant to another lawful arrest.
- (d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.3 POLICY

It is the policy of the Sonoma County Junior College District Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate the abuse of law enforcement authority.

100.4 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

Adopted Chief Robert T. Brownlee 6-25-20

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

Adopted Chief Robert T. Brownlee 6-25-20

102.1.1 LAW ENFORCEMENT CODE OF ETHICS

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

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

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith; I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession — law enforcement.

102.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Oath of Office

“I, (employee name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

102.5 SECTION TITLE

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Sonoma County Junior College District Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

Adopted Chief Robert T. Brownlee 6-25-20

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Sonoma County Junior College District Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Sonoma County Junior College District Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Interim Directives, which shall modify those provisions of the manual to which they pertain. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Policy Manual

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

CRITICAL POLICY- Policies that have been designated "Critical" should be reviewed annually at a minimum by sworn personnel to ensure understanding of its contents. The following are designated Critical Policies:

- 1) Section 306 Officer Involved Shootings and Deaths
- 2) Section 307 Firearms
- 3) Section 308 Vehicle Pursuits
- 4) Section 318 Standards and Conduct
- 5) Section 408 Mental Illness Commitments
- 6) Section 310 Domestic Violence
- 7) Section 315 Missing Persons
- 8) Section 313 Discriminatory Harassment

District - The District of Sonoma County Junior College District.

Professional Staff (non-sworn) - Employees and volunteers who are not sworn peace officers.

Department/SCJCDPD - The Sonoma County Junior College District Police Department.

DMV - The Department of Motor Vehicles.

Employee/personnel - Any person employed by the Department.

Juvenile- Any person under the age of 18 years.

Manual - The Sonoma County Junior College District Police Department Policy Manual.

Member - Any person employed or appointed by the Sonoma County Junior College District Police Department, including full-time sworn officers,, Professional Staff (non sworn) employees and volunteers.

Civilian Supervisor - Non-sworn department supervisor who may supervise civilian or sworn employees.

Officer in Charge (OIC) - Any member below the rank of Sergeant temporarily assigned to carry out limited duties of a supervisor in the absence of a supervisor.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Policy Manual

may not be merely routine or clerical in nature but requires the use of independent judgment. Sworn Supervisory Officers include the ranks of Sergeant, Lieutenant and Chief of Police.

The term "supervisor" may also include any person (e.g., [officer]-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation while performing duties such as FTO or CTO.

Command Officer - Members of the department holding the rank of Lieutenant or higher.

Officer - Those employees, regardless of rank, who are sworn peace officers of the Sonoma County Junior College District Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by an officer.

May - Indicates a permissive, discretionary or conditional action.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

officer

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Interim Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Policy Manual

The Chief of Police will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to the Chief of Police via the Chain of Command.

Law Enforcement Code of Ethics

104.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all peace officers are aware of their individual responsibilities to maintain their integrity and that of their department at all times.

104.2 POLICY

The Law Enforcement Code of Ethics shall be administered to all peace officer trainees during the Basic Academy course and to all other persons at the time of appointment (11 CCR 1013).

104.3 LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

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

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

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

104.3.1 OBJECTION TO RELIGIOUS AFFIRMATION

Reference to religious affirmation in the Law Enforcement Code of Ethics may be omitted where objected to by the officer.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

Adopted Chief Robert T. Brownlee 6-25-20

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Sonoma County Junior College District Police Department.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a supervisor to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- .a. Sergeant

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Special Events, Graduation Ceremony, etc.), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

Provisional Order

201.1 PURPOSE AND SCOPE

Provisional Orders or Interim Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Provisional Orders or Interim Directives will immediately modify or change and supersede sections of this manual to which they pertain.

Adopted Chief Robert T. Brownlee 6-25-20

201.1.1 PROVISIONAL ORDER PROTOCOL

Provisional Orders or Interim Directives will be incorporated into the manual as required upon review of staff and the approval of the Chief of Police. These Orders or Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual. All existing Provisional Orders or Interim Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Provisional Orders or Interim Directive issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 08-01 signifies the first Provisional Order for the year 2008.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The staff shall review revisions to the Policy Manual and provide feedback to the Chief of Police who will be responsible for approving any incorporated changes.

201.2.2 CHIEF OF POLICE

The Chief of Police shall issue all Interim Directives.

201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Interim Directives.

Administrative Communications

202.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

Adopted Chief Robert T. Brownlee 6-25-20

202.2 DEPARTMENT EMAIL

Department email may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

202.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

202.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police.

202.4.1 CONFIDENTIAL INFORMATION

- (a) Except in the performance of their duties, employees shall not reveal any information concerning confidential matters brought to their attention or reveal any information of a confidential nature pertaining to matters under investigation by the department or any other criminal justice agencies.
- (b) Withholding Information. Employees receiving or processing information regarding a criminal offense or case shall not withhold such information, but shall report such information in accordance with existing law and Department procedures.
- (c) Disclosing Information. Employees shall not disclose any confidential information acquired in the course of their employment nor any information from the files or the records of the department nor from any criminal justice information system to any person or institution, unless it is appropriate to do so in furtherance of the department's official mission and consistent with law.
- (d) Interfering with Legal Processes. Employees shall not reveal any information which may enable anyone to:
 - 1. Evade detection, arrest or prosecution;
 - 2. Destroy evidence;
 - 3. Destroy or conceal contraband or stolen property.
- (e) Releasing Records, Reports. Department police records and reports shall be release or exhibited only in accordance with existing law, and District, campus and department policies.

Emergency Management Plan

203.1 PURPOSE AND SCOPE

The District has prepared an Emergency Management Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

Adopted Chief Robert T. Brownlee 6-25-20

203.2 ACTIVATING THE EMERGENCY PLAN

The Chief of Police will assume overall responsibility of the District's Emergency Operations Plan (District Policy 6.12 and 6.12P).

203.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Sonoma County Junior College District Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

203.3 LOCATION OF THE PLAN

The Emergency Management Plan is available in Administration and the Watch Commander's office. All supervisors should familiarize themselves with the Emergency Management Plan. The Administration supervisor should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

203.4 UPDATING OF MANUALS

The Chief of Police or designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

Staffing Levels

204.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

Adopted Chief Robert T. Brownlee 6-25-20

204.2 MINIMUM STAFFING LEVELS

The purpose of minimum staffing levels is to maintain the proper balance between safety of personnel and the ability to proactively handle issues within our District responsibilities. The Department intends for sufficient personnel to be on duty at any given time, and plans regular shift patterns to accommodate variances in workloads to accomplish this. Minimum staffing levels identified in this policy may include the ranks of **Police Officer and Sergeant** to achieve the established staffing levels reflected below. It is the responsibility of the supervisor to maintain that balance.

Operational Time Periods:

Mondays - Thursdays 0800 to 2200 hours two (2) sworn members

Mondays - Sundays 2200 to 0800 hours one (1) sworn member

Fridays 0800 hours to 1400 hours two (2) sworn members during the fall and spring semesters, one (1) sworn member during summer semesters

Fridays 1400 hours to Mondays 0800 hours one (1) sworn member

School holidays - One (1) sworn member

Winter closures - One (1) sworn member

Spring breaks - One (1) sworn member

Summer breaks - One (1) sworn member

Whenever it is appropriate to make an exception to minimum staffing, under the judgment of the on duty supervisor, the decision should be based on the following criteria:

- Operational needs.
- District-wide calendar of events.
- Vacation and/or holiday status.
- Training, court and other work related absences.
- Unfilled/Vacant positions
- Current population across the District..

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Staffing Levels

- Workload assignments.

When a District Police Officer shift becomes vacant, the supervisor should make an attempt to fill a vacant shift with the utilization of overtime based upon staffing levels, operational needs and officer safety.

Deviations made to scheduled shift assignments are allowed when operational or organizational necessity demands. The Chief of Police or his designee may reassign sworn officers and non sword staff to different shifts at any time to compensate for staffing shortages, whether short or long term. Officers will be given an advance notice of the change in accordance with SCJCD PD LEA Memorandum of Understanding, except in the event of an emergency or needs of the organization.

204.2.1 SUPERVISION DEPLOYMENTS

Routine supervision is provided by a sworn Sergeant. In the absence of a supervisor, the most senior officer on duty will serve as the Officer in Charge (OIC) unless the Chief of Police has designated a Field Training Officer to assume this role. While there will be times when no supervisor is present, on-duty personnel are encouraged to contact a supervisor for guidance via telephone whenever they feel it would be beneficial.

204.2.2 MINIMUM COMMUNICATIONS STAFFING LEVELS

Assignments are made so that a minimum of one dispatcher is on duty and assigned to the Communications Center at all times.

Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (email) system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

Adopted Chief Robert T. Brownlee 6-26-20

205.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Department's email system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

205.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Police Department, department within the District or the entire District are only to be used for official business related items that are of particular interest to all users and must be approved by a supervisor or the Chief of Police. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password by others.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Electronic Mail

205.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The District Information Technology Department is responsible for the storage and recovery of all District email data.

Retiree Concealed Firearms

206.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Sonoma County Junior College District Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Code § 25455).

Adopted Chief Robert T. Brownlee 6-26-20

206.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

The Sonoma County Law Enforcement Chief's Association Protocol No. 85-6, entitled Concealed Weapon (CCW) License Policy, incorporated by this reference as though fully set forth herein.

- (a) The Chief of Police has the responsibility and authority to issue or deny licenses to carry concealed weapons pursuant to Penal Code Section 12050.
- (b) This protocol conforms to the State laws governing licenses to carry concealed weapons, Penal Code Sections 12050-12054.
- (c) Penal Code Section 12031 describes the violation, punishment and exceptions for carrying a loaded firearm in a public place or street.

206.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

206.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Retiree Concealed Firearms

If the Sonoma County Junior College District Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

206.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
 - 2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by California law or by a private person or entity on his/her property if such prohibition is permitted by California law.

206.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

Any full-time sworn officer of this department who was authorized to, and did, carry a concealed firearm during the course and scope of his/her employment shall be issued an identification card with a Carrying Concealed Weapon endorsement, "CCW Approved," upon honorable retirement (Penal Code § 25455).

- (a) For the purpose of this policy, honorably retired includes all peace officers who have qualified for, and accepted, a service or disability retirement. It shall not include any officer who retires in lieu of termination.
- (b) No CCW Approved endorsement shall be issued to any officer retiring because of a psychological disability (Penal Code § 26305).

206.4.1 CALIFORNIA IDENTIFICATION CARD FORMAT

The identification card issued to any qualified and honorably retired officer shall be 2 inches by 3 inches, and minimally contain (Penal Code § 25460):

- (a) A photograph of the retiree.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Retiree Concealed Firearms

- (b) The retiree's name and date of birth.
- (c) The date of retirement.
- (d) The name and address of this department.
- (e) A stamped CCW Approved endorsement along with the date by which the endorsement must be renewed (not more than one year). If a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege."

206.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions policy.

206.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

206.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired officer shall (Penal Code § 26305):

- (a) Qualify annually with the authorized firearm at a course approved by this department at the retired officer's expense.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.
- (d) Only be authorized to carry a concealed firearm inspected and approved by the Department.

206.5.3 PETITION TO CARRY CONCEALED WEAPON BY RETIRED OFFICERS

To ensure the Police Chief has sufficient information on which to grant, deny or revoke a "CCW approved" endorsement, the retiree shall:

- a) Submit a petition to the Police Chief (via a PETITION TO CARRY A CONCEALED WEAPON INFORMATION form), and signing the affidavit every five (5) years, under penalty of perjury, that the retiree is not prohibited from possessing a firearm by virtue of any law or order. The retiree

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Retiree Concealed Firearms

shall successfully pass a criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

b) Promptly notify the Police Chief in writing of any past or current arrest or criminal conviction (regardless of whether or not the matter is currently on appeal, and regardless of the penalty or sentence, if any), and immediately notify the Police Chief if he/she is the subject of a domestic violence restraining order. Failure to provide immediate written notice of such an order may result in revocation of the privilege to carry a concealed weapon.

c) If the retirement was due to a disability, retiree needs to sign an AUTHORIZATION TO RELEASE INFORMATION form, allowing the Police Department to review his/her medical condition to determine if his/her medical issue would prohibit him/her from safely handling a firearm.

206.6 DENIAL, SUSPENSION, OR REVOCATION OF A LEOSA IDENTIFICATION CARD

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended, or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

206.7 DENIAL, SUSPENSION, OR REVOCATION OF A CALIFORNIA CCW ENDORSEMENT CARD

A CCW endorsement for any officer retired from this department may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Watch Commander when the conduct of a retired peace officer compromises public safety (Penal Code § 25470).

- (a) In the event that a CCW endorsement is initially denied, the retired officer shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.
- (b) Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26315).
 - 1. The retiree shall have 15 days from the date of service to file a written request for a hearing.
 - 2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 26315).
 - 3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
- (c) A hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Department,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Retiree Concealed Firearms

one selected by the retiree or his/her employee organization, and one selected jointly (Penal Code § 26320).

1. The decision of such hearing board shall be binding on the Department and the retiree.
 2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department will then reissue a new identification card which shall be stamped "No CCW Privilege."
- (d) Members who have reason to suspect the conduct of a retiree has compromised public safety shall notify the Watch Commander as soon as practicable. The Watch Commander should promptly take appropriate steps to look into the matter and, if warranted, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.
1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
 2. The Watch Commander should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief of Police.
 3. The personal and written notification should be as follows:
 - (a) The retiree's CCW endorsement is immediately and temporarily suspended.
 - (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
 - (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
 4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Watch Commander should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Watch Commander may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

206.8 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

Training

207.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

Adopted Chief Robert T. Brownlee 1-25-22

207.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

207.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

207.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Legislative Changes
- State Mandated Training
- POST Standards
- Critical Issues Training

207.5 TRAINING NEEDS ASSESSMENT

The Department management team will conduct an annual training-needs assessment of the Department. The needs assessment maybe reviewed by staff and they may provide feedback. The needs assessment will form the basis for the training plan for the fiscal year.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Training

207.6 TRAINING REVIEW

The Training Manager assisted by the management team will serve to assist with identifying training needs for the Department.

The training manager and management team should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents that should be reviewed include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The management team should convene on a regular basis as determined by the Training Manager to review the identified incidents. The management team shall determine whether a training need exists and then submit recommendations of its findings to the Training Manager. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Manager will consider the recommendations of the management team and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

207.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation.
 - 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor.
 - 3. Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Training

207.7.1 TRAINING DOCUMENTATION

There are many opportunities to maintain standards of performance and increase knowledge through a variety of POST approved courses for sworn and civilian employees in specialized assignments. Every peace officer is required to complete 24 hours of continued professional training (CPT) by POST every two years. When employees attend courses by certified POST presenters, their participation is automatically updated in EDI when rosters are processed by the provider. Training provided by supervisors and trainers at Sonoma County Junior College Police Department also assists in meeting State mandated training standards and must also be documented in officer's training files. Other training will be documented as follows:

(a) Daily training bulletins if utilized will be documented in the Lexipol system when officers log on and complete the daily bulletins.

(b) Training conducted by POST certified Sonoma County Junior College Police Department Instructors, at training events scheduled by the Training Manager for various required disciplines will be documented.

1. Instructors will forward rosters to the Training Manager so that each participant will have successful completion documented in their training file.

2. Persons who fail to meet minimum training scores will be rescheduled for remediation training by training staff as scheduled by the Training Manager

(c) Training Officers will properly document the performance of police trainee's in accordance with POST requirements for inclusion in the officer's training file.

(d) The Training Manager will schedule new supervisors or employees requiring mandated training by POST regulations within the time period allowed.

(e) The Training Manager will schedule all personnel for required training as mandated by POST regulations and/or department needs.

207.8 DAILY TRAINING BULLETINS

At the discretion of the Chief of Police, Lexipol Daily Training Bulletins (DTBs) may be administered.

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Sonoma County Junior College District Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Manager.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Manager. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Training

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

207.9 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and POST training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

207.10 TRAINING MANAGER

The Chief of Police shall designate a Training Manager who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Manager should review the training plan annually.

207.10.1 TRAINING RESTRICTION

The Training Manager is responsible for establishing a process to identify officers who are restricted from training other officers for the time period specified by law because of a sustained use of force complaint (Government Code § 7286(b)).

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Government Code § 7286).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

Retaliation prohibitions for reporting suspected violations are addressed in the Anti-Retaliation Policy.

Adopted Chief Robert T. Brownlee 1-25-22

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person (Government Code § 7286(a)).

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Serious bodily injury - A serious impairment of physical condition, including but not limited to the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)).

Totality of the circumstances - All facts known to the officer at the time, including the conduct of the officer and the subject leading up to the use of force (Penal Code § 835a).

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another law enforcement officer or an employee using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, shall, when in a position to do so, intercede (as defined by Government Code § 7286) to prevent the use of unreasonable force.

When observing force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject (Government Code § 7286(b)).

300.2.2 FAIR AND UNBIASED USE OF FORCE

Officers are expected to carry out their duties, including the use of force, in a manner that is fair and unbiased (Government Code § 7286(b)). See the Bias-Based Policing Policy for additional guidance.

300.2.3 DUTY TO REPORT EXCESSIVE FORCE

Any officer who observes a law enforcement officer or an employee use force that potentially exceeds what the officer reasonably believes to be necessary shall immediately report these observations to a supervisor (Government Code § 7286(b)).

As used in this subsection, "immediately" means as soon as it is safe and feasible to do so.

300.2.4 FAILURE TO INTERCEDE

An officer who has received the required training on the duty to intercede and then fails to act to intercede when required by law, may be disciplined in the same manner as the officer who used force beyond that which is necessary (Government Code § 7286(b)).

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident. Officers may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance (Government Code § 7286(b)).

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the approved or authorized tools, weapons, or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 ESCALATION/DE-ESCALATION OF FORCE

Various degrees or levels of force are commonly recognized and practiced by law enforcement officers. Sometimes called Force Options.

Officers are not required to progress through the levels of force one level at a time. An assessment of the specifics of each situation may indicate to the officer that a particular level of force may be ineffective or inappropriate and another level of force would be more effective or appropriate.

Officers shall assess the incident in order to determine which option will best deescalate the incident and bring it under control in a safe manner.

300.3.2 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use objectively reasonable force to effect an arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit (Government Code § 7286(b)). These factors include but are not limited to:

- (a) The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time (Penal Code § 835a).
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The conduct of the involved officer leading up to the use of force (Penal Code § 835a).
- (e) The effects of suspected drugs or alcohol.
- (f) The individual's apparent mental state or capacity (Penal Code § 835a).
- (g) The individual's apparent ability to understand and comply with officer commands (Penal Code § 835a).
- (h) Proximity of weapons or dangerous improvised devices.
- (i) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (j) The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
- (k) Seriousness of the suspected offense or reason for contact with the individual prior to and at the time force is used.
- (l) Training and experience of the officer.
- (m) Potential for injury to officers, suspects, bystanders, and others.
- (n) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (o) The risk and reasonably foreseeable consequences of escape.
- (p) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (r) Prior contacts with the subject or awareness of any propensity for violence.
- (s) Any other exigent circumstances.

300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.
- (c) Whether the person has been given sufficient opportunity to comply.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.5 RESTRICTIONS ON THE USE OF CAROTID CONTROL HOLD

Officers of this department are not authorized to use a carotid restraint hold. A carotid restraint means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person (Government Code § 7286.5).

300.3.6 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Sonoma County Junior College District Police Department for this specific purpose.

300.3.7 ALTERNATIVE TACTICS - DE-ESCALATION

As time and circumstances reasonably permit, and when community and officer safety would not be compromised, officers should consider actions that may increase officer safety and may decrease the need for using force:

- (a) Summoning additional resources that are able to respond in a reasonably timely manner.
- (b) Formulating a plan with responding officers before entering an unstable situation that does not reasonably appear to require immediate intervention.
- (c) Employing other tactics that do not unreasonably increase officer jeopardy.

In addition, when reasonable, officers should evaluate the totality of circumstances presented at the time in each situation and, when feasible, consider and utilize reasonably available alternative tactics and techniques that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force (Government Code § 7286(b)). Such alternatives may include but are not limited to:

- (a) Attempts to de-escalate a situation.
- (b) If reasonably available, the use of crisis intervention techniques by properly trained personnel.

300.3.8 RESTRICTIONS ON THE USE OF A CHOKE HOLD

Officers of this department are not authorized to use a choke hold. A choke hold means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe (Government Code § 7286.5).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

300.3.9 ADDITIONAL RESTRICTIONS

Terms such as “positional asphyxia,” “restraint asphyxia,” and “excited delirium” continue to remain the subject of debate among experts and medical professionals, are not universally recognized medical conditions, and frequently involve other collateral or controlling factors such as narcotics or alcohol influence, or pre-existing medical conditions. While it is impractical to restrict an officer’s use of reasonable control methods when attempting to restrain a combative individual, officers are not authorized to use any restraint or transportation method which might unreasonably impair an individual’s breathing or respiratory capacity for a period beyond the point when the individual has been adequately and safely controlled. Once controlled, the individual should be placed into a recovery position (e.g., supine or seated) and monitored for signs of medical distress (Government Code § 7286.5).

300.4 DEADLY FORCE APPLICATIONS

Where feasible, the officer shall, prior to the use of deadly force, make reasonable efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts (Penal Code 835a).

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers shall evaluate and use other reasonably available resources and techniques when determining whether to use deadly force. To the extent that it is reasonably practical, officers should consider their surroundings and any potential risks to bystanders prior to discharging a firearm (Government Code § 7286(b)).

The use of deadly force is only justified when the officer reasonably believes it is necessary in the following circumstances (Penal Code § 835a):

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person.
- (b) An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended.

Officers shall not use deadly force against a person based on the danger that person poses to him/herself, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An officer’s subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

The Department expressly prohibits shooting at vehicles except in extreme circumstances. Officers are required to move out of the path on an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. Officers may only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others, such as if the occupants of the vehicle were shooting at the officer or another person. Officers are expressly prohibited from shooting at any part of the vehicle to disable it. (Government Code § 7286(b)).

300.4.2 DISPLAYING OF FIREARMS

Given that individuals might perceive the display of a firearm as a potential application of force, officers should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines (Government Code § 7286(b)):

- (a) If the officer does not initially perceive a threat but reasonably believes that the potential for such threat exists, firearms should generally be kept in the low-ready or other position not directed toward an individual.
- (b) If the officer reasonably believes that a threat exists based on the totality of circumstances presented at the time (e.g., high-risk stop, tactical entry, armed encounter), firearms may be directed toward such threat until the officer no longer perceives such threat.

Once it is reasonably safe to do so, officers should carefully secure all firearms.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

- a. In all incidents in which an arrest was made and force was used, the officer shall request a case number documenting the circumstances and the force used.
- b. All assisting officers from the SCJCDPD who utilize force during the primary officer's arrest shall document their actions in a supplemental report.
- c. All use of force actions in which an arrest was not made require a case number being issued and the circumstances documented.
- d. Outside agency assistance by SCJCDPD resulting in a use of force requires a case number being issued and the circumstances documented. Once completed and approved by a supervisor, the report shall be forwarded to the appropriate agency by the records staff.
- e. A department "Use of Force Reporting and Tracking form" shall be completed in addition to the case file. This form will be completed by the on-duty supervisor and forwarded to the Use of Force Sergeant for review. Once reviewed the completed form will be forwarded to

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

the Chief of Police. The "Use of Force Reporting and Tracking form" is an internal document and does not accompany the case file. While this form is primarily for internal use, all or part of the information may be discoverable to the public.

f. To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

[See attachment: SCJCDPD_Use_of_Force_Tracking_Form.pdf](#)

300.5.1 REPORTING EXAMPLES

The following scenarios represent guidance for the purpose of reporting or non-reporting.

- a. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.
- b. The mere displaying of a weapon is not necessarily a use of force.
- c. The mere removing of one's Taser from the holster is not necessarily a use of force.
- d. If a Department approved use of force weapon was displayed with the intent to gain a subject's compliance then it would be a use of force.
- e. Drawing the Taser with the threat of use upon the subject's noncompliance would be a use of force.

300.5.2 NOTIFICATION TO SUPERVISORS

Any use of force by an officer shall be reported immediately to a supervisor, including but not limited to the following circumstances (Penal Code § 832.13):

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of a conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

As used in this subsection, "immediately" means as soon as it is safe and feasible to do so.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

300.5.3 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Records Center Policy.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, properly trained officers should promptly provide or procure medical assistance for any person injured or claiming to have been injured in a use of force incident (Government Code § 7286(b)).

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITY

A supervisor should respond to any reported use of force, if reasonably available. The responding supervisor is expected to (Government Code § 7286(b)):

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy.

300.8 TRAINING

Officers, investigators, and supervisors will receive periodic training on this policy and demonstrate their knowledge and understanding (Government Code § 7286(b)).

Subject to available resources, the Training Manager should ensure that officers receive periodic training on de-escalation tactics, including alternatives to force.

Training should also include (Government Code § 7286(b)):

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities.
- (b) Training courses required by and consistent with POST guidelines set forth in Penal Code § 13519.10.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Use of Force

See the Training Policy for restrictions relating to officers who are the subject of a sustained use of force complaint.

300.9 USE OF FORCE COMPLAINTS

The receipt, processing, and investigation of civilian complaints involving use of force incidents should be handled in accordance with the Personnel Complaints Policy (Government Code § 7286(b)).

300.10 POLICY REVIEW

The Chief of Police or the authorized designee should regularly review and update this policy to reflect developing practices and procedures (Government Code § 7286(b)).

300.11 POLICY AVAILABILITY

The Chief of Police or the authorized designee should ensure this policy is accessible to the public (Government Code § 7286(c)).

300.12 PUBLIC RECORDS REQUESTS

Requests for public records involving an officer's personnel records shall be processed in accordance with Penal Code § 832.7 and the Personnel Records and Records Maintenance and Release policies (Government Code § 7286(b)).

Use of Force Review

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Sonoma County Junior College District Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

Adopted Chief Robert T. Brownlee 6-29-20

301.2 POLICY

The Sonoma County Junior College District Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 ADMINISTRATIVE REVIEW

At discretion of the Chief of Police any use of force may be subject to an Administrative Review. The purpose of this review will be to look at the incident as a whole and to see if there are changes or improvements that need to be made to departmental policy or training. This review does not take the place of any Internal Affairs investigation or an investigation done by an outside agency as part of the LAW ENFORCEMENT EMPLOYEE-INVOLVED FATAL INCIDENT PROTOCOL.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

Adopted Chief Robert T. Brownlee 6-29-20

302.2 POLICY

The Sonoma County Junior College District Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Sonoma County Junior College District Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Handcuffing and Restraints

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others (Penal Code § 3407; Penal Code § 6030).

302.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer, or damage property.

302.3.4 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Handcuffing and Restraints

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and so that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest, or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.
- (b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Handcuffing and Restraints

- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Training Manager should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Handcuffing and Restraints

- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

Adopted Chief Robert T. Brownlee 7-10-20

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Sonoma County Junior College District Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 ADMINISTRATIVE LIEUTENANT] RESPONSIBILITIES

The Chief of Police or designee shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Chief of Police or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Control Devices and Techniques

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Chief of Police or designee for disposition. Damage to District property requires that a memo or email be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Uniformed personnel shall carry a baton, collapsible or non-collapsible, in its authorized holder on the equipment belt. Personnel may carry a collapsible baton on their person and a non-collapsible baton in the patrol vehicle to be deployed as necessary. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

The straight baton, collapsible straight baton, side handle baton, and collapsible side handle baton are authorized for use. The Department will provide uniformed peace officer personnel with a duty baton and collapsible baton. Uniformed personnel may purchase and carry on duty a personally owned baton. Any personal batons shall be inspected by the department's use of force supervisor and approved in writing by the Chief of Police. Batons shall be made of metal or wood, shall not be more than 26 inches or less than 21 inches in length when fully deployed. Non-collapsible batons shall not be more than 4 ½ inches or less than 4 inches in circumference. All batons must be of good quality and workmanship.

The 36 inch straight baton shall be issued to uniformed peace officer personnel by the Department and be deployed primarily for use in crowd control situations.

303.6 TEAR GAS GUIDELINES

Tear gas shall not be possessed or utilized by department personnel.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. OC spray shall not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.7.1 OC SPRAY

Uniformed personnel shall carry only the OC spray issued by the Department. All uniformed personnel shall carry the OC device within their duty bag, in a uniform pocket, or in an appropriate holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Control Devices and Techniques

authorized, in accordance with the needs of their assignment or at the direction of their supervisor. For the purposes of this policy, authorized members are to include:

Sworn Officers

Community Service Officers (CSO's)

Only department personnel certified as having completed the department-approved training on the use of the O.C. Spray shall be allowed to deploy and use the O.C. Spray.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles shall not to be possessed or utilized by department personnel.

303.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Control Devices and Techniques

- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted to use the device solely according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns designated for use of kinetic energy projectiles will be specifically marked as such. The department's designated less-lethal shotguns have bright orange stocks and fore-ends.

The less-lethal shotgun will be loaded by the use of force sergeant or his/her designee with less lethal rounds in the shotgun's internal magazine. This loading will be witnessed by a second person familiar with the less-lethal shotgun and ammunition.

Once loaded, the less-lethal shotgun will be placed into a hard case for issuance and transportation. This case will be sealed with two security seals that have been initialed by the loading personnel. The officer who receives the less-lethal shotgun contained in the hard case will ensure that both security seals are in tact before taking it into the field. In the event that a

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Control Devices and Techniques

security seal is broken, the officer shall report that information to his/her supervisor and not take the weapon into the field until safety checked and secured with the new security seals by personnel authorized to do so. Officer's trained and desiring to deploy a less-lethal shotgun may retrieve the weapon from the hard case after breaking the seals. After deployment, the weapon and case shall be returned to the armory for inspection and resealing.

303.10 TRAINING FOR CONTROL DEVICES

The Training Manager shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as mandated.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy. A copy of the Use of Force Tracking and Reporting Form accompanies this policy.

See attachment: [SRJCUseOfForceTrack.pdf](#)

303.11.1 REPORT OF USE/USE OF FORCE TRACKING AND REPORTING FORM

Except in training situations, all uses of less lethal control devices shall be documented, in the incident/arrest/crime report and on the police department's Use of Force Tracking and Reporting Form. Accidental discharges will be documented in memo or email form to the officers immediate supervisor who will forward it through the chain of command. Officers shall verbally notify their supervisor as soon as practical after the use of a less than lethal control device.

- (a) The Supervisor who reviews the crime report shall ensure consistency between the incident/arrest/crime report and the Use of Force Tracking and Reporting Form.
- (b) The original Use of Force Tracking and Reporting form shall be sent to the Use of Force Sergeant. The Use of Force Sergeant will send a copy to the Chief of Police to review for training issues.
- (c) The Use of Force Sergeant shall send the original Use of Force Tracking and Reporting Form to the Chief of Police for filing in the Use of Force Tracking and Reporting Form file.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Control Devices and Techniques

of Force Tracking and Reporting Forms shall be purged after five years unless there is criminal or civil proceedings pending.

Officer Response to Calls

304.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

Adopted Chief Robert T. Brownlee 7-10-20

304.2 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

304.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Dispatch.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

304.4 INITIATING CODE 3 RESPONSE

If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Dispatch. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, Dispatch shall be notified and the supervisor if available will make a determination as to whether one or more officers driving Code-3 is appropriate.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Officer Response to Calls

304.5 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

304.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the supervisor, when available, prior to assigning units Code-3. The dispatcher shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance
- (b) Immediately notify the Watch Commander
- (c) Confirm the location from which the unit is responding
- (d) Notify and coordinate allied emergency services (e.g., fire and ambulance)
- (e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
- (f) Control all radio communications during the emergency and coordinate assistance under the direction of the supervisor

304.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the supervisor, when available, shall verify the following:

- (a) The proper response has been initiated
- (b) No more than those units reasonably necessary under the circumstances are involved in the response
- (c) Affected outside jurisdictions are being notified as practical

The supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Officer Response to Calls

the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

304.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the supervisor, or Dispatch of the equipment failure so that another unit may be assigned to the emergency response.

Conducted Energy Device

305.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

305.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

305.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and may carry the CED.

The equipment sergeant shall keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon (Penal Code § 13660).

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.
- (c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

305.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Rangemaster for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Conducted Energy Device

305.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances.

The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

305.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

305.5.1 APPLICATION OF THE CED

The CED may be used, when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

- (a) Is violent or is physically resisting.
- (b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

305.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Conducted Energy Device

- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
- (f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

305.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

305.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

- (a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
- (b) Whether the probes are making proper contact.
- (c) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

305.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Conducted Energy Device

be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

305.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

305.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

305.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime reports, the CED report forms and the Use of Force and Tracking form. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

[See attachment: SRJCUseOfForceTrack.pdf](#)

[See attachment: SCJCDPD_TASER_REPORT.pdf](#)

305.6.1 CED REPORT FORM

As applicable based on the device type, items that shall be included in the CED report form are:

- (a) The brand, model, and serial number of the CED and any cartridge/magazine.
- (b) Date, time, and location of the incident.
- (c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.
- (d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the CED was used.
- (f) The type of mode used (e.g., probe deployment, drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Description of where missed probes went.
- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Conducted Energy Device

- (l) Whether any officers sustained any injuries.

The Training Manager should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Manager should also conduct audits of CED device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

305.6.2 REPORTS

The officer should include the following in the arrest/crime report:

- (a) Identification of all personnel firing CEDs
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication, or other medical problems

305.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or officers trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes or who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Conducted Energy Device

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

305.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Rangemaster and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

305.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate by the Training Manager. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Manager is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Manager should include the following training:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.
- (e) Scenario-based training, including virtual reality training when available.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Conducted Energy Device

- (f) Handcuffing a subject during the application of the CED and transitioning to other force options.
- (g) De-escalation techniques.
- (h) Restraint techniques that do not impair respiration following the application of the CED.
- (i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.
- (j) Proper tactics and techniques related to multiple applications of CEDs.

SCLECA Employee-Involved Critical Incident Protocol

306.1 PURPOSE AND SCOPE

Sonoma County Law Enforcement Chiefs' Association (SCLECA) Protocol 93-1, Revised 10/2019

The purpose of this Protocol is to set forth procedures and guidelines used by Sonoma County law enforcement agencies in the criminal investigation of specifically defined incidents involving law enforcement employees. While this Protocol represents the understanding and agreement among Member Agencies about how Law Enforcement Employee-Involved Fatal Incidents are to be investigated, this Protocol is neither a statute, ordinance nor regulation. Members expect that its provisions will be followed when Protocol incidents occur but it is anticipated that agencies may make minor modifications, which will not affect the Protocol's basic principles, to meet agency requirements. It is the intention of SCLECA membership that best practices have been incorporated into this protocol, including those gleaned from the guidelines of the International Association of Chiefs of Police (IACP) Police Psychological Services Section in 2013. All Sonoma County law enforcement agencies are encouraged to carefully review the guidelines ratified by the IACP, share these guidelines with all their respective personnel and consider all recommended procedures prior to, during and after a law enforcement employee-involved critical incident.

Adopted Robert T. Brownlee 7-10-20

306.2 DEFINITIONS

A. Actor:

1. A person whose action is actually or conceivably a proximate cause of death, or serious bodily injury to another person or themselves; or
2. A person who intends an action to be the cause of serious bodily injury to a second party but the second party is actually injured or killed by another person.
3. An actor may be a law enforcement employee or may be a private citizen.

B. Administrative Investigation: The investigation conducted by the employer agency arising from a specific incident(s) that determines whether or not an employee has violated employer agency rules, regulations or conditions of employment.

C. Criminal Investigation: The investigation conducted by personnel from member agencies which identifies facts that demonstrate whether or not violations of criminal law occurred in a specific incident.

D. Employer Agency: The law enforcement agency from which the involved law enforcement employee is employed or affiliated. An employer agency may also be a venue agency in a specific incident.

E. Fatal Injury: Death, or injury which is so severe that death is a likely result.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

F. Injured Person: Any person who sustains death or serious bodily injury as a result of an intentional or unintentional act of an actor in which force is used.

G. Law Enforcement Employee:

1. Any sworn peace officer, whether on or off-duty, and whether or not acting within or outside the scope of employment.
2. Any law enforcement civilian employee; on-duty, or off-duty who is acting within the scope of employment at the time of a specific incident.
3. Any on-duty reserve peace officer; or any off-duty reserve peace officer who is acting within the scope of employment at the time of a specific incident.
4. Any temporary law enforcement employee or any volunteer, whether paid or unpaid, who is on-duty or who is acting within the scope of employment at the time of a specific incident.

H. Law Enforcement Employee-Involved Critical Incident: A specific incident occurring in Sonoma County involving one or more persons, in which a law enforcement employee is involved as an actor or injured person; when a fatal injury occurs. Examples of such specific incidents may include the following:

1. Intentional and unintentional shootings.
2. Use of any dangerous or deadly weapons (e.g., firearms, knives, clubs, etc.).
3. Assaults upon sworn peace officers; assaults upon other law enforcement employees who are on duty or acting within the scope of employment.
4. Attempts by law enforcement employees, within the scope of employment, to make arrests or to otherwise gain physical control of a person.
5. Acts of physical violence in which a law enforcement employee is acting as a private citizen.
6. A law enforcement employee suicide.
7. Fatal injury while a person is in law enforcement custody which includes suicide and/or ingestion of toxic substances, or any unexplained death, but excludes the death of a person who dies as the result of a diagnosed disease or physical condition for which the person was receiving physician's treatment prior to death and a physician has agreed to sign the death certificate.
 - a. Fatal injury, while in the custodial facilities of the Sonoma County Sheriff's Office, will be investigated by the Sheriff's Office Violent Crimes Unit. The Sheriff's Office Violent Crimes Supervisor shall contact the on-call Sonoma County District Attorney's Investigator and advise them of the in custody fatal injury. The D.A. Investigator will determine if the District Attorney's Office should assist with the investigation. Depending upon the circumstances, the Sheriff's Office may request that another Sheriff's Office be the lead agency or assist in the investigation. However, an

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

independent pathologist/Coroner's Office shall be requested to conduct the Coroner's investigation in any fatal injury occurring within the custodial facilities of the Sonoma County Sheriff's Office.

(1) The District Attorney's Office will review any investigation wherein they responded or assisted.

b. Fatal injury, while in custody at the Juvenile Justice Center shall be investigated by the Santa Rosa Police Department. Fatal injury, while in custody at the Sonoma County Juvenile Probation Camp shall be investigated by the Sonoma County Sheriff's Office.

8. Fatal injury to a person who is a passenger of an on-duty law enforcement employee (e.g., ride-along, emergency transport, etc.).

9. Vehicular collisions with fatal injury including those involving a law enforcement pursuit, except the following:

a. Collisions involving off-duty, civilian law enforcement employees who are not at the time of the collision acting for an actual or apparent law enforcement purpose.

b. Single vehicle collisions, not involving a law-enforcement pursuit, in which the injury is sustained by a law enforcement employee who was the driver and sole occupant of a vehicle which was not involved in a collision with any other person or occupied vehicle.

I. Lead Agency

The investigative agency charged with overall responsibility for supervising, coordinating and conducting the criminal investigation of a Law Enforcement Employee-Involved Critical Incident. The Petaluma Police Department, Santa Rosa Police Department, or the Sonoma County Sheriff's Office can be a lead agency. When the proximate cause of death or injury is a vehicle collision, the Venue or Lead Agency may, depending on the circumstances and complexity of the investigation, seek the assistance of the California Highway Patrol. Also, the CHP is not precluded from being the lead agency in such cases. (See I. H. 9.) If extraordinary circumstances exist, the District Attorney's Office is not precluded from being the lead agency.

As a matter of routine, the employer agency will not directly participate in the criminal investigation. However, if no other agency is available to assume the lead agency role, the employer agency, with the consent of the venue agency, may elect to be the lead agency. Additionally, if the member agencies are unable to provide sufficient staffing for the criminal investigation team, the employer agency can provide investigators to participate as members of the investigation team. Also, when deemed necessary and appropriate, investigators from member agencies who are experienced and trained, may be invited to join the Lead Agency investigation team, whether or not the investigator is employed by the Lead Agency. (See section III, 4 d.) Any fatal or severe injury collision involving on-duty

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

CHP employees occurring within any jurisdiction will be investigated by the CHP Golden Gate Division Multi-disciplinary Accident Investigation Team (MAIT) in conjunction with the venue agency.

J. Member Agency

Any Sonoma County law enforcement agency which is a signatory to this Protocol.

K. Proximate Cause

A cause which, in a natural and continuous sequence, produces death or fatal injury, without which cause the death or fatal injury would not have occurred.

L. Venue Agency

The law enforcement agency, or agencies, within whose primary geographical jurisdiction a specific incident occurs.

II. INVOKING PROTOCOL PROVISIONS

A. Mandatory Invoking

When a Law Enforcement Employee-Involved Critical Incident occurs, the criminal investigative provisions of this Protocol shall be immediately invoked by member agencies to ensure that the employer agency, or the venue agency if the necessary investigative resources are not available, does not lead or have overall responsibility for the criminal investigation.

B. Participation of Member Agencies

1. Member agencies shall participate and cooperate in Protocol provisions relevant to mandatory invoking. Should a member agency be unable to fulfill its responsibility in the mandatory invoking process due to lack of necessary personnel resources, or other articulable reason, such information shall be immediately relayed to the member agency requesting assistance.
2. In the event that the criminal investigative provisions of this Protocol are invoked, but necessary resources from member agencies are not sufficient to provide a lead agency to conduct the criminal investigation, or where an issue arises as to which agency should be the lead agency, the department heads of the employer agency and venue agency should consult with the Sonoma County District Attorney to discuss how to best proceed under the given circumstances. A request for investigative support may then be made to other appropriate local, state, or federal criminal investigative agencies.

C. Notification of Agencies

1. When a Law Enforcement Employee-Involved Critical Incident occurs and the criminal investigative provisions of the Protocol are invoked, the venue agency notifies the following agencies and/or persons as promptly as possible:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

- a. Intra-departmental staff as required by that agency's internal procedures.
- b. The employer agency, if not the venue agency.
- c. The requested lead agency.

III. INVESTIGATIVE PROVISIONS AND RESPONSIBILITIES

A. Criminal Investigation

1. Intent

The purpose of the criminal investigation is to establish the presence or absence of criminal liability on the part of those persons involved in the incident. The criminal investigation has investigative priority over an administrative investigation and begins immediately after the Law Enforcement Employee-Involved Critical Incident occurred. The investigation follows the rules of law which apply to criminal proceedings and focuses upon objectively identifying and documenting all relevant information about the Law Enforcement Employee-Involved Fatal Incident.

2. Participants

The criminal investigation is conducted by supervisors, criminal investigators and evidence technicians from member agencies in accordance with section #1, subsection I, above.

- a. A Deputy District Attorney is assigned to provide legal support to the criminal investigator.
- b. A District Attorney Investigator is assigned to assist the deputy district attorney and provide liaison with the Office of the District Attorney.
- c. The employer agency should assign staff personnel to liaison with the lead agency. The role of the liaison is to facilitate the investigation. The assigned liaison(s) shall not be involved in the questioning of witnesses, evidence gathering, or any aspect of the criminal investigation. The employer agency liaison responsibility can include coordinating the flow of information between agencies and facilitating access to records information, personnel and facilities.

3. Venue Agency

The employer agency makes a determination at the time of a Law Enforcement Employee-Involved Critical Incident as to which member agency will be requested to be the lead agency regardless of venue.

- a. The request for a member agency to be the lead agency, and the acceptance by that member agency to be the lead agency, is made by command staff, or an identified designee, of the respective member agencies.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

b. Within the provisions of section #I, sub-section I, above, the venue agency may also be the lead agency.

c. When a Law Enforcement Employee-Involved Critical Incident occurs in part in two or more jurisdictions, on the boundary of two jurisdictions or at a location where the boundary is not readily ascertainable or is in dispute; the venue agency is the member agency which has the predominant law enforcement involvement in the incident and/or the majority of acts related to the fatality occur in its jurisdiction.

d. For criminal incidents occurring on state property not otherwise under the primary jurisdiction of a state law enforcement agency, i.e., Sonoma State University, State Parks, etc., the CHP is the venue agency, e.g. the State building at 50 'D' Street, Santa Rosa; DMV offices in Santa Rosa and Petaluma, etc. The CHP may request investigative assistance from other law enforcement agencies. For criminal incidents occurring on Sonoma State University, Sonoma State University Police Services is the venue agency. For criminal incidents occurring on the property of the Santa Rosa Community College District, the Sonoma County Junior College District Police Department is the venue agency.

e. Law Enforcement Memorandum of Understandings between two agencies that transfer venue authority from one to the other shall be honored.

f. For incidents involving vehicular collisions occurring in areas not within the primary jurisdiction of the CHP, the CHP may be requested to provide investigative assistance to the lead agency.

4. Lead Agency

Pursuant to its responsibility to supervise, conduct and coordinate the criminal investigation, the lead agency does the following:

a. Contacts the [on-call](#) District Attorney Investigator to advise them of the fatal injury investigation and/or request assistance from the District Attorney's Office.

b. Upon confirmation of a death, notifies the Coroner's Office and other member agencies as necessary.

(1) If the employee agency is the Sonoma County Sheriff's Office, the Sonoma County Coroner's office will notify and request an independent pathologist/Coroner's Office to conduct the Coroner's investigation.

c. Assigns a supervisor to manage the overall criminal investigation and has a supervisor respond to the field incident within two hours of notification. The supervisor is of the rank of a sergeant or above, has supervised a sworn investigative unit, and has attended the following training programs:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

(1) Officer Involved Shootings Investigation

(2) Homicide Investigation

(3) Internal Affairs Investigations

d. Assigns a minimum of two criminal investigators to investigate the case and has them respond to the field incident within two hours of notification. Additionally, all lead agency criminal investigators shall have a minimum of five years sworn experience and be, or have been, a specifically designated investigator. A lead case investigator is designated who shall have attended the following training programs:

(1) Officer Involved Shooting Investigations

(2) Interview and Interrogation Techniques

(3) Homicide Investigations

Traffic collision investigators are exempt from the requirement (3) above but shall have Advanced Accident Investigation at a minimum.

e. Obtains the assistance of sworn criminal investigators from other member agencies as needed excluding employer agency staff whenever possible. All member agency investigators assigned to assist the lead agency have a minimum of five years sworn experience and are, or have been, specifically designated detectives. These investigators work with and under the direction of the lead agency supervisor during the course of the criminal investigation.

f. Assigns a trained evidence technician or crime scene investigator to collect, preserve, process, and document evidence. The technician/investigator is or has been employed as an evidence technician/crime scene investigator and has successfully completed a POST-certified crime scene investigation training program.

g. Is responsible for documentation of the scene and for the collection, preservation and analysis of physical evidence. The lead agency may further request the assistance of experienced evidence collection personnel from other member agencies and/or the California Department of Justice when deemed necessary.

(1) Lead agency investigators will give advance notice to the employer agency when the crime scene is expected to be released from criminal investigative processing. Administrative investigators may conduct independent crime scene processing activities once criminal investigators have completed their tasks.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

(2) Evidentiary items are maintained by the lead agency until such time as otherwise directed by the Office of the District Attorney, court order, statute, or mutual agreement between the lead and venue agency. These items are made available for appropriate review in a timely manner to those member agencies with an identified interest in the investigation. The lead agency disposes of evidentiary items in accordance with law and shall notify other involved member agencies prior to final disposition of evidence or other property.

h. Is responsible for ensuring that all criminal investigators write full, complete and objective reports documenting their investigative activities. The lead agency also has the responsibility to collect relevant reports from other member agencies, maintain all documentation in accordance with statutory guidelines and submit all relevant documentation and information to the Office of the District Attorney upon completion of the lead agency investigation. The lead agency should make every reasonable effort to complete their investigation within 90 days. The primary objective shall be to conduct a thorough and complete criminal investigation. Accordingly, depending on the unique circumstances involved, some investigations may require more than 90 days to complete. Subsequent supplemental information will be submitted upon completion and approval.

i. Is responsible, unless otherwise agreed upon by the lead and employer agencies, for providing news media releases of information directly relevant to the criminal investigation for a period of a minimum of 72 hours following occurrence of the incident. Public statements regarding criminal investigative information shall only be made by the lead agency until such time as otherwise agreed upon by involved member agencies. The lead agency does not comment upon the administrative or employer-employee issues that are the responsibility of the employer agency.

Refer to Section IV of this Protocol for further guidelines.

j. Is responsible for conducting a full briefing for District Attorney staff, employer agency staff and other relevant member agency staff having a "right to know." The briefing is conducted at a time when the criminal investigation is not yet submitted to the Office of the District Attorney for full review, but is at a stage of completion where involved member agencies provide critical analysis to ensure all investigative concerns have been satisfactorily addressed.

5. Crime Scene Procedures and Security

Emergency life saving measures have first priority in any incident and are attended to immediately by providing first aid and summoning medical support personnel when safe to do so. Supervisors and investigators need be sensitive to the possibility

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

that involved employee(s) may have been exposed to bodily fluids during life saving measures and/or sometime during the incident. Every effort should be made to photograph employees in what they were wearing at the time of the incident. However, no employee should be kept from having bodily fluids cleaned off of them or from removing contaminated clothing to reduce the possibility of exposure to communicable diseases if a camera is not immediately available. Additionally, any employee(s) exposed to bodily fluid will not be kept from seeking medical attention as part of their agency's blood exposure protocol.

a. When an injured person is transported to a hospital, an uninvolved law enforcement officer should accompany the person in order to:

- (1) Locate, preserve, safeguard, and maintain the chain of physical evidence.
- (2) Obtain information as permitted by law, including dying declarations.
- (3) Dependent on medical condition, maintain custody if the person has been arrested.
- (4) Provide information to medical personnel about the incident as relevant to treatment, and obtain information from medical personnel relevant to the investigation.
- (5) Identify relevant people, including witnesses and medical personnel.
- (6) Be available for contacts with the injured person's family, if appropriate.

b. Each involved law enforcement agency is responsible for securing and protecting crime scenes. The venue agency assumes responsibility that includes preservation of the integrity of the scene(s) and its contents, access, control, and the identification and sequestration of witnesses. The venue agency maintains these responsibilities unless and/or until it is relieved by the lead agency.

- (1) A secure perimeter is established ensuring that personal safety is protected and evidence is appropriately preserved.
- (2) Access to the crime scene is strictly limited to those law enforcement and other authorized officials who have a right or recognized lawful need to be there for a life saving or investigative purpose.
- (3) A written log is established as quickly as possible to identify persons entering/exiting the scene, their purpose for entry, and the times of entry/exit.
- (4) Evidentiary items shall not be removed from the scene or manipulated without the approval of the criminal investigators or unless necessary for safety reasons or preservation of evidence.

c. If a weapon or instrument was used in the incident, the on-scene supervisor ensures that the weapon is protected and/or collected as follows:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

(1) If the scene is secure, loose weapons or instruments are left in place until collected and processed by investigators.

(2) If the scene is not secure, the on-scene supervisor directs whether or not a weapon or instrument is left in place. If the weapon or instrument is moved for protection, in-place photographs are taken before movement, if possible, and the initial location of the item is marked.

(3) If an involved officer has personal possession of a firearm discharged in the incident, the on-scene supervisor (uninvolved in the firearm's discharge) shall assign an uninvolved officer to guard the involved officer. The guarding officer shall have the responsibility of providing security for the involved officer. The guard shall make certain that the involved officer's weapon, gear, and person remain undisturbed for the purpose of evidence collection by a member of the criminal investigation team, which may include processing for trace evidence, i.e., swabs, particulate matter, etc. Should the involved officer's person, uniform or gear contain bodily fluids or any other bio hazard substance, the on-scene supervisor shall have the contaminated objects removed from the officer immediately and collected and preserved as evidence. Involved officers' weapons are to remain holstered (or if already unholstered, secured as found) and not to be handled by non-investigating members unless issues of officer safety exist. The above procedures may be adjusted if exigent circumstances exist (i.e., safety, weather, inability to secure scene, etc.). The firearm, ammunition and, if applicable, duty belt will be secured by a criminal investigation team member, adhering to chain of custody procedures. Secondary or back-up firearms in the possession of an involved officer will also be taken and secured as detailed above. When the firearm is removed from the involved officer, a supervisor from the employer agency shall consider providing a like firearm to the involved officer.

(4) Allow for the option to release non-critical equipment, personal property (safety equipment, wallets, keys, identification, etc.) after being photographed.

(5) The on-scene supervisor shall make a full account of all firearms that were present when the incident occurred. The on-scene supervisor shall confirm that all firearms and personally possessed magazines that are believed to be uninvolved (not fired) are fully loaded. If any apparently uninvolved officer is in possession of a weapon(s) or magazines that are not fully loaded, the on-scene supervisor shall place a guard on this officer, in accordance with the manner stated in paragraph (3), above. All firearms that were present at the time of the occurrence shall be examined by a member of the criminal investigative team to determine if they have been fired. All firearms that were discharged shall be identified and collected. If a back-up weapon clearly has not been fired,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

or played any role in the incident, then the firearm may be photographically documented and released. If the supervisor is an actor or injured person, the responsibility for security of weapons or instruments then rests with an uninvolved supervisor or senior uninvolved officer.

d. Any other physical evidence at the scene which is at risk of contamination, destruction, or removal is observed, recorded and protected for collection. At risk evidence requiring immediate and special care includes gunshot residues on involved persons, blood stains, footprints, fingerprints, and volatile substance, etc.

6. Interviewing Non-Law Enforcement Witnesses

Sequestered witnesses, excluding witnesses who are taken into custody or lawful detention, shall not be unnecessarily deprived of any freedom of movement. All reasonable efforts should be made to gain and retain their patience and cooperation.

7. Interviewing Law Enforcement Employees

Law enforcement employees are protected by the same constitutional provisions as are all citizens. As Law Enforcement Employee-Involved Critical Incident Protocol investigations are criminal investigations, criminal case law provisions (Miranda, et al) are followed whenever lawfully required.

a. Law enforcement employees are treated as witnesses or victims unless factual circumstances dictate they be treated otherwise.

b. Law enforcement employees may consult with a representative prior to interview and have the representative present during the interview.

(1) The contents of private conversations between the representative and the law enforcement employee may not be privileged absent statutory authority, i.e., doctor, attorney, psychotherapist, etc.

(2) The representative is allowed to privately consult about the facts of the incident with only one law enforcement employee at a time.

(3) The lead agency investigator(s) may wish to conduct a walk-through of the crime scene with the actor(s). When deciding whether or not to conduct a walk-through, the lead agency investigator(s) should consider the emotional state of the actor(s), the possible contamination of the crime scene and the timeliness of the walk-through. The actor(s) shall not be compelled to participate in the walk-through.

(4) An Employee-Involved Critical Incident is one of the most stressful and time-consuming incidents an officer may encounter. The emotional and physiological effects of an event of this magnitude will often be taxing on all involved parties. Care should be taken to weigh the need to obtain an immediate statement with the need to maintain the involved officers' well-being. While it is always a

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

good idea to obtain a statement immediately following the incident, there may be times when allowing one or all of the involved officers to obtain sleep and sustenance prior to the interview is warranted.

If circumstances dictate that interviews of the involved officers be conducted at a later time, that decision should be a collaborative one between the involved officer, his/her counsel and the Lead Agency investigators. "Reasonable preparation" with the involved officer's counsel shall be permitted and each case should be evaluated on a case-by-case basis with all parties equally informed as to the necessity and gravity of this action, prior to the final decision being made. Officers may be allowed up to a 48-hour sleep cycle prior to interviewing to ensure the most accurate statement can be obtained. Length of time between the incident and the interview may vary based upon the circumstances. Officers who are allowed to provide interview information at a later time based on the event circumstances or conditions used to invoke this decision, should be advised not to discuss the circumstances of the case with anyone or subject themselves to sources of information that would alter their understanding or perception of the incident.

(5) During the interview of the involved officer(s), investigators may elect to use a pre-designated questionnaire as part of their approach to obtain basic information before beginning direct questions about the specific actions of the officer(s). The questionnaire shall be consistent with all Member Agencies.

[See attachment: 93-1 Involved Employee Interview Questions 2016 Scan.pdf](#)

c. California Government Code Section 3300 et seq (Public Safety Officers Procedural Bill of Rights) does not apply to:

(1) A law enforcement employee who is not a peace officer; or

(2) A law enforcement employee being interviewed by someone other than their employer; or

(3) A law enforcement employee being interviewed for a criminal investigation that is solely and directly concerned with alleged criminal activities.

d. The criminal investigators are not accompanied by staff from the employer agency during interviews with employer agency employees.

e. To ensure proof of voluntary statements in a non-custodial interview, the criminal investigators should advise the interviewee that:

(1) The interviewee is not in custody and is free to leave at any time.

(2) The interviewee is not obligated to answer any questions asked by the investigators.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

(i) In the event the interviewee elects to refuse to provide a voluntary statement, all questioning shall cease. However, if there is a public safety emergency, further questions may be compelled of the interviewee.

f. Law enforcement employees present at the scene when the incident occurs, whether as actors or witnesses, are relieved of their duties as soon as is safe and practical. First priority for relief is for an actor(s), who is then driven to the police station or other secure location by a supervisor or designated uninvolved law enforcement officer. Other involved employees drive or are transported to their own station or other agreed upon secure location. Sworn personnel not involved in the incident are assigned to accompany the involved employees.

g. Evidence collection needs regarding involved employees are accomplished prior to the employee engaging in any activity that may destroy evidence.

h. An uninvolved sequestering officer remains with the involved employees until relieved by a supervisor. The sequestering officer ensures the involved employees are appropriately situated, and the integrity of each employee's later statements to investigators is not tainted by group or outside discussion. The sequestering officer is not present during confidential (privileged) conversations between the employee and any designated representative(s). The sequestering officer has an affirmative obligation to report information relevant to the criminal investigation to the lead agency.

i. Viewing of video and audible recording: Viewing of video and audible recording: Officers shall be allowed to view any video or audio recordings captured by them prior to being interviewed. Care should be given not to allow the involved officer(s) to view any video or hear any audio recordings captured on any device other than their own prior to the interview by the Lead Agency investigators. However, if requested, the involved officer's legal counsel may be allowed to view such recordings prior to the initial interview. After the initial interview with the involved officer, and with the concurrence of the officer's legal counsel, the officer may view or hear any collected recordings, prior to any follow up interview.

(1) The following admonition should be provided to Involved Law Enforcement Employees prior to viewing any audio/visual recordings:

i. In this case there is audio/video evidence that you will have an opportunity to view after you have given your initial statement. Video evidence has limitations and may depict the events differently than you recall, and may not depict all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The "frame rate" of video may limit the camera's ability to capture movements normally seen by the human eye. Lighting as seen on the video may be different than what is seen by the human eye. Videos

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and ensure that your initial statement explains your state of mind at the time of the incident.

ii. You should not feel in any way compelled or obligated to explain any difference in what you remember and acted upon from what viewing the additional evidence provides you. If listening to audio recordings or viewing video recordings provides additional clarity to what you remember that is fine; if it doesn't, that's fine too.

j. All interviews are conducted separately and are video and audio recorded.

8. Intoxicant Testing

a. The rules of criminal law apply to intoxicant testing in a Law Enforcement Employee-Involved Critical Incident investigation. As standard procedure, all actors are requested to voluntarily submit to a blood test to determine if intoxicants are present.

b. The request for a voluntary blood sample shall be made by the investigator from the lead agency during the collection of evidence from the officer.

c. If an actor elects not to voluntarily submit to intoxicant testing and when investigators determine that an actor's state of potential impairment is relevant to the investigation, the following options are available when lawfully permissible:

(1) Obtain the test sample incidental to valid arrest; or,

(2) Obtain a search warrant.

9. Autopsy

a. Prior to any post-mortem examination, the autopsy pathologist receives a briefing on all relevant case information from investigators representing the lead agency.

b. At least one investigator from the lead agency and one from the Office of the District Attorney attend the autopsy.

10. Office of the District Attorney

a. The Office of the District Attorney has the following responsibilities in the investigative process:

(1) Participate with the lead agency in conducting the investigation.

(2) Provide advice and direction to the investigators on relevant criminal law issues.

(3) Upon receipt of the investigation from the Lead Agency, analyze the facts of the incident in light of relevant statutes to determine whether or not violations of

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

criminal law are believed to have occurred. The Office of the District Attorney will make every reasonable effort to prepare a summary report within ninety (90) days of receiving the completed investigation with the recognition that additional investigation and/or receipt of autopsy findings may result in a delay of the summary report beyond the ninety day goal. The Lead Agency shall be given the opportunity to review the District Attorney's summary prior to its dissemination.

(4) As deemed appropriate, prosecute those persons believed to have violated criminal law.

(5) Provide the Deputy District Attorney's summary of the incident and recommendation to the Foreperson on the Sonoma County Grand Jury.

(6) Upon request, present investigative information to the Sonoma County Grand Jury for their consideration and review.

b. The Office of the District Attorney has investigative authority independent of that of other member agencies. When deemed appropriate by the District Attorney, the Office of the District Attorney may perform an independent investigation separate from the lead agency.

11. Report Writing and Dissemination of Reports

a. Law enforcement employees who witnessed or were involved in the occurrence (or who have specific information related to the occurrence) shall not write a report in most instances. Instead these individuals shall be interviewed by a member(s) of the criminal investigative team. Law enforcement employees who are involved in conducting the criminal investigation shall prepare a report that fully documents their investigation. Law enforcement employees who are not a part of the criminal investigation team, but who assist in the furtherance of the investigation (i.e., scene security, transportation of witnesses, etc.) shall document their involvement in a report. All original reports shall be forwarded to the lead agency's supervising investigator for review and approval. Once approved, the reports shall be retained by the lead agency as part of the cumulative investigative report. A copy of any approved report may be retained by the employing agency of the report writer, if desired. The immediate supervisor of the criminal investigation is authorized to request a written report from any law enforcement employee, including management, if it is deemed to be in the best interest of the criminal investigation.

b. Documentation of any Body Worn Camera (BWC) footage, video footage, surveillance footage etc.. should be written in summary form. Information such as camera view, lighting, video quality and the existence of such evidence should be documented, however Investigators should use caution in interpreting video as it may leave out other information not captured in a two-dimensional video. The video

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

evidence should be presented and interpreted based on the information available and interpreted by the audience it is intended for.

c. It is the responsibility of each involved agency to direct the necessary writing of reports by their employees. Reports should be written and distributed to the lead agency within 72 hours of actions taken or investigated.

d. The lead agency has the ultimate responsibility to ensure that reports are collected from other agencies.

e. Upon completion of the lead agency investigation, the Lead Agency shall provide copies of the entire case to the District Attorney's Office, the Federal Bureau of Investigation and the Employer Agency. Once the District Attorney has completed their review and issued a finding, the District Attorney will provide a complete copy to the Sonoma County Civil Grand Jury. In the event that additional case work is performed after submission of the case to the above parties, it shall be the responsibility of the Lead Agency to provide subsequent reports or investigation documentation to the above entities.

B. ADMINISTRATIVE INVESTIGATION

1. Intent

An administrative investigation is an investigation conducted by the employer agency for the purposes of:

a. Determining whether or not an employee violated rules, regulations or conditions of employment of the employer agency.

b. Determining the adequacy of employer agency policies, procedures, training, equipment, personnel and supervision. Nothing in this Protocol prohibits the employer agency from compelling a statement during the course of an administrative investigation. Prior to taking a compelled statement, every effort shall be made to consult with the District Attorney to ensure the criminal investigation is not compromised.

2. Responsibility

Whether or not an administrative investigation is conducted is the concern and responsibility solely of the employer agency.

a. The criminal investigation conducted by the lead agency is always given investigative priority over an administrative investigation. It is intended that this prioritization will minimize conflict between the two investigations and it will prevent the criminal investigation from being compromised by an untimely exercise of employer agency administrative action.

3. Disclosure

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

Interview statements, physical evidence, toxicology test results and investigative leads which are obtained by administrative investigators when ordering law enforcement employees to cooperate shall not be revealed to criminal investigators unless clear legal authority exists and then only when directed by the District Attorney. Results of the administrative investigation may or may not be privileged from disclosure to others, depending upon applicable law.

4. Investigator

The employer agency may assign an administrative investigator to conduct independent administrative investigative activities.

- a. An administrative investigator has access privilege to briefings, crime scenes, physical evidence and interviewees' statements in the criminal investigation. The administrative investigator does not accompany the criminal investigator during interviews.

5. Intoxicant Testing

- a. Intoxicant test results obtained in the criminal investigation are available for use in an administrative investigation.
- b. In the event the criminal investigation does not obtain samples for intoxicant testing or the employer agency wishes its own independent samples, the employer agency may seek samples following the criminal investigator's intoxicant testing actions by:
 - (1) Obtaining valid consent from the employee; or,
 - (2) When lawfully permissible, ordering the employee to provide samples based upon an employment relationship.

IV. RELEASE OF INFORMATION TO THE NEWS MEDIA

A. General Information

1. The community's interest to know what occurred in a Law Enforcement Employee-Involved Critical Incident must be balanced with investigative responsibilities and the rights of involved individuals. In all cases, the information released to the public and manner in which it is released by member agencies is in accordance with legal mandates.

- a. Member agencies ensure that intentionally misleading, erroneous, or false statements are not made.
- b. Only those individuals with appropriate knowledge and member agency approval should make public statements regarding an incident.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

c. Member agencies communicate directly with each other to ensure information releases and community statements do not jeopardize the integrity of the criminal investigation.

B. Lead Agency

1. Unless otherwise agreed upon by the lead and employer agencies, the lead agency is responsible for providing news media releases of information directly relevant to the criminal investigation.

2. Release of criminal investigative information, including public statements about the investigation, is only done under the guidance and/or approval of the lead agency until such time as otherwise agreed upon by involved member agencies.

3. The lead agency does not comment upon the employer-employee issues that are the responsibility of the employer agency.

C. Employer Agency

1. The employer agency is responsible for providing news media release of information directly relevant to the employer-employee relationship, including the status of any administrative investigation.

2. The employer agency may prepare the initial press release involving the incident. The press release will be confined to the following areas:

- a. The initial statement about what occurred.
- b. An employee of the employer agency was involved.
- c. The Sonoma County Law Enforcement Employee-Involved Critical Incident Protocol has been invoked.
- d. The identification of the lead and participating agencies.
- e. The employment status of the involved employee(s).

3. The employer agency should coordinate the release of any employer-employee information so that it does not conflict with criminal investigative concerns.

4. The employer agency may make statements or issue press releases regarding the criminal investigation when approved by the lead agency as long as it does not conflict with a criminal investigation or concern.

D. Office of the District Attorney

1. The Office of the District Attorney is responsible for providing news media release of information directly relevant to the District Attorney's statutory authority. News media releases regarding investigative findings and any subsequent prosecution

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

SCLECA Employee-Involved Critical Incident Protocol

based upon the criminal investigation are the responsibility of the Office of the District Attorney.

E. SB 1421/ AB 748

It is the responsibility of the employer agency to release body worn camera footage and audio files directly related to the critical incident, or use of force resulting in great bodily injury, as required by Assembly Bill 748. The lead investigative agency will be responsible for redacting and releasing all investigative reports generated as part of the investigation and shall be released under the guidelines established in Senate Bill 1421.

V. REPORTING IN-CUSTODY DEATH

Pursuant to Government Code Section 12525, each law enforcement agency in which a person dies while in their custody, shall report, in writing to the Attorney General, within 10 days after the death, all facts concerning the death. Deaths occurring in the Sonoma County Jail shall be reported to the Attorney General by the Sonoma County Detention Division per policy entitled "Emergencies – Inmate Death."

Firearms

307.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

Adopted Chief Robert T. Brownlee 7-10-20

307.2 POLICY

The Sonoma County Junior College District Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

307.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including but not limited to edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Chief of Police. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

307.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 22 .40 S&W.

307.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870 12 gauge

When not deployed, the shotgun shall be properly secured in a locking weapons rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position or action closed and safety in the safe position.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

307.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the AR-15, .223 Remington or the Rock River Arms AR-15 patrol rifle. Additional department issued patrol rifles may be approved by the Chief of Police

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed, trigger locked and selector lever on the safe position.

307.3.4 PERSONALLY OWNED DUTY FIREARMS

Personally owned primary duty firearms are not authorized.

307.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order, good quality and caliber range not less than .380 or greater than .45.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

307.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) The member may use his/her duty firearm or may use a personally owned firearm that is carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy. A member carrying his/her duty firearm will be deemed to have complied with (c), (d) and (e) of this section.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent accidental unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition.
- (i) When armed, officers shall carry their badges and Sonoma County Junior College District Police Department identification cards under circumstances requiring possession of such identification.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

307.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

307.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

307.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized by a Department rangemaster and approved in writing by the Chief of Police.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

307.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

307.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

307.4.4 OPTICS OR LASER SIGHTS

Magnified sights/ scopes/ systems are prohibited for on duty department patrol use. Specialized units may use magnified optics at the discretion of the Chief of Police.

Laser sights are prohibited for duty firearms use. Laser sights may be used on secondary and/ or off duty gun carry.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

Thermal and infrared scopes mounted to a weapon are prohibited for on duty department patrol use. Specialized units may use these systems at the discretion of the Chief of Police.

Non-magnified optics may be used on duty firearms, off duty carry firearms, and secondary firearms. Optics used on these types of firearms shall be examined and approved by the Rangemaster and Chief of Police prior to carry.

- a. Non-magnified optics shall only be installed in strict accordance with the manufacturer specifications.
- b. Non-magnified optics shall be used in conjunction with a quick release system and a back-up sight.
- c. The member shall qualify with the weapon to ensure proper functionality and sighting of the weapon prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

307.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
- (c) Members shall unload/load at a clearing barrel. Cleaning and repairs of a weapon are to be completed in a safe manner and only at locations designated by the Rangemaster.
- (d) Except for field deployment, shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

307.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the officer's designated secured locker or appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Rifles shall be unloaded in a safe manner and stored in the officers' designated secured locker or appropriate equipment storage room. Shotguns shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage area.

307.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 25100).

307.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

307.5.4 STORAGE IN VEHICLES

When leaving a handgun in an unattended vehicle, members shall ensure that it is locked in the trunk, or in a locked container that is placed out of view, or in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or in a locked toolbox or utility box permanently affixed to the vehicle (Penal Code § 16850; Penal Code § 25140; Penal Code § 25452).

If the vehicle does not have a trunk or a locked container, then the firearm should be locked within the center utility console that can be locked with a padlock, keylock, combination lock, or other similar locking device (Penal Code § 25140).

Officers are exempt from these requirements during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

307.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training with their duty, off duty and secondary firearms as dictated by the Training Manager. In addition to scheduled training, all members will qualify at least annually with their duty, off-duty and secondary firearms. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

307.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up
 - 2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

307.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with Policy Section 306 SCLECA Employee -Involved Critical Incident Protocol. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Chief of Police or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

307.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

307.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

Stray or abandoned injured animals that may be moved or taken to an available veterinarian should not be euthanized. With supervisor approval, abandoned injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Penal Code § 597.1).

307.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

307.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Manager after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-qualification.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

The Rangemaster shall complete and submit to the Training Manager documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and documented in the the department's training file. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Manager.

307.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Sonoma County Junior College District Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Sonoma County Junior College District Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Sonoma County Junior College District Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Firearms

- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

307.9.1 FIREARMS ON COMMON CARRIERS

Carrying firearms on "Common Carriers" such as aircraft, trains, or a cruise ship is regulated by Federal statutes and carrier policy.

307.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Sonoma County Junior College District Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Vehicle Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public, and fleeing suspects.

308.1.1 DEFINITIONS

Blocking - A low-speed tactic where one or more authorized police department emergency vehicles intentionally restrict the movement of a suspect vehicle, with the goal of containment or preventing a pursuit. Blocking is not boxing in or a roadblock.

Boxing-in - A tactic designed to stop a suspect's moving vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention - An attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the PIT (known as Pursuit Intervention Technique or Precision Immobilization Technique), ramming, or roadblock procedures.

Pursuit Intervention Technique (PIT) - A low-speed tactic intentionally applied to cause the suspect vehicle to spin out and terminate the pursuit.

Ramming - The deliberate act of impacting a suspect's vehicle with another vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the suspect's vehicle.

Tire deflation device - A device that extends across the roadway designed to puncture the tires of the pursued vehicle, sometimes referred to as spike strips.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit

Vehicle Pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

308.1.2 NOTIFICATION OF ADJOINING JURISDICTION

In the event that a driver of a vehicle resists your attempt to stop that vehicle by refusing to stop or by speeding up and fleeing, you will notify the law enforcement jurisdiction in which you are in

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

and advise them of the probable cause necessary for them to make a stop of the vehicle. You will remain available to that agency to assist when and if a stop is made.

308.1.3 OFFICER DISCRETION

You will exercise discretion in determining when the driver of a vehicle is looking for a safe area in which to stop and not refusing to stop.

308.2 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by Vehicle Code § 21055. Officers are responsible for continuously driving with due regard and caution for the safety of all persons and property (Vehicle Code § 21056).

308.2.1 SUPERVISOR OVERSIGHT REQUIREMENTS

A District Police Department supervisor with the rank of Sergeant or above must be on duty and able to provide management and control over the pursuit. Pursuing a vehicle without a supervisor to fulfill these roles is prohibited.

308.2.2 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when the officer reasonably believes any occupant of a vehicle has committed, is in the process of committing or is going to commit a violent felony or a crime involving the use or threatened use of a firearm or when prior to the initial attempt to stop the vehicle the officer reasonably believes any occupant of a vehicle presents a significant threat to human life and reasonably believes that a suspect, who has been given appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that should be considered in deciding whether to initiate a pursuit include:

- (a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others.
- (c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones), and the speed of the pursuit relative to these factors.
- (d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (e) Whether weather, traffic, and road conditions unreasonably increase the danger of the pursuit when weighed against the risk of the suspect's escape.
- (f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

- (g) The performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment, and concealed or obstructed siren positioning.
- (i) Suspect and officer vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, hostages).
- (k) Availability of other resources such as air support or vehicle locator or deactivation technology.

308.2.3 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves, and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

- (a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.
- (e) Hazards to uninvolved bystanders or motorists.
- (f) The danger that the continued pursuit poses to the public, the officers, or the suspect, balanced against the risk of allowing the suspect to remain at large.
- (g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.
- (h) Extended pursuits of violators for misdemeanors not involving violence, risk of serious harm, or weapons (independent of the pursuit) are generally discouraged.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

308.2.4 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds should take into consideration public safety, officer safety, and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors should also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

308.3 PURSUIT UNITS

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable

Vehicle pursuits should be limited to three vehicles (two units and a supervisor); however, the number of units involved may vary with the circumstances.

An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of officers involved may be insufficient to safely arrest the suspects. All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

308.3.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with red light and siren are prohibited from initiating or joining in any pursuit.

308.3.2 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless the officer is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to any person.

The primary unit should notify the dispatcher commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

- (a) The location, direction of travel, and estimated speed of the suspect's vehicle.
- (b) The description of the suspect's vehicle including license plate number, if known.
- (c) The reason for the pursuit.
- (d) Known or suspected weapons. Threat of force, violence, injuries, hostages, or other unusual hazards.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

- (e) The suspected number of occupants and identity or description.
- (f) The weather, road, and traffic conditions.
- (g) The need for any additional resources or equipment.
- (h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or secondary unit, the officer in the primary unit is responsible for the broadcasting of the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

308.3.3 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary unit and is responsible for:

- (a) Immediately notifying the dispatcher of entry into the pursuit.
- (b) Remaining a safe distance behind the primary unit unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
- (c) Broadcasting the progress, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.
- (d) Identifying the need for additional resources or equipment as appropriate.
- (e) Serving as backup to the primary pursuing officer once the suspect has been stopped.

308.3.4 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for units involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 - 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 - 2. Pursuing units should exercise due regard and caution when proceeding through controlled intersections.
- (c) As a general rule, officers should not pursue a vehicle driving left of center (wrong way) against traffic. In the event that the pursued vehicle does so, the following tactics should be considered:
 - 1. Requesting assistance from available air support.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

2. Maintain visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
 3. Request other units to observe exits available to the suspects.
- (d) Notify the California Highway Patrol (CHP) and/or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit and with a clear understanding of the maneuver process between the involved units.

308.3.5 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspects and reporting the incident.

308.3.6 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, the unit should assume control over the pursuit. The primary and secondary ground units, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants the continued close proximity and/or involvement of ground units in the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact of the pursued vehicle and the air support unit determines that it is unsafe to continue the pursuit, the air support unit should recommend terminating the pursuit.

308.3.7 UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

308.4 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control from a Department sergeant or above will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

- (a) Immediately notifying involved unit and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit.
- (b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercising management and control of the pursuit even if not engaged in it.
- (d) Ensuring that no more than the required number of units are involved in the pursuit under the guidelines set forth in this policy.
- (e) Directing that the pursuit be terminated if, in the supervisor's judgment, it is unreasonable to continue the pursuit under the guidelines of this policy.
- (f) Ensuring that assistance from air support, canines, or additional resources is requested, if available and appropriate.
- (g) Ensuring that the proper radio channel is being used.
- (h) Ensuring that the Watch Commander is notified of the pursuit as soon as practicable.
- (i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.
- (j) Controlling and managing Sonoma County Junior College District Police Department units when a pursuit enters another jurisdiction.
- (k) Preparing a post-pursuit review and documentation of the pursuit.
 - 1. Supervisors should initiate follow up or additional review when appropriate.

308.4.1 WATCH COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. Once notified, the Watch Commander has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command. The Watch Commander shall notify the Chief of Police as soon as possible.

The Watch Commander shall review all pertinent reports for content and forward to the Chief of Police.

308.5 DISPATCH

If the pursuit is confined within the District limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to a primary department channel or a tactical or emergency channel most accessible by participating agencies and units.

308.5.1 DISPATCH RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

- (b) Coordinating pursuit communications of the involved units and personnel.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Notify the Watch Commander as soon as practicable.
- (g) Assigning an incident number and logging all pursuit activities.

308.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

308.6 INTER-JURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

308.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Sonoma County Junior College District Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports. Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific.

308.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit is responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a supervisor may authorize units from this department to join the pursuit until sufficient units from the initiating agency join the pursuit or until additional information is provided allowing withdrawal of the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of Sonoma County Junior College District Police Department, the supervisor should consider:

- (a) The public's safety within this jurisdiction.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

- (b) The safety of the pursuing officers.
- (c) Whether the circumstances are serious enough to continue the pursuit.
- (d) Whether there is adequate staffing to continue the pursuit.
- (e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after considering the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the District limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers should provide appropriate assistance to officers from the allied agency including but not limited to scene control, coordination and completion of supplemental reports, and any other reasonable assistance requested or needed.

308.7 WHEN PURSUIT INTERVENTION IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards to the public arising from the use of each tactic, the officers, and persons in or on the pursued vehicle to determine which, if any, intervention tactic may be reasonable.

308.7.1 USE OF FIREARMS

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle (see the Use of Force Policy).

308.7.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and subject to the policies guiding such use. Officers should consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

- (a) Blocking should only be used after giving consideration to the following:
 1. The technique should only be used by officers who have received training in the technique.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

2. The need to immediately stop the suspect vehicle or prevent it from leaving reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
 3. It reasonably appears the technique will contain or prevent the pursuit.
- (b) The PIT should only be used after giving consideration to the following:
1. The technique should only be used by officers who have received training in the technique, including speed restrictions.
 2. Supervisory approval should be obtained before using the technique.
 3. The need to immediately stop the suspect vehicle reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
 4. It reasonably appears the technique will terminate or prevent the pursuit.
- (c) Ramming a fleeing vehicle should only be done after giving consideration to the following:
1. Supervisory approval should be obtained before using the technique.
 2. The need to immediately stop the suspect vehicle reasonably appears to substantially outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
 3. It reasonably appears the technique will terminate or prevent the pursuit.
 4. Ramming may be used only under circumstances when deadly force would be authorized.
 5. Ramming may be used when all other reasonable alternatives have been exhausted or reasonably appear ineffective.
- (d) Before attempting to box a suspect vehicle during a pursuit the following should be considered:
1. The technique should only be used by officers who have received training in the technique.
 2. Supervisory approval should be obtained before using the technique.
 3. The need to immediately stop the suspect vehicle reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
 4. It reasonably appears the technique will terminate or prevent the pursuit.
- (e) Tire deflation devices should only be used after considering the following:
1. Tire deflation devices should only be used by officers who have received training in their use.
 2. Supervisory approval should be obtained before using tire deflation devices.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

3. The need to immediately stop the suspect vehicle reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
 4. It reasonably appears the use will terminate or prevent the pursuit.
 5. Tire deflation devices should not be used when the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children, except in extraordinary circumstances.
 6. Due to the increased risk to officers deploying tire deflation devices, such deployment should be communicated to all involved personnel.
- (f) Roadblocks should only be used after considering the following:
1. Roadblocks should only be used by officers who have received training in their use.
 2. Supervisory approval should be obtained before using the technique.
 3. The need to immediately stop the suspect vehicle reasonably appears to substantially outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
 4. It reasonably appears the technique will terminate or prevent the pursuit. Roadblocks may be used only under circumstances when deadly force would be authorized.
 5. Roadblocks may be used when all other reasonable alternatives have been exhausted or reasonably appear ineffective.

308.7.4 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspects following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspects.

308.8 REPORTING REQUIREMENTS

All appropriate reports should be completed to comply with applicable laws, policies, and procedures.

- (a) The primary officer should complete appropriate crime/arrest reports.
- (b) The Watch Commander shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A) is filed with the CHP not later than 30 days following the pursuit (Vehicle Code § 14602.1). The primary officer should complete as much of the required

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

information on the form as is known and forward the report to the Watch Commander for review and distribution.

- (c) After first obtaining the available information, the involved, or if unavailable on-duty, field supervisor shall promptly complete a Supervisor's Log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or the authorized designee. This log or memorandum should include, at a minimum:
1. Date and time of pursuit.
 2. Initial reason and circumstances surrounding the pursuit.
 3. Length of pursuit in distance and time, including the starting and termination points.
 4. Involved units and officers.
 5. Alleged offenses.
 6. Whether a suspect was apprehended, as well as the means and methods used.
 7. Any use of force that occurred during the vehicle pursuit.
 - (a) Any use of force by a member should be documented in the appropriate report (See the Use of Force Policy).
 8. Any injuries and/or medical treatment.
 9. Any property or equipment damage.
 10. Name of supervisor at scene or who handled the incident.
- (d) After receiving copies of reports, logs, and other pertinent information, the Chief of Police or the authorized designee should conduct or assign the completion of a post-pursuit review.

Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuit reports to minimally include policy suitability, policy compliance, and training or equipment needs.

308.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

The Training Manager shall make available to all officers initial and supplementary Police Officer Standard Training (POST) training on pursuits required by Penal Code § 13519.8, Vehicle Code § 17004.7(d), and 11 CCR 1081, and no less than annual training addressing:

- (a) This policy.
- (b) The importance of vehicle safety and protecting the public.
- (c) The need to balance the known offense and the need for immediate capture against the risks to officers and others.

308.8.2 POLICY REVIEW

Officers of this department shall certify in writing that they have received, read, and understand this policy initially, upon any amendments, and whenever training on this policy is provided. The

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Pursuits

POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member's training file.

[See attachment: SRJC Pursuit Policy Attestation.pdf](#)

308.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

308.10 POLICY

It is the policy of this department to balance the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

Senior and Disability Victimization

309.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Sonoma County Junior College District Police Department members as required by law (Penal Code § 368.6).

The Sonoma County Junior College District Police Department is committed to providing equal protection and demonstrating respect for all persons regardless of age or disabilities, and to conscientiously enforcing all criminal laws protecting elders, and adults and children with disabilities, regardless of whether these crimes also carry civil penalties (Penal Code § 368.6) (see Child Abuse Policy for child abuse investigations and reporting).

Adopted Chief Robert T. Brownlee 1-25-22

309.1.1 DEFINITIONS

Definitions related to this policy include:

Abuse of an elder (age 65 or older) or dependent adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. Neglect includes self-neglect (Welfare and Institutions Code § 15610.05 et seq.; Penal Code § 368.5).

Department protocols (or protocols) - A procedure adopted by a local law enforcement agency consistent with the agency's organizational structure and stated in a policy adopted pursuant to this section, to effectively and accountably carry out a particular agency responsibility.

Dependent adult - An individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Penal Code § 368; Welfare and Institutions Code § 15610.23).

Elder and dependent adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368).

Senior and disability victimization - Means any of the following (Penal Code § 368.6):

- (a) Elder and dependent adult abuse
- (b) Unlawful interference with a mandated report
- (c) Homicide of an elder, dependent adult, or other adult or child with a disability

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

- (d) Sex crimes against elders, dependent adults, or other adults and children with disabilities
- (e) Child abuse of children with disabilities
- (f) Violation of relevant protective orders
- (g) Hate crimes against persons with actual or perceived disabilities, including but not limited to disabilities caused by advanced age, or those associated with them
- (h) Domestic violence against elders, dependent adults, and adults and children with disabilities, including disabilities caused by advanced age

309.2 POLICY

The Sonoma County Junior College District Police Department will investigate all reported incidents of alleged elder and dependent adult abuse and ensure proper reporting and notification as required by law.

309.2.1 ARREST POLICY

It is the department policy to make arrests or to seek arrest warrants for elder and dependent adult abuse in accordance with Penal Code § 836 and, in the case of domestic violence, as allowed by Penal Code § 13701 (Penal Code § 368.6) (see Law Enforcement Authority and Domestic Violence policies for additional guidance).

309.2.2 ADHERENCE TO POLICY

All officers are required to be familiar with the policy and carry out the policy at all times, except in the case of an unusual compelling circumstance as determined and approved by a supervisor (Penal Code § 368.6).

Any supervisor who determines and approves an officer's deviation from this policy shall provide a written report to the Chief of Police that states the unusual compelling circumstances regarding the deviation. A copy of this report will be made available to the alleged victim and reporting party pursuant to department protocols (Penal Code § 368.6(c)(27)).

The Chief of Police shall retain the report for a minimum of five years and shall make it available to the state protection and advocacy agency upon request (Penal Code § 368.6(c)(27)).

309.3 INVESTIGATIONS AND REPORTING

All reported or suspected cases of elder and dependent adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated (Penal Code § 368.6).

Investigations and reports related to suspected cases of elder and dependent adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected elder and dependent adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (j) Witness and suspect statements if available.
- (k) Review of all portable audio/video recorders, devices, and other available video.
- (l) Call history related to the elder or dependent adult including calls from mandated reporters or other individuals.
- (m) Whether the abuse is related to a disability-bias hate crime and related bias motivations (Penal Code § 368.6) (see the Hate Crimes Policy for additional guidance).
- (n) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the elder or dependent adult abuse (Welfare and Institutions Code § 15640(f)).
- (o) Whether a death involved the End of Life Option Act:
 - (a) Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14).
 - (b) Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17).
 - (c) Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17).
 - (d) Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential elder or dependent adult abuse and investigated similarly. These investigations should be referred to the municipal law enforcement agency of jurisdiction or the Sonoma County Sheriff's Department.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

An unexplained or suspicious death of an elder, dependent adult, or other adult or child with a disability should be treated as a potential homicide until a complete investigation including an autopsy is completed, and it should not be assumed that the death of an elder or person with a disability is natural simply because of the age or disability of the deceased (Penal Code § 368.6(c)(18)).

309.3.1 ADDITIONAL INVESTIGATIVE CONSIDERATIONS

The following factors as provided in Penal Code § 368.6 should be considered when investigating incidents of elder and dependent adult abuse:

- (a) Elder and dependent adult abuse, sex crimes, child abuse, domestic violence, and any other criminal act, when committed in whole or in part because of the victim's actual or perceived disability, including disability caused by advanced age, is also a hate crime (Penal Code § 368.6) (see the Hate Crimes Policy for additional guidance).
- (b) Senior and disability victimization crimes are also domestic violence subject to the mandatory arrest requirements of Penal Code § 836 if they meet the elements described in Penal Code § 273.5, including but not limited to a violation by a caretaker or other person who is or was a cohabitant of the victim, regardless of whether the cohabitant is or was a relative of, or in an intimate personal relationship with, the victim (Penal Code § 368.6(c)(10)).
- (c) Many victims of sexual assault and other sex crimes delay disclosing the crimes for reasons including but not limited to shame, embarrassment, self-doubt, fear of being disbelieved, and fear of retaliation by the perpetrator or others (Penal Code § 368.6(c)(11)).
- (d) Victims and witnesses with disabilities, including cognitive and communication disabilities, can be highly credible witnesses when interviewed appropriately by trained officers or other trained persons (Penal Code § 368.6(c)(14)).

309.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of elder and dependent adult abuse. Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 and other crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. While an Adult Abuse investigation may fall outside of the established Inter-Operational Agreements, it nonetheless may necessitate resources and abilities beyond the capabilities of this department. Therefore, consideration should be made to request assistance if needed. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

These investigators should:

- (a) Conduct interviews in appropriate interview facilities.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

- (b) Be familiar with forensic interview techniques specific to elder and dependent adult abuse investigations.
- (c) Present all cases of alleged elder and dependent adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed (Welfare and Institutions Code § 15650).
- (e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate (see the Victim and Witness Assistance Policy for additional guidance).
 - 1. Ensure victims of sex crimes know their right to have a support person of their choice present at all times during an interview or contact (Penal Code § 368.6) (see the Sexual Assault Investigations Policy for additional guidance).
 - 2. Referrals to the crime victim liaison as appropriate for victims requiring further assistance or information regarding benefits from crime victim resources.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).
- (g) Make reasonable efforts to determine whether any person committed unlawful interference in a mandated report.

309.5 MANDATORY NOTIFICATION

Members of the Sonoma County Junior College District Police Department shall notify the local office of the California Department of Social Services (CDSS) APS agency when they reasonably suspect, have observed, or have knowledge of an incident that reasonably appears to be abuse of an elder or dependent adult, or are told by an elder or dependent adult that the person has experienced abuse (Welfare and Institutions Code § 15630(b)).

Notification shall be made by telephone as soon as practicable and a written report shall be provided within two working days as provided in Welfare and Institutions Code § 15630(b)(c).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

- (a) If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):
 - 1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
 - 2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.
 4. When a report of abuse is received by the Department, the local ombudsman shall be called to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).
- (b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman as soon as practicable (Welfare and Institutions Code § 15630(b)).
 - (c) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.
 - (d) The CDSS shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.
 - (e) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.
 - (f) The Division of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.
 - (g) The District Attorney's office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.
 - (h) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).
1. When a report of abuse is received by the Department, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).
 - (i) If during an investigation it is determined that the elder or dependent adult abuse is being committed by a licensed health practitioner as identified in Welfare and Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).
 - (j) When the Department receives a report of abuse, neglect, or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The Investigative Bureau supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14; Health and Safety Code § 443.18).

Failure to report, or impeding or inhibiting a report of abuse of an elder or dependent adult, is a misdemeanor (Welfare and Institutions Code §15630(h)).

309.5.1 NOTIFICATION PROCEDURE

Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

- (a) The name of the person making the report.
- (b) The name and age of the elder or dependent adult.
- (c) The present location of the elder or dependent adult.
- (d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.
- (e) The nature and extent of the condition of the elder or dependent adult.
- (f) The date of incident.
- (g) Any other information, including information that led the person to suspect elder or dependent adult abuse
- (h) .Completion of SOC341 form. See attachment: SOC341pdf Fillable PDF <https://cdss.ca.gov/Portals/9/FMUForms/Q-T/SOC341.pdf?ver=2018-11-15-132736-097>

309.6 PROTECTIVE CUSTODY

Before taking an elder or dependent adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian, or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an elder or dependent adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an elder or dependent adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. Adult Protective Services (APS) in Sonoma County does not have a direct emergency placement system for adult victims. As such, law enforcement should work collaboratively with APS for placement of the adult.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an elder or dependent adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When elder or dependent adult abuse victims are under state control, have a state-appointed guardian, or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

309.6.1 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

309.6.2 VERIFICATION OF PROTECTIVE ORDER

Whenever an officer verifies that a relevant protective order has been issued, the officer shall make reasonable efforts to determine if the order prohibits the person from possession of firearms or requires the relinquishment of firearms, and if the order does so, the officer shall make reasonable efforts to (Penal Code § 368.6(c)(19)):

- (a) Inquire whether the restrained person possesses firearms. The officer should make this effort by asking the restrained person and the protected person.
- (b) Query the California Law Enforcement Telecommunications System to determine if any firearms are registered to the restrained person.
- (c) Receive or seize prohibited firearms located in plain view or pursuant to a consensual or other lawful search in compliance with Penal Code § 18250 et seq. and in accordance with department procedures.

309.7 INTERVIEWS

309.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected elder or dependent adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

Circumstances surrounding the interviewing of intellectually impaired adults may require specialized interview skills. In these cases officers should contact the Redwood Children's Center staff housed in the Family Justice Center who are trained in conducting such interviews. It is also suggested that Adult Protective Services be contacted so that they are aware of the circumstances and have the opportunity to provide input and or direction. The Redwood Children's Center also

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

provides interviews and sexual assault exams of intellectually impaired adults upon request. These interviews and exams are normally conducted at Sutter Hospital.

Family Justice Center 2755 Mendocino Ave. Suite 100 Santa Rosa 95403(707) 565-8255

Redwood Children's Center 2755 Mendocino Ave. Suite 204 Santa Rosa 95403(707) 565-6360

Sutter Hospital 30 Mark West Springs Rd. Santa Rosa, 95403(707) 576-4000

309.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
 - 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

309.7.3 INTERVIEWS WITH A PERSON WITH DEAFNESS OR HEARING LOSS

An officer who is interviewing a victim or witness who reports or demonstrates deafness or hearing loss should secure the services of a qualified interpreter (as defined by Evidence Code § 754) prior to the start of the interview (Penal Code § 368.6) (see the Communications with Persons with Disabilities Policy for additional guidance).

309.8 MEDICAL EXAMINATIONS

When an elder or dependent adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility, normally Sutter Hospital.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

309.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an elder or dependent adult abuse victim who has been exposed to the manufacturing, trafficking, or use of narcotics.

309.9.1 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an elder or dependent adult abuse victim is present or where there is evidence that an elder or dependent adult abuse victim lives should:

- (a) Document the environmental, medical, social, and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the supervisor so an interagency response can begin.

309.9.2 SUPERVISOR RESPONSIBILITIES

The Investigative Bureau supervisor should:

- (a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers, and local prosecutors, to develop community specific procedures for responding to situations where there are elder or dependent adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigative Bureau supervisor that he/she has responded to a drug lab or other narcotics crime scene where an elder or dependent adult abuse victim is present or where evidence indicates that an elder or dependent adult abuse victim lives.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the adult.

309.10 TRAINING

The Department should provide training on best practices in elder and dependent adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to elder and dependent adult abuse investigations.
- (f) Availability of victim advocates or other support.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

309.10.1 MANDATORY TRAINING

The Training Manager shall ensure that appropriate personnel receive the required training, including:

- (a) Materials from POST as described in Penal Code § 368.6(c)(5)(A).
- (b) Advanced training on senior and disability victimization available from POST, the United States Department of Justice, the Disability and Abuse Project of the Spectrum Institute, or other sources as provided by Penal Code § 368.6(c)(16)(A).
 1. Training should include the following:
 - (a) Information on the wide prevalence of elder and dependent adult abuse, sexual assault, other sex crimes, hate crimes, domestic violence, human trafficking, and homicide against adults and children with disabilities, including disabilities caused by advanced age, and including those crimes often committed by caretakers (Penal Code § 368.6(c)(1)).
 - (b) Information on the history of elder and dependent adult abuse and crimes against individuals with disabilities (see the POST Senior and Disability Victimization Policy Guidelines).

The Training Manager shall also ensure that appropriate training is provided on this policy to dispatchers, community services officers, front desk personnel, and other civilian personnel who interact with the public (Penal Code § 368.6 (c)(7)).

309.11 RECORDS BUREAU RESPONSIBILITIES

The Records Center is responsible for:

- (a) Providing a copy of the elder or dependent adult abuse report to the APS, ombudsman, or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).
- (b) Retaining the original elder or dependent adult abuse report with the initial case file.

309.12 JURISDICTION

The Sonoma County Junior College District Police Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations upon request, if consistent with federal law, in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

Additional jurisdiction responsibilities for investigations of abuse involving various facilities and agencies may be found in Welfare and Institutions Code § 15650.

309.13 RELEVANT STATUTES

Penal Code § 288 (a) and Penal Code § 288 (b)(2)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

(a) Except as provided in subdivision (i), a person who willfully and lewdly commits any lewd or lascivious act, including any of the acts constituting other crimes provided for in Part 1 (Of Crimes and Punishments of the Penal Code) upon or with the body, or any part or member thereof, of a child who is under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of that person or the child, is guilty of a felony and shall be punished by imprisonment in the state prison for three, six, or eight years.

(b)(2) A person who is a caretaker and commits an act described in subdivision (a) upon a dependent person by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, with the intent described in subdivision (a), is guilty of a felony and shall be punished by imprisonment in the state prison for 5, 8, or 10 years.

Penal Code § 368 (c)

A person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Protections provided by the above Penal Code § 288 and Penal Code § 368 protect many persons with disabilities regardless of the fact they live independently.

Welfare and Institutions Code § 15610.05

"Abandonment" means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

"Abduction" means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

- (a) "Financial abuse" of an elder or dependent adult occurs when a person or entity does any of the following:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

1. Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
 2. Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
 3. Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.
- (b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.
- (c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.
- (d) For purposes of this section, "representative" means a person or entity that is either of the following:
1. A conservator, trustee, or other representative of the estate of an elder or dependent adult.
 2. An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

- (a) "Isolation" means any of the following:
1. Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.
 2. Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.
 3. False imprisonment, as defined in Section 236 of the Penal Code.
 4. Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.
- (b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.

- (c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe.

Welfare and Institutions Code § 15610.57

- (a) "Neglect" means either of the following:
1. The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.
 2. The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.
- (b) Neglect includes, but is not limited to, all of the following:
1. Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.
 2. Failure to provide medical care for physical and mental health needs. A person shall not be deemed neglected or abused for the sole reason that the person voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.
 3. Failure to protect from health and safety hazards.
 4. Failure to prevent malnutrition or dehydration.
 5. Substantial inability or failure of an elder or dependent adult to manage personal finances.
 6. Failure of an elder or dependent adult to satisfy any of the needs specified in paragraphs (1) to (5), inclusive, for themselves as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.
- (c) Neglect includes being homeless if the elder or dependent adult is also unable to meet any of the needs specified in paragraphs (1) to (5), inclusive, of subdivision (b).

Welfare and Institutions Code § 15610.63

"Physical abuse" means any of the following:

- (a) Assault, as defined in Section 240 of the Penal Code.
- (b) Battery, as defined in Section 242 of the Penal Code.
- (c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.
- (d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.
- (e) Sexual assault, that means any of the following:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

1. Sexual battery, as defined in Section 243.4 of the Penal Code.
 2. Rape, as defined in Section 261 of the Penal Code, or former Section 262 of the Penal Code.
 3. Rape in concert, as described in Section 264.1 of the Penal Code.
 4. Incest, as defined in Section 285 of the Penal Code.
 5. Sodomy, as defined in Section 286 of the Penal Code.
 6. Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.
 7. Sexual penetration, as defined in Section 289 of the Penal Code.
 8. Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.
- (f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:
1. For punishment.
 2. For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.
 3. For any purpose not authorized by the physician and surgeon.

309.14 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or the authorized designee responsibilities include but are not limited to (Penal Code § 368.6):

- (a) Taking leadership within the Department and in the community, including by speaking out publicly in major cases of senior and disability victimization, to assure the community of department support for the victims and their families and for others in the community who are terrorized and traumatized by the crimes, and to encourage victims and witnesses to the crimes or similar past or future crimes to report those crimes to help bring the perpetrators to justice and prevent further crimes.
- (b) Developing and including department protocols in this policy, including but not limited to the following:
 1. Protocols for seeking emergency protective orders by phone from a court at any time of day or night pursuant to Family Code § 6250(d).
 2. Protocols for arrest warrants and arrests for senior and disability victimization for matters other than domestic violence and consistent with the requirements of Penal Code § 368.6(c)(9)(B) that include the following:
 - (a) In the case of a senior and disability victimization committed in an officer's presence, including but not limited to a violation of a relevant protective

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Senior and Disability Victimization

- order, the officer shall make a warrantless arrest based on probable cause when necessary or advisable to protect the safety of the victim or others.
- (b) In the case of a felony not committed in an officer's presence, the officer shall make a warrantless arrest based on probable cause when necessary or advisable to protect the safety of the victim or others.
 - (c) In the case of a misdemeanor not committed in the officer's presence, including but not limited to misdemeanor unlawful interference with a mandated report or a misdemeanor violation of a relevant protective order, or when necessary or advisable to protect the safety of the victim or others, the agency shall seek an arrest warrant based on probable cause.
 - (d) Protocol for seeking arrest warrants based on probable cause for crimes for which no arrest has been made.
3. Procedures for first responding officers to follow when interviewing persons with cognitive and communication disabilities until officers, or staff of other responsible agencies with more advanced training, are available. The procedure shall include an instruction to avoid repeated interviews whenever possible.
- (c) For each department protocol, include either a specific title-by-title list of officer responsibilities or a specific office or unit in the Department responsible for implementing the protocol.
 - (d) Ensuring an appendix is created and attached to this policy that describes requirements for elder and dependent adult abuse investigations consistent with Penal Code § 368.6(c)(8)(B).
 - (e) Ensuring a detailed checklist is created and attached to this policy regarding first responding responsibilities that includes but is not limited to the requirements of Penal Code § 368.6(c)(23).
 - (f) Ensuring that all members carry out their responsibilities under this policy.
 - (g) Verifying a process is in place for transmitting and periodically retransmitting this policy and related orders to officers, including a simple and immediate way for officers to access the policy in the field when needed.
 - (h) Ensuring this policy is available to the Protection and Advocacy Agency upon request.

309.15 ELDER AND DEPENDENT ADULT ABUSE LIAISON

A department member appointed by the Chief of Police or the authorized designee will serve as the Elder and Dependent Adult Abuse Liaison. Responsibilities of the liaison include but are not limited to (Penal Code § 368.6):

- (a) Acting as a liaison to other responsible agencies (defined by Penal Code § 368.6(b)(15)) to increase cooperation and collaboration among them while retaining the law enforcement agency's exclusive responsibility for criminal investigations (Welfare and Institutions Code § 15650).
- (b) Reaching out to the senior and disability communities and to the public to encourage prevention and reporting of senior and disability victimization.

Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

Adopted Chief Robert T. Brownlee 1-25-22

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

310.2 POLICY

The Sonoma County Junior College District Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

310.3 DOMESTIC VIOLENCE LETHALITY ASSESSMENT (SONOMA COUNTY)

PURPOSE:

In July 2018, the Governor signed SB 1331; it was effective January 1, 2019. This law requires law enforcement to implement procedures and techniques for assessing lethality or signs of lethal violence in domestic violence situations. The purpose of this bill is to identify potential lethal violence in domestic violence situations and to provide those victims support. Pilot programs conducting lethality assessments with "researched recognized" questions have been statistically successful in reducing domestic violence deaths. To comply with this law, the Santa Rosa Junior College District Police Department has collaborated with the YWCA.

INFORMATION:

Officers shall perform a lethality assessment screen with the victim when:

- The officer reasonably believes there has been an assault or other act of domestic violence, this may include some restraining order violations at the officer's discretion
- The officer reasonably believes the victim may face danger once the officer leaves
- When the officer's training and experience indicates the situation is dangerous, but the officer may lack probable cause to make an arrest

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

The officer will complete the lethality assessment form while on scene with the victim. The officer shall ask the victim eleven lethality screening questions while on scene.

- (a) The questions should be asked in the order and exactly as they are written on the form
- (b) If the victim answers “Yes” to one of the first three questions on the assessment, he/she is considered to be assessed at “high danger.” Law enforcement shall call the YWCA advocate 24 hours a day / 7 days a week
- (c) If the victim answers “Yes” to four or more questions on questions 4-11, he/she is considered to be assessed at “high danger.” Law enforcement shall call the YWCA advocate 24 hours a day / 7 days a week

When assessed at high danger, the officer on scene shall call the advocate with the victim’s phone or department issued cell phone. The phone conversation between the victim and advocate should be under ten minutes. The purpose of the call is for the victim to receive support service information and follow-up instruction from the YWCA. The YWCA will not respond to the scene under any circumstance. If a victim needs to be housed at a shelter, contact should be made via phone with the YWCA. The Officer is responsible for having the victim respond to the SRJC District Police lobby and an advocate will meet him/her there.

- When assessed at high danger, Law Enforcement should strongly encourage the victim to speak with an advocate.
- Detectives do not need to be notified of high danger assessments. All DV reports are routed to detectives for review.
- In cases where the victim adamantly refuses to speak with an advocate, the officer should not call the YWCA.
- In cases where the victim speaks with an advocate but refuses future contact with an advocate, the officers should not complete the consent language on the lethality form.
- In cases where the victim spoke with the advocate on the phone and is willing to have the YWCA make future contact, the officer should have the victim complete the consent language portion on the lethality form. This provides law enforcement permission to provide the lethality assessment form to the YWCA.
- In cases where the victim refuses contact with an advocate during the investigation but does want future contact with the YWCA, the officer should have the victim complete the consent language portion on the lower half of the lethality form. This provides law enforcement permission to provide the lethality assessment form to the YWCA.
- The Lethality Assessment form should be scanned/emailed to the YWCA during routing by records **only** when the consent portion of the form is completed by the victim.

To be clear, “consent language” refers to the language on the lower half of the form which reads:

I, _____, have been advised of a high danger assessment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

I request that the Santa Rosa Police Department provide a copy of this document to a victim advocate with YWCA Sonoma County. I request the hotline counselor contact me at my safe contact phone number _____.

I have received a Directory of Resource Information.

Date _____ Signature _____

If the victim completes the assessment and is not considered to be high danger, the victim does not complete the consent language on the bottom of the form. The lethality assessment is not provided to the YWCA when the victim is not assessed at high danger. In those cases that are not considered high danger, the victim is still provided a resource booklet and provided information about support services such as the YWCA and Family Justice Center.

This assessment does not take the place of the domestic violence checklist.

[See attachment: SRJCDomesticViolenceLethalityAssess\(ENGLISH\).pdf](#)

[See attachment: SRJCDomesticViolenceLethalityAssessment\(Spanish\) scan_000005.pdf](#)

[See attachment: SCLECALawEnforcementBrochureDV.pdf](#)

310.4 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.5 INVESTIGATIONS

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 Crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. While a Domestic Violence investigation may fall outside of the established Inter-Operational Agreements, it nonetheless may necessitate resources and abilities beyond the capabilities of this department. Therefore, consideration should be made to request assistance if needed. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

The following guidelines should be followed by officers when investigating domestic violence cases:

- (a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete emergency calls.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

- (b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.
- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the investigating officer in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).
- (i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Whether the suspect lives on the premises with the victim
 - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 3. The potential financial or child custody consequences of arrest.
 - 4. The physical or emotional state of either party.
 - 5. Use of drugs or alcohol by either party.
 - 6. Denial that the abuse occurred where evidence indicates otherwise.
 - 7. A request by the victim not to arrest the suspect.
 - 8. Location of the incident (public/private).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

9. Speculation that the complainant may not follow through with the prosecution.
10. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.
11. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
12. The social status, community status, or professional position of the victim or suspect.

310.5.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail. The victim can also use Sonoma County's Jail Inmate Search via sonomasheriff.org/jail-inmate-search or (707)765-1400.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.
- (d) Provide the victim the information to contact Victims Information and Notification Everyday (VINE) online via www.vinelink.com or (877) 411-5588.

310.5.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.
 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
 3. Provide the victim with the SCLECA Directory of Resource Information for Victims of Crime With a Focus on Domestic Violence, Sexual Assault and Elder Abuse which also contains Marsy's Card.
- (b) Document the resolution in a report.

See attachment: [SCLECALawEnforcementBrochureDV.pdf](#)

310.6 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected:

- (a) Victims should be provided with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (b) Victims should also be alerted to any available victim advocates, shelters, and community resources.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

- (c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- (d) If the victim has sustained injury or complaints of pain, officers should seek medical assistance as soon as practicable.
- (e) Officers should ask the victim whether the victim has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for the victim's safety or if the officer determines that a need exists.
- (f) Officers should make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (g) If appropriate, officers should seek or assist the victim in obtaining an emergency order if appropriate.

An officer shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

310.7 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete emergency calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.8 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403).

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

310.9 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the officer shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).
- (b) Check available records or databases that may show the status or conditions of the order.
 1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

310.10 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

- (a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.
 1. Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (Penal Code § 836).
- (b) An officer responding to a domestic violence call who cannot make an arrest will advise the victim of the victim's right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).
- (c) Officers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):
 1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
 2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
 4. Penal Code § 646.9 (stalking)
 5. Other serious or violent felonies specified in Penal Code § 1270.1
- (d) In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:
1. The intent of the law to protect victims of domestic violence from continuing abuse.
 2. The threats creating fear of physical injury.
 3. The history of domestic violence between the persons involved.
 4. Whether either person acted in self-defense.
- (e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the officer's presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

310.11 REPORTS AND RECORDS

- (a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code § 13730.
- (b) Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.
- (c) Officers who seize any firearm, ammunition, or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)).

310.12 RECORD-KEEPING AND DATA COLLECTION

This department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Records Custodian to maintain and report this information as required.

310.13 SERVICE OF COURT ORDERS

- (a) An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located and shall provide the person protected or the person's parent/guardian with a copy of the order. The officer shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).
- (b) At the request of the petitioner, an officer at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).
- (c) Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)).
- (d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).
- (e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the officer shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The officer shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide the person with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

310.14 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

310.15 DECLARATION IN SUPPORT OF BAIL INCREASE

Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee's appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (Penal Code § 1269c).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Domestic Violence

310.16 DOMESTIC VIOLENCE DEATH REVIEW TEAM

This department should cooperate with any interagency domestic violence death review team investigation. Written and oral information relating to a domestic violence death that would otherwise be subject to release restrictions may be disclosed to the domestic violence death review team upon written request and approval of a supervisor (Penal Code § 11163.3).

Search and Seizure

311.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Sonoma County Junior College District Police Department personnel to consider when dealing with search and seizure issues.

Adopted Chief Robert T. Brownlee 6-30-20

311.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

311.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Search and Seizure

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

311.3.1 RESIDENCE

Absent a valid search warrant, exigent circumstances, probation or parole authorization, or valid consent, every person has a reasonable expectation of privacy inside his/her home. Individuals do not, however, generally have a reasonable expectation of privacy in areas around their home where the general public (e.g., mail carriers & solicitors) would reasonably be permitted to go.

311.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

311.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Search and Seizure

- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Temporary Custody of Juveniles

312.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Sonoma County Junior College District Police Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

Adopted Chief Robert T. Brownlee 4-19-21

312.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

Juvenile offender - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1; 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when a non-secure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact that is more than brief or inadvertent.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

312.2 POLICY

The Sonoma County Junior College District Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Sonoma County Junior College District Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

312.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Sonoma County Junior College District Police Department:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol, or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

These juveniles should not be held at the Sonoma County Junior College District Police Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed (15 CCR 1142).

312.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY

When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The watch commander if available shall be notified of the need for medical attention for the juvenile. In all cases a supervisor shall be notified as soon as practical whenever medical assistance has been rendered to a juvenile who is in custody. Department members should administer first aid as applicable (15 CCR 1142).

312.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill themselves, or any unusual behavior which may indicate the juvenile may harm themselves while in either secure or non-secure custody (15 CCR 1142).

312.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Sonoma County Junior College District Police Department **when there is no other lawful and practicable alternative to temporary custody.** Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Sonoma County Junior College District Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the Sonoma County Junior College District Police Department (34 USC § 11133; Welfare and Institutions Code § 207.1).

312.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Sonoma County Junior College District Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination (Welfare and Institutions Code § 602.1).

312.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

312.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Sonoma County Junior College District Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and taken into custody for committing or attempting to commit a felony with a firearm shall not be released and be transported to a juvenile facility (Welfare and Institutions Code § 625.3).

A juvenile offender suspected of committing murder, a sex offense described in Welfare and Institutions Code § 602(b) that may subject the juvenile to criminal jurisdiction under Welfare and Institutions Code § 707, or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

- (a) Released upon warning or citation.
- (b) Released to a parent or other responsible adult after processing at the Department.
- (c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.
- (d) Transported to the juvenile offender's home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative that least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

Whenever a juvenile offender under the age of 14 is taken into custody, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

312.4.4 PROTECTIVE CUSTODY

Pursuant to Welfare and Institutions Code § 300 et seq., a child may be taken into protective custody if he/she is the victim of suspected child abuse. Before taking any minor into protective custody, the officer should make reasonable attempts to contact the appropriate child welfare authorities to ascertain any applicable history or current information concerning the minor. Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs. Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

312.5 ADVISEMENTS

Officers shall take immediate steps to notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, the juvenile shall be given the *Miranda* rights advisement regardless of whether questioning is intended. This does not apply to juvenile non-offenders taken into temporary custody for their safety or welfare (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, the juvenile offender shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to their parent or guardian; one to a responsible relative or their employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

312.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in non-secure custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log including:

- (a) Identifying information about the juvenile
- (b) Date and time of arrival and release from the Sonoma County Junior College District Police Department (15 CCR 1150).
- (c) Watch Commander notification and approval to temporarily hold the juvenile.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- (e) Any changes in status (e.g. emergency situations, unusual incidents).
- (f) Time of all safety checks.
- (g) Any medical and other screening requested and completed (15 CCR 1142).
- (h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).
- (i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commanders shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

The department Records Technician is responsible for submitting the information to the Board of State and Community Corrections via the Monthly Report on the Detention of Minors form whether or not any juveniles were held during that period of time. All completed forms shall be routed to the Chief of Police.

Officer/Supervisor Completes:

[See attachment: Non-Secure Juvenile Detention Log.pdf](#)

Records Completes:

[See attachment: 2020_BSCC_Monthly_Report_on_the_Detention_of_Minors_Form.pdf](#)

Additional and Updated Forms:

[BSCC Compliance Monitoring](#)

312.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1; Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Sonoma County Junior College District Police Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

312.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Sonoma County Junior College District Police Department shall ensure the following:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

- (a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Sonoma County Junior College District Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Sonoma County Junior College District Police Department more than six hours.
- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Personal safety checks and significant incidents/activities shall be noted on the log.
- (d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).
- (f) Juveniles shall be provided sanitary napkins, panty liners, and tampons as requested (15 CCR 1143).
- (g) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).
- (h) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).
- (i) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (j) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).
- (k) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).
- (l) Blankets shall be provided as reasonably necessary (15 CCR 1143).
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (m) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.
- (n) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (o) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.
- (p) Juveniles shall have access to language services (15 CCR 1143).
- (q) Juveniles shall have access to disability services (15 CCR 1143).
- (r) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

While held in temporary custody, juveniles shall be informed in writing of what is available to them pursuant to 15 CCR 1143 and it shall be posted in at least one conspicuous place to which they have access (15 CCR 1143).

312.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Sonoma County Junior College District Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

312.10 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Sonoma County Junior College District Police Department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Sonoma County Junior College District Police Department.

312.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to themselves or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to themselves or others include the following (15 CCR 1145):

- (a) Age, maturity, and delinquent history
- (b) Severity of offense for which the juvenile was taken into custody
- (c) The juvenile offender's behavior
- (d) Availability of staff to provide adequate supervision or protection of the juvenile offender
- (e) Age, type, and number of other individuals in custody at the facility

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

312.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Sonoma County Junior College District Police Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

- (a) Immediate notification of the on-duty supervisor, and Chief of Police.
- (b) Invoking the Sonoma County Law Enforcement Employee-Involved Fatal Incident Protocol (if applicable)
- (c) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the District attorney.
- (f) Notification to the coroner.
- (g) Notification of the juvenile court.
- (h) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).
- (i) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.
- (j) Evidence preservation.

312.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, an officer shall permit a juvenile 17 years of age or younger to consult with legal counsel in person, by telephone,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

- (a) Information is necessary to protect life or property from an imminent threat.
- (b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

312.13.1 MANDATORY RECORDINGS OF JUVENILES

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 Crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. Any outside investigatory assistance will be authorized only by the Lieutenant, Chief of Police or his designee.

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility or other fixed place of detention. The recording shall include the entire interview and a Miranda advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

- (a) Recording is not feasible because of exigent circumstances that are later documented in a report.
- (b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.
- (c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.
- (d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.
- (e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.
- (f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.
- (g) The questions are part of a routine processing or booking, and are not an interrogation.
- (h) These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

312.14 FORMAL BOOKING

No juvenile offender shall be formally booked without the authorization of the arresting officer's supervisor, or in the supervisor's absence, the Watch Commander.

Any juvenile 14 years of age or older who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted, and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted, or photographed upon the approval from the Watch Commander or the Investigative Bureau supervisor, giving due consideration to the following:

- (a) The gravity of the offense
- (b) The past record of the offender
- (c) The age of the offender

312.15 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Sonoma County Junior College District Police Department Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Custodian and the appropriate patrol supervisors to ensure that personnel act within legal guidelines.

312.16 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Chief of Police shall coordinate the procedures related to the custody of juveniles held at the Sonoma County Junior College District Police Department and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

312.17 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Custody of Juveniles

312.18 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

Discriminatory Harassment

313.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

Adopted Chief Robert T. Brownlee 11-7-22

313.2 POLICY

The Sonoma County Junior College District Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

Also contained within this policy is the District's overall guidance and regulatory mandates as it relates to Unlawful Discrimination and Sexual Harassment. The purpose of providing the adopted Lexipol guidance as well as the District's is to ensure that employees are cognizant that one policy or the other may be more restrictive or that there may be specific language based on the larger organizational structure that employees need to abide by. If conflicting language is discovered between the two policies, legal counsel for the District shall make a determination of which language prevails.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

313.3 DEFINITIONS

Definitions related to this policy include:

313.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

313.3.2 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

313.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Council guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

313.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

313.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Vice President of Human Resources, or the Vice President of Finance & Administrative Services.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

313.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police or the Vice President of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

313.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

313.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Vice President of Human Resources, the Vice President of Finance & Administrative Services, or the California Civil Rights Department for further information, direction, or clarification (Government Code § 12950).

313.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

313.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

313.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Vice President of Human Resources, or the Vice President of Finance & Administrative Services.

313.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

313.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police, the Vice President of Finance & Administrative Services, or the Vice President of Human Resources, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the department's established records retention schedule.

313.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

313.7 SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICY /UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT (CODE SECTION 2.7)

Last Reviewed October 11, 2016

The Sonoma County Junior College District is committed to an environment in which all employees and students are treated with respect and dignity. Each employee and student has the right to work/learn in a professional atmosphere that promotes equal opportunity and is free from unlawful discriminatory practices.

313.7.1 UNLAWFUL DISCRIMINATION

No person shall be unlawfully subjected to discrimination, in whole or in part, on the basis of disability, gender, gender identity, gender expression, sexual orientation, genetic condition, citizenship, national origin, color, race, ethnicity, religion, or age; or on the basis of these perceived characteristics; or on the basis of association with, advocacy for, or identification with a person or group with one or more of these actual or perceived characteristics.

No discrimination shall occur in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the District, the State Chancellor, or the Board of Governors of the California Community Colleges.

The District will comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology, and will respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints shall be treated as complaints of discrimination on the basis of disability.

Information on specific rules and procedures for reporting unlawful discrimination, including sexual harassment, and information on potentially available remedies is available from the Vice President

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

of Human Resources. Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

313.7.2 SEXUAL HARASSMENT

Sexual Harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, Sonoma County Junior College District will provide an educational and employment environment free from sexual harassment, including but is not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Unsolicited and unwelcome written, verbal, physical, and/or visual contacts with sexual overtones.
 - (Examples of possible sexual harassment that appear in a written form may include: sexually suggestive or obscene letters, text messages, notes, or invitations. Examples of possible visual sexual harassment may include: leering, inappropriate gestures, display of sexual objects or pictures, cartoons, or posters. Examples of verbal harassment may include: sexual innuendoes and comments; humor or jokes about sex; pejorative comments about females; comments about one's own or someone else's sex life or body; rating a person's sexuality or attractiveness. Examples of physical harassment may include but are not limited to: unwanted and inappropriate touching, patting, pinching, stroking or brushing against a person; attempted or actual sexual assault.)
3. Continued expression of sexual interest after being informed that the interest is unwelcome.
4. Reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior.
5. Explicit or implicit coercive sexual behavior within the work environment that is used to control, influence, or affect the employee's career, salary, and/or work environment.
6. Explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
7. The offering of favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, reclassifications, favorable assignments, favorable duties or shifts, or favorable recommendations, in exchange for sexual favors.
8. The awarding of educational or employment benefits, such as grades or duties or shifts, recommendations, or reclassifications, to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

The District will not tolerate sexual harassment in the education and employment environment, especially under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

313.7.3 NON-RETALIATION

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, including a complaint alleging sexual harassment; who refers a matter for investigation or complaint; who participates in an investigation of a complaint; who represents or serves as an advocate for an alleged victim or alleged offender; or who otherwise furthers the principles of this unlawful discrimination policy.

313.7.4 ACADEMIC FREEDOM

The Board of Trustees affirms its commitment to academic freedom as delineated in Article 9 of the Contract between the All Faculty Association and the Sonoma County Junior College District. Academic freedom ensures both the faculty's right to teach and the student's right to learn. Academic freedom does not allow a faculty member to engage in any form of unlawful discrimination, including sexual harassment.

313.7.5 DEFINITIONS

For purposes of this policy, the following definitions apply:

"District" means the Sonoma County Junior College District or any District program or activity that is administered by, funded directly by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. This includes any other organization associated with the District that receives state funding or financial assistance through the District.

"Gender" means sex, and includes a person's gender identity and gender expression.

"Gender Expression" means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth (i.e. transgender).

"Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

"Sexual orientation" includes heterosexuality, homosexuality, or bisexuality.

"Nationality" includes citizenship, country of origin, and national origin.

"Race or ethnicity" includes ancestry, color, ethnic group identification, and ethnic background.

"Religion" includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

"Retaliation" includes an adverse action taken in response to the filing of a charge of unlawful discrimination or sexual harassment.

"Disability" includes but is not limited to mental and physical disability as defined by the Americans with Disabilities Act of 1990.

"Mental disability" includes, but is not limited to, all of the following:

1. Having any mental or psychological disorder or condition, such as organic brain syndrome, emotional or mental illness, or specific learning disabilities that limits a major life activity. For purposes of this policy and procedure:
 - (a) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (b) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - (c) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.
2. Having any other mental or psychological disorder or condition not described in (1) that requires special education or related services.
3. Having a record of a mental or psychological disorder or condition not described in (1) or (2) which is known to the District.
4. Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
5. Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in (1) or (2).
6. "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

"Physical disability" includes, but is not limited to, all of the following:

1. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - (a) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine.

(b) Limits a major life activity. For purposes of this policy and procedures:

1. "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 2. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 3. "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.
2. Any other health impairment not described in (1) that requires special education or related services.
 3. Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in (1) or (2) which is known to the District.
 4. Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
 5. Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in (1) or (2).
 6. "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

313.8 SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICY/UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURE (CODE SECTION 2.7P)

Last reviewed October 11, 2016

The Sonoma County Junior College District has identified the Vice President of Human Resources to the Chancellor of the California Community Colleges (State Chancellor) and to the public as the single District officer responsible for receiving unlawful discrimination including sexual harassment complaints filed pursuant to this procedure and for coordinating their investigation. The Vice President of Human Resources serves as the District's Title IX Coordinator. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice President of Human Resources is named in the complaint or is implicated by the allegations in the complaint, or when it is otherwise appropriate to delegate the investigation to a third party.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

Administrators, faculty, classified staff, students and members of the public should direct all complaints of alleged unlawful discrimination or sexual harassment to the Vice President of Human Resources.

CONFIDENTIALITY

The District recognizes that confidentiality is important to all parties involved in an alleged unlawful discrimination including sexual harassment complaint investigation. To the extent possible, the confidentiality of the complainant, respondent and witnesses will be protected except as necessary to fulfill legal obligations and protect the rights of all parties involved. Employees and/or students interviewed in accordance with these procedures shall assist in maintaining such confidentiality.

If a complainant insists that his or her name not be revealed, the Vice President of Human Resources shall take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

Persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination may be protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges.

Disciplinary action taken against employees is considered confidential. In student disciplinary actions for sexual assault/physical abuse charges, the victim shall be informed of the final results of the disciplinary proceeding, but the victim must keep the information confidential.

FILING A COMPLAINT

A complaint may be filed with the Vice President of Human Resources by an individual, including a student, who believes he/she has been unlawfully discriminated against or sexually harassed in violation of District policy in any program or activity of the District or by an individual who learns of such alleged discrimination or harassment in his or her official capacity as an administrator or faculty member. A complaint may be filed by a third party on behalf of the person discriminated against or harassed so long as the alleged victim consents in writing to having the third party act on

his/her behalf (if the alleged victim is a minor, then the parent or guardian must consent).

The Vice President of Human Resources will explain both informal and formal options for addressing the issue and the individual's rights and responsibilities under both options.

A representative of his/her choice may accompany the complainant and the respondent at any stage of these proceedings. Any expense of such representative is the sole obligation of the individual who requests the participation of a representative.

The District recognizes that it is in the best interest of all parties that persons who allege that improper conduct occurred seek resolution of their concerns as soon as possible to allow necessary reviews to occur expeditiously.

INFORMAL/FORMAL COMPLAINT PROCESS

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

The purpose of the informal resolution process is to allow an individual who believes he/she has been unlawfully discriminated against including sexually harassed to resolve the issue through a mediation process rather than the formal complaint process. The informal or formal process may be invoked when the complainant, or the third party representative, chooses, for whatever reason, not to communicate directly with the individual whose conduct is offensive, or, if such communication is unsuccessful, and the complainant does not wish to file a formal complaint.

Efforts at informal resolution need not include any investigation unless the Vice President of Human Resources determines that an investigation is warranted by the seriousness of the charges. Efforts at informal resolution may continue after the filing of a formal verbal or written complaint, but informal resolution efforts do not extend the time limitations for filing a formal complaint. To the extent practicable, unlawful discrimination including sexual harassment complaints filed under the informal process shall be investigated, within a maximum of ninety (90) calendar days of receipt.

If a formal complaint is filed, a new investigation must be completed within 90 days unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution. After a formal complaint is filed, a complete investigation is required unless the matter is informally resolved and the complainant dismisses the complaint. If a complainant chooses informal resolution or dismisses a formal complaint prior to completion of the process, the Vice President of Human Resources may require a complete investigation if warranted by the seriousness of the allegations. Any efforts at informal resolution after the filing of a written complaint will not exceed the ninety calendar day period for rendering the administrative determination.

For both formal and informal complaints, the Vice President of Human Resources will:

- 1) Assure the complainant that he/she will not be required to confront or resolve problems directly with the person accused of unlawful discrimination.
- 2) Advise the complainant that he/she may file a non-employment-based complaint or employment-based complaints that are disability related with the Office for Civil Rights (OCR) of the U.S. Department of Education where such complaint is within that agency's jurisdiction
- 3) If the complaint is employment-related, advise the complainant that the complaint may be filed with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) where such complaint is within the agency's jurisdiction.

The Vice President of Human Resources cannot offer advice regarding the processes that will be followed by the OCR, DFEH, or EEOC. Complainants and/or their representatives should contact those agencies directly with any questions about their jurisdiction or their processes.

In employment related cases, if the complainant files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

FILING OF FORMAL WRITTEN COMPLAINT

If a complainant decides to file a formal unlawful discrimination complaint with the District, he or she may file the complaint verbally, in letter or email format, or on a form prescribed by the State Chancellor's Office. These approved forms are available from the Human Resources Department and also at the Chancellor's Office website.

Verbal or written complaints are to be filed with the Vice President of Human Resources or mailed directly to the State Chancellor's Office, see contact information at the end of this procedure.

If a complaint of unlawful discrimination is presented in another format, such as a verbal complaint, the District may request that the complainant complete a form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, the District may attach a letter to the form and open a formal investigation.

Once a complaint is filed under this process, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of the filing and the general nature of the complaint. This will occur in a manner that is appropriate under the circumstances. The District will also advise the accused that the process will remain confidential, that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

INVESTIGATION OF A FORMAL COMPLAINT

Once a formal complaint has been filed, it will be reviewed by the Vice President of Human Resources or designee to determine if the complaint meets the following requirements:

- (1) If the complaint is not filed in writing, every effort should be made to have the complaint put in writing to obtain the complainant's signature. However, where a complainant has indicated that he or she wishes to pursue the formal complaint process, a complaint will not be rejected solely based on the failure to file the complaint on the prescribed form.
- (2) The complaint must allege unlawful discrimination prohibited under Title 5.
- (3) The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination or by a third party on behalf of the person allegedly discriminated against so long as the alleged victim of the discrimination consents in writing to having the third party act on his/her behalf (if the alleged victim is a minor, then the parent or guardian must consent) or by one who has

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.

(4) In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

(5) In any complaint alleging discrimination in employment, the complaint shall be filed within 180 calendar days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 calendar days following the expiration of that 180 calendar days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 calendar days.

(6) The investigator will be impartial and will make reasonable efforts to interview individuals who have relevant knowledge regarding the complaint, including, but not limited to, the complainant, the person who was the subject of the discrimination, if different, the person accused of discrimination, anyone who witnessed the reported discrimination and other individuals identified as having relevant information. The investigator will also review any records, notes, memoranda, correspondence or statements relevant to the discrimination. The investigator will be trained regarding how to appropriately conduct investigations of unlawful discrimination or sexual harassment.

If a complaint is determined to not meet the requirements of Title V, it will be immediately returned to the complainant with a written explanation of why an investigation will not be initiated under the California Code of Regulations. The notice shall specify why the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

RETALIATION

It is unlawful to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation of a complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

If an individual believes he/she has been subject to such retaliation, the individual may file an additional complaint with the Vice President of Human Resources. The Vice President of Human Resources shall investigate the claim of retaliation in accordance with these procedures.

If the Vice President of Human Resources determines that the complaint of retaliation is valid, in addition to any other remedies which may be appropriate (such as disciplinary action), the Vice President of Human Resources shall take all necessary steps to end the retaliatory behavior as quickly as possible including providing counseling to the person engaging in the retaliatory conduct.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

INVESTIGATIVE REPORT AND ADMINISTRATIVE DETERMINATION

The Vice President of Human Resources reviews the formal complaint, conducts an impartial fact finding investigation of the complaint, and recommends corrective action on behalf of the District. Corrective action involving a recommendation for staff or student disciplinary action shall be referred to the appropriate vice president(s) for further action. To the extent possible, all unlawful discrimination or sexual harassment complaints filed under this process shall be investigated within a maximum of ninety (90) calendar days of receipt. If circumstances beyond the control of the District prevent the completion of an investigation within 90 calendar days, the Vice President of Human Resources will notify the State Chancellor's Office and the complainant (see "Extensions" below). Upon completion of the investigation, the Vice President of Human Resources will forward a copy of the investigative report to the State Chancellor's Office.

Upon completion of the investigation (not to exceed 90 days) a written notification shall be provided to the complainant and/or target of the alleged unlawful discrimination, including sexual harassment, explaining the District's investigative process, a summary of the factual information gathered, its determination as to whether unlawful discrimination, including sexual harassment, occurred, the reasons for its decisions, and any appeal procedures. If unlawful discrimination, including sexual harassment, is found to have occurred, the written notification will also include any remedial and corrective actions that have been or will be taken to address the unlawful discrimination or sexual harassment and prevent any retaliation or recurrence.

The investigative report shall include at least all of the following:

- (1) A description of the circumstances giving rise to the complaint.
- (2) A summary and analysis of the relevant evidence (documents, data, or witness testimony) on which the determination rests.
- (3) A finding as to whether probable cause exists to believe that discrimination in violation of District policy occurred with respect to each complaint allegation.
- (4) Any other information deemed appropriate by the District.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

COMPLAINANT'S APPEAL RIGHTS

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. All appeals must be written and signed. At the time the administrative determination and the summary of the investigative report is mailed to the complainant, the District will notify the complainant of his/her appeal rights as follows:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

1) First level of appeal: the complainant has the right to file a written and signed appeal to the District's Board of Trustees within 15 calendar days from the date of the administrative determination. The Board of Trustees will review the original complaint, the investigative report, the administrative determination, and the appeal.

The District's Board of Trustees will issue a final District decision on the matter within 45 calendar days after receiving the written and signed appeal. Should the Board of Trustees elect to take no action within 45 calendar days, the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the Board will be forwarded to the complainant and to the State Chancellor's Office.

(2) Second level of appeal: the complainant has the right to file a written and signed appeal with the California Community College Chancellor's Office in any case not involving employment related discrimination within 30 calendar days from the date that the Board of Trustees issues the final District decision or permits the administrative determination to become final by taking no action within 45 calendar days.

The complainant's appeal to the State Chancellor's Office must be accompanied either by a copy of the Board of Trustees' decision or by evidence showing the date the complainant filed a written appeal with the Board of Trustees and a statement signed under penalty of perjury that the complainant received no response from the Board of Trustees within 45 calendar days from that date. In any case involving employment discrimination, the complainant has the right to file a complaint with the Department of Fair Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.

The Title 5 process provides no corresponding appeal rights to any other parties aside from the complainants.

If a person chooses to pursue a complaint under this policy, he/she has not waived the right to file a complaint with the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, the Office for Civil Rights or the appropriate bargaining agent, and has not waived the right to pursue the matter in a court of law.

FORWARD TO STATE CHANCELLOR

Within 150 calendar days of receiving a complaint that does not involve employment discrimination, the District will either:

) Forward the following to the State Chancellor's Office:

- a) A copy of the final District decision rendered by the Board of Trustees or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 calendar days

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

- b) A copy of the notice of appeal rights the District sent the complainant
 - c) Any other information the State Chancellor's Office may require, or
- 2) Notify the State Chancellor's Office that the complainant has not filed a written and signed appeal with the Board of Trustees and that the District has closed its file.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor's Office upon request.

EXTENSIONS

If, for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the District will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request will be submitted no later than 10 calendar days prior to the expiration of the deadlines for completing investigations or for reaching a final District decision as established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within five (5) days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If the State Chancellor grants an extension of the 90 calendar day deadline the 150-day deadline is automatically extended by an equal amount of time.

NOTICE, TRAINING AND EDUCATION FOR STUDENTS AND EMPLOYEES

The Vice President of Human Resources or designee is responsible for providing information and/or training to employees and students on the District's unlawful discrimination and sexual harassment policy and procedures.

Every nonsupervisory District employee will receive information related to nondiscrimination and a copy of the unlawful discrimination and sexual harassment policies and procedures during the first year of their employment. New supervisory employees shall receive training regarding the District's nondiscrimination policy, including training in sexual harassment prevention within six months of assuming their supervisory positions. All supervisory employees will receive such training at least once every two years. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

A copy of the District's written policy on unlawful discrimination and sexual harassment, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester or summer session. A training program will be made available to continuing students as often as practical. Such informational services shall ensure that students have information on where to obtain rules and procedures for reporting allegations of discrimination and sexual harassment and how to file a District complaint or pursue available remedies.

A copy of the District's written policies on unlawful discrimination and sexual harassment will be displayed in a prominent place in the main administration building, Bailey Hall, and other areas where notices regarding the District's rules, regulations, procedures, and standards of conduct are posted, and shall appear in any District publications that set forth the comprehensive rules, regulations, procedures, and standards of conduct for the District. This includes the District website.

DOCUMENT RETENTION

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with Title 5. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records. Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Academic Freedom

When investigating unlawful discrimination complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery. The Board recognizes that the probing of opinions and an exploration of ideas may cause some students discomfort but does not necessarily constitute unlawful discrimination, including sexual harassment.

AGENCY CONTACT INFORMATION

Karen Furukawa

Vice President of Human Resources and Title IX Coordinator Santa Rosa Junior College

Mailing Address: 1501 Mendocino Avenue, Santa Rosa, CA 95401 **Physical Address:** 1988 Armory Drive Santa Rosa CA 95401 **Phone Number:** (707) 527-4954

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

State Chancellor's Office Legal Affairs Division Chancellor's Office
California Community Colleges 1102 Q Street
Sacramento, CA 95811 (916) 445-8752

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS United Nations
Plaza
San Francisco, CA 94102
(415) 486-5555
ocr.sanfrancisco@ed.gov

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) 350 The Embarcadero,
Suite 500
San Francisco, CA 94105-1260
(415) 625-5600

DEPARTMENT OF FAIR EMPLOYMENT & HOUSING (DFEH) San Francisco District
Office
1515 Clay Street, Suite 701
Oakland, CA 94612
(800) 884-1684

313.9 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

See attachment: [DiscriminatoryHarassmentAcknowledgement2.pdf](#)

313.9.1 STATE-REQUIRED TRAINING

The Training Manager should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Discriminatory Harassment

If the required training is to be provided by the Civil Rights Department online training courses, the Training Manager should ensure that employees are provided the following website address to the training course: <https://calcivilrights.ca.gov> (Government Code § 12950; 2 CCR 11023).

313.9.2 TRAINING RECORDS

The Training Manager shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

313.10 WORKING CONDITIONS

The Chief of Police or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other District employees who are similarly tasked (2 CCR 11034).

313.11 REQUIRED POSTERS

The Department shall display the required posters regarding discrimination, harassment and transgender rights in a prominent and accessible location for members (Government Code § 12950).

Child Abuse

314.1 PURPOSE AND SCOPE

Suspected cases of sexual abuse should be handled in accordance with the Redwood Children' Center Policy 320.

Adopted Chief Robert T. Brownlee 1-25-22

314.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

314.2 SERVICE PROVIDER INFORMATION

Redwood Children's Center (RCC)

2755 Mendocino Ave, Ste. 204

Santa Rosa, CA 95403

(707) 565-6360

Valley of the Moon Children's Home (VMCH)

112 Children's Circle

Santa Rosa, CA 95409

(707) 565-6350

Sonoma County Child Protective Services (CPS)

1202 Apollo Way

Santa Rosa, CA 95407

(707) 565-4300

314.3 POLICY

The Sonoma County Junior College District Police Department will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

314.4 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

- (a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or
- (b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney's office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Notification of the District Attorney is not required for reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority. When the alleged abuse or neglect involves a child of a minor parent or a dependent adult, notification shall also be made to the attorney of the minor or the dependent adult within 36 hours (Penal Code 11166.1; Penal Code 11166.2).

For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of the peace officer's employment as a peace officer.

314.4.1 NOTIFICATION PROCEDURE

Notification should occur as follows:

Penal Code § 11166 requires that a mandated reporter (includes Police Officers) fill out DOJ Form SS8572 and notify Sonoma County Child Welfare Services (CPS) immediately, or as soon as practically possible by telephone, fax or electronic transmission and send a written report within thirty-six(36) hours of receiving the information about the incident. Form SS8572 includes a copy which is routed to the District Attorney's Office for tracking purposes. If the report is being made to you by another mandated reporter and they give you a copy of the SS 8572 Form, you do not need to fill one out.

If you complete a suspected child abuse investigation and there is no further follow-up required, you must also fill out DOJ Form SS8583 (Child Abuse Investigation Report). Be sure to provide a short narrative in the comments section of the form explaining the disposition of the case.

[See attachment: Child Abuse Report Form SS8583.pdf](#)

[See attachment: ChildAbuse_Report_Form_SS8572.pdf](#)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

314.5 QUALIFIED INVESTIGATORS

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 and other crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. While a child abuse investigation may fall outside of the established Inter-Operational Agreements, it nonetheless may necessitate resources and abilities beyond the capabilities of this department. Therefore, consideration should be made to request assistance if needed. Any outside investigatory assistance will be authorized only by the Lieutenant or Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

Refer to Redwood Children's Center Policy 320 for guidance with sexual assault investigations

Qualified investigators should be available for child abuse investigations. These investigators should:

1. Conduct interviews in child appropriate interview facilities.
2. Be familiar with forensic interview techniques specific to child abuse investigations.
3. Present all cases of alleged child abuse to the prosecutor for review.
4. Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
5. Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
6. Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

314.6 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

314.6.1 PHYSICAL ABUSE, EMOTIONAL ABUSE, AND NEGLECT INVESTIGATIONS

(a) The welfare and protection of the child shall be the primary concern of the investigating officer. Officers shall be sensitive to the many differences in culture when evaluating potential abuse cases. It is essential to differentiate between harmful practices and those that are solely reflective of cultural differences and are not harmful to the child's well-being.

(b) When interviewing the child in the home, the officer shall attempt to isolate the child and question the child as to the cause of any injuries. The officer shall also examine the child thoroughly for injuries. A visual examination of the child shall be conducted to ascertain if there are any injuries that might be hidden by clothing.

(c) Evidence Collection - The officer shall photograph and collect any evidence of child abuse and neglect as soon as possible. Photographs shall be taken of any bruises, marks, lesions, burns or areas requiring medical treatment. In those situations where the child's living conditions are in question, photographs shall be taken of the child's sleeping area, bathroom facilities, and kitchen area, including the contents of a refrigerator and food storage areas.

(d) Prior to placing juvenile(s) into protective custody without a warrant under the Welfare and Institutions Code, a supervisor, if available should respond to the scene and approve placing juveniles into protective custody.

1. When the dispatcher receives a call for service for a child abuse investigation from Child Protective Services, dispatch staff shall notify a supervisor, if available after dispatching an officer to the scene.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

2. Prior to placing juveniles into protective custody without a warrant under the Welfare and Institutions Code, the officer shall contact a supervisor whether or not on duty.

3. A supervisor should respond to the scene and use the following criteria for approving the placement of juvenile(s) into protective custody without a warrant under the Welfare and Institutions Code:

(a) The juvenile(s) is (are) considered to be in IMMEDIATE physical danger;AND

(b) The situation does not allow time to obtain a warrant.

4. In all cases after placing the juvenile(s) into protective custody under the Welfare and Institutions Code (with or without a warrant), the officer shall do the following:

(a) Place the juvenile(s) into protective custody and deliver juvenile(s) to the Valley of the Moon Children's Home (VOMCH).

(b) Complete a "Juvenile Referral" form utilizing the appropriate Welfare and Institutions Code section and subsection as the authority section.

(c) List the names of parents or caretakers who by virtue of the investigation should not be allowed visitation with the juvenile(s) and list the reason for no contact on the Juvenile Referral form.

(e) Medical Examinations - Any child taken into protective custody who appears to be in need of medical treatment because of illness or physical injury shall be taken to Sutter Hospital and evaluated by medical personnel prior to placement at Valley of the Moon Children's Center (VOMCH).

(f) In any case where there is a question as to the need for a medical examination, the child shall be taken to Sutter Hospital so that the medical staff can make the determination.

314.6.2 SEXUAL ABUSE INVESTIGATIONS

Refer to Redwood Children's Center Policy 320 for guidance

(a) An assessment interview will be conducted by the initial responder(s) according to the following guidelines:

1. There will be a requirement to obtain sufficient information to determine whether reasonable suspicion exists to believe that a child has been sexually abused. The assessment interview is to cease as soon as "reasonable suspicion" is determined. It is to be only as detailed as is necessary to accomplish the goal.

2. If further investigation is warranted, a forensic specialist will conduct an in-depth interview to obtain necessary information for a criminal complaint and/or dependency petition.

3. A determination also must be made as to whether or not the victim needs to be moved from the home and placed in protective custody due to any immediate threat to the child's health and safety.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

4. When the law enforcement officer takes the child into protective custody, telephone notification should be made to the a Valley of the Moon Children's Home prior to transporting the child to that location. If the Child Welfare Worker is making the initial assessment alone, the worker must coordinate taking the child into custody with the local law enforcement agency.

(b) The criteria for assessing whether custody is called for is as follows:

1. Is the child at risk?
2. Attitude and ability of the non-offending parent/guardian to protect the child?
3. Has there been a sexual molestation?
4. When and where did the incident occur?
5. Location of the perpetrator.
6. The immediacy of a medical exam.

(

(c) Mandated Advisement

1. The officer shall inform the child's non-offending parent or guardian that the victim's name will become a matter of public record unless the parent or guardian requests that it not be, pursuant to Government Code § 6254.2. The officer shall document that the non-offending parent or guardian was properly informed and document the response to the advisement on SCJCDPD Advisement to Victims form. If the officer taking the initial report is not able to make the advisement, that fact and the reason why the advisement was not made shall be documented in the report.

(d) Sexual Abuse Examinations

1. A department supervisor shall notify the Redwood Children's Center of any investigation where it appears a sexual assault examination needs to be performed.
2. The sexual abuse exam shall be performed by a child sexual abuse examiner at the Redwood Children's Center unless directed otherwise.
3. Any evidence collected by an officer or employee shall be properly marked and placed into evidence.

[See attachment: SCJCDPD Advisement_to_Victims_Form.pdf](#)

314.6.3 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

314.7 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact CPS. Generally, removal of a child from the child's family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from the child's parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to CPS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

- (a) The officer reasonably believes the child is a person described in Welfare and Institutions Code § 300, and further has good cause to believe that any of the following conditions exist:
 1. The child has an immediate need for medical care.
 2. The child is in immediate danger of physical or sexual abuse.
 3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the officer shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.
- (b) The officer reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:
 1. It reasonably appears to the officer that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
 2. There is no lawful custodian available to take custody of the child.
 3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
 4. The child is an abducted child.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

- (c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

314.7.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

314.7.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

314.8 INTERVIEWS

314.8.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. In cases of suspected sexual abuse it is imperative that the interview cease immediately once reasonable suspicion exists that the child has been sexually abused. (Refer to Redwood Children's Center Protocol Section). When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

314.8.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

- (b) A court order or warrant has been issued.

314.8.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

314.9 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

In cases of suspected sexual abuse the child victim should be taken to Redwood Children's Center unless directed otherwise by the centers staff. Consideration should be made of whether other treatment may be necessary at a medical facility.

314.10 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

314.10.1 SUPERVISOR RESPONSIBILITIES

The supervisor should:

- (a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child Abuse

314.10.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the supervisor so an interagency response can begin.

314.11 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

314.11.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records and Information Policy (Penal Code 841.5; Penal Code § 11167.5).

314.11.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSECENTRAL INDEX (CACI)

Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

314.11.3 CHILD DEATH REVIEW TEAM

This department should cooperate with any interagency child death review team investigation. Written and oral information relating to the death of a child that would otherwise be subject to release restrictions may be disclosed to the child death review team upon written request and approval of a supervisor (Penal Code § 11174.32).

314.12 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

Missing Persons

315.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

Adopted Chief Robert T. Brownlee 7-14-20

315.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

315.2 POLICY

The Sonoma County Junior College District Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Sonoma County Junior College District Police Department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 Crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. While a missing persons investigation may fall outside of the established Inter-Operational Agreements, it nonetheless may necessitate resources and abilities

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Missing Persons

beyond the capabilities of this department. Therefore, consideration should be made to request assistance if needed. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

315.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The patrol supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases
- Missing person Investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)
- Missing -person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate

See attachment: [SRJCMissingChildReportWorksheet.pdf](#)

See attachment: [Child Abduction Checklist.pdf](#)

See attachment: [Dental-X-ray Release.pdf](#) See attachment: [StateOfCaliforniaDOJMissingPersonReportCJIS8568.pdf](#)

See attachment: [Investigative Checklist.pdf](#)

See attachment: [School Notification Alert.pdf](#) See attachment: [MissingPersonDeclarationAuthoritySeizureDentalMedicalRecords.pdf](#)

See attachment: [StateOfCaliforniaDOJAuthToReleaseDentalSkeletalXraysTreatNotesPhotoMissingJuvenileForm4048.pdf](#)

See attachment: [StateOfCaliforniaDOJAuthToReleaseDentalSkeletalXraysTreatNotesPhotoMissingJuvenileForm4048Spanish.p](#)

See attachment: [Sample Missing Person Flyer.pdf](#)

315.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Missing Persons

315.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call for service as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).
- (e) Ensure that entries are made into the appropriate missing person networks as follows:
 1. Immediately, when the missing person is at risk.
 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
 1. A photograph and a fingerprint card of the missing person, if available.
 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Missing Persons

315.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

315.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 - 1. The reports should be promptly sent to the Records Center.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

315.6.2 DISPATCH/RECORDS CENTER RESPONSIBILITIES

The receiving member shall:

- (a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).
- (b) Notify and forward a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen (Penal Code § 14211).
- (c) Notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's intended or possible destination, if known.
- (d) Forward a copy of the report to the Sergeant and Chief of Police.
- (e) Coordinate with the NCIC Terminal Contractor for California to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).

315.7 INVESTIGATIVE FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Missing Persons

2. The investigator should meet with school officials regarding the notice as appropriate to stress the importance of including the notice in the child's student file, along with contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available via the reporting party.
- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update CLETS, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (g) Should make appropriate inquiry with the Coroner.
- (h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.
- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not previously been obtained and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (34 USC § 41308).
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

315.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Custodian shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

- (a) Notification is made to California DOJ.
- (b) The missing person's school is notified.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Missing Persons

- (c) Entries are made in the applicable missing person networks.
- (d) Immediately notify the Attorney General's Office.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

315.8.1 UNIDENTIFIED PERSONS

Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

315.9 CASE CLOSURE

The Chief of Police or designee may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.
- (b) If this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactivate if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

315.10 TRAINING

Subject to available resources, the Training Manager should ensure that members of this department whose duties include missing person investigations and reports receive regular training that includes:

- (a) The initial investigation:
 1. Assessments and interviews
 2. Use of current resources, such as Mobile Audio Video (MAV)
 3. Confirming missing status and custody status of minors
 4. Evaluating the need for a heightened response

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Missing Persons

5. Identifying the zone of safety based on chronological age and developmental stage
 - (b) Briefing of department members at the scene.
 - (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
 - (d) Verifying the accuracy of all descriptive information.
 - (e) Initiating a neighborhood investigation.
 - (f) Investigating any relevant recent family dynamics.
 - (g) Addressing conflicting information.
 - (h) Key investigative and coordination steps.
 - (i) Managing a missing person case.
 - (j) Additional resources and specialized services.
 - (k) Update procedures for case information and descriptions.
 - (l) Preserving scenes.
 - (m) Internet and technology issues (e.g., Internet use, cell phone use).
 - (n) Media relations.

Biological Samples

316.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

316.2 POLICY

The Sonoma County Junior College District Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

316.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample include (Penal Code § 296):

- (a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.
- (b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.
- (c) An adult arrested or charged with any felony.

316.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

316.4.1 COLLECTION

The following steps should be taken to collect a sample:

- (a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.
- (b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.
- (c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.

316.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Biological Samples

with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

- (a) The person's parole or probation officer when applicable.
- (b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.
- (c) The judge at the person's next court appearance.
- (d) The person's attorney.
- (e) A chaplain.
- (f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.
- (g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

316.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

316.6.1 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

- (a) The California DOJ requests a blood sample and the subject consents, or
- (b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

316.6.2 LITIGATION

The Chief of Police or authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

Hate Crimes

317.1 PURPOSE AND SCOPE

This policy is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow-up, and reporting as related to law enforcement's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how the Sonoma County Junior College District Police Department may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy (Penal Code § 13519.6).

Adopted Chief Robert T. Brownlee 1-25-22

317.1.1 DEFINITION AND LAWS

In accordance with Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.6; and Penal Code § 422.87, for purposes of all other state law, unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

Bias motivation - Bias motivation is a pre-existing negative attitude toward actual or perceived characteristics referenced in Penal Code § 422.55. Depending on the circumstances of each case, bias motivation may include but is not limited to hatred, animosity, discriminatory selection of victims, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including but not limited to disability or gender.

Disability - Disability includes mental disability and physical disability as defined in Government Code § 12926, regardless of whether those disabilities are temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Disability bias - In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as but not limited to dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes but is not limited to situations

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

where a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons, such as inebriated persons or persons with perceived disabilities different from those of the victim. Such circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

Gender - Gender means sex and includes a person's gender identity and gender expression.

Gender expression -Gender expression means a person's gender-related appearance and behavior, regardless of whether it is stereotypically associated with the person's assigned sex at birth.

Gender identity - Gender identity means each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender (2 CCR § 11030).

Hate crime - "Hate crime" includes but is not limited to a violation of Penal Code § 422.6, and means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- (a) Disability
- (b) Gender
- (c) Nationality
- (d) Race or ethnicity
- (e) Religion
- (f) Sexual orientation
- (g) Association with a person or group with one or more of these actual or perceived characteristics:
 - 1. "Association with a person or group with one or more of these actual or perceived characteristics" includes advocacy for, identification with, or being on the premises owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of the characteristics listed in the definition of "hate crime" under paragraphs 1 to 6, inclusive, of Penal Code § 422.55(a).

Note: A "hate crime" need not be motivated by hate but may be motivated by any bias against a protected characteristic.

Hate incident - A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

- Name-calling
- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property

Hate speech - The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected:

- Fighting words
- True threats
- Perjury
- Blackmail
- Incitement to lawless action
- Conspiracy
- Solicitation to commit any crime

In whole or in part - “In whole or in part because of” means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that a crime would not have been committed but for the actual or perceived characteristic.

Nationality - Nationality means country of origin, immigration status, including citizenship, and national origin.

Race or ethnicity - Race or ethnicity includes ancestry, color, and ethnic background.

Religion - Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

Sexual orientation - Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Victim - Victim includes but is not limited to:

- Community center
- Educational facility
- Entity
- Family
- Group
- Individual
- Office

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

- Meeting hall
- Person
- Place of worship
- Private institution
- Public agency
- Library
- Other victim or intended victim of the offense

317.2 POLICY

It is the policy of this department to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This department will employ reasonably available resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this department should take all reasonable steps to attend to the security and related concerns of the immediate victims and their families as feasible.

All officers are required to be familiar with the policy and use reasonable diligence to carry out the policy unless directed by the Chief of Police or other command-level officer to whom the Chief of Police formally delegates this responsibility.

317.3 PLANNING AND PREVENTION

In order to facilitate the guidelines contained within this policy, department members will continuously work to build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Department personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Hate incidents should be investigated and documented as part of an overall strategy to prevent hate crimes.

317.3.1 HATE CRIMES COORDINATOR

A department member appointed by the Chief of Police or the authorized designee will serve as the Hate Crimes Coordinator. The responsibilities of the Hate Crimes Coordinator should include but not be limited to (Penal Code § 422.87):

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

- (a) Meeting with residents in target communities to allay fears; emphasizing the department's concern over hate crimes and related incidents; reducing the potential for counter-violence; and providing safety, security, and crime-prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.
- (b) Finding, evaluating, and monitoring public social media sources to identify possible suspects in reported hate crimes; to identify suspects or suspect groups in future hate crimes or hate incidents affecting individuals, groups, or communities that may be victimized; and to predict future hate-based events.
- (c) Providing direct and referral assistance to the victim and the victim's family.
- (d) Conducting public meetings on hate crime threats and violence in general.
- (e) Establishing relationships with formal community-based organizations and leaders.
- (f) Expanding, where appropriate, preventive programs such as hate, bias, and crime-reduction seminars for students.
- (g) Reviewing the Attorney General's latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab/Middle Eastern and Muslim communities (Penal Code § 13519.6(b)(8)).
- (h) Providing orientation of and with communities of specific targeted victims such as immigrants, Muslims, Arabs, LGBTQ, black or African-American, Jewish, Sikh, and persons with disabilities.
- (i) Coordinating with the Training Manager to include in a training plan recognition of hate crime bias characteristics, including information on general underreporting of hate crimes.
- (j) Verifying a process is in place to provide this policy and related orders to officers in the field; and taking reasonable steps to rectify the situation if such a process is not in place.
- (k) Taking reasonable steps to ensure hate crime data is provided to the Records Center for mandated reporting to the Department of Justice.
 - 1. Ensure the California Department of Justice crime data is posted monthly on the department website (Penal Code § 13023).
- (l) Reporting any suspected multi-mission extremist crimes to the agency Terrorism Liaison Officer, the assigned designee, or other appropriate resource; and verifying that such data is transmitted to the Joint Regional Information Exchange System in accordance with the protocols of the Records Center Policy.
- (m) Maintaining the department's supply of up-to-date hate crimes brochures (Penal Code § 422.92; Penal Code § 422.87).
- (n) Annually assessing this policy, including:
 - 1. Keeping abreast of the Commission on Peace Officer Standards and Training (POST) model policy framework for hate crimes for revisions or additions,

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

including definitions, responsibilities, training resources, and planning and prevention methods.

2. Analysis of the department's data collection as well as the available outside data (e.g., annual California Attorney General's report on hate crime) in preparation for and response to future hate crimes.

317.3.2 RELEASE OF INFORMATION

Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure often assists greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

- (a) Dissemination of correct information.
- (b) Assurance to affected communities or groups that the matter is being properly and promptly investigated.
- (c) The ability to request information regarding the commission of the crimes from the victimized community.

Information or records relating to hate crimes subject to public disclosure shall be released as provided by the Records Maintenance and Release Policy or as allowed by law. In accordance with the Media Relations Policy, the supervisor, public information officer, or the authorized designee should be provided with information that can be responsibly reported to the media. When appropriate, the department spokesperson should reiterate that hate crimes will not be tolerated, will be investigated seriously, and will be prosecuted to the fullest extent of the law.

The Department should consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

- Inform community organizations in a timely manner when a community group has been the target of a hate crime.
- Inform the community of the impact of these crimes on the victim, the victim's family, and the community, and of the assistance and compensation available to victims.
- Inform the community regarding hate crime law and the legal rights of, and remedies available to, victims of hate crimes.
- Provide the community with ongoing information regarding hate crimes and/or hate incidents.

317.4 RESPONSE, VICTIM ASSISTANCE, AND FOLLOW-UP

317.4.1 INITIAL RESPONSE

First responding officers should know the role of all department personnel as they relate to the department's investigation of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance and, working with supervision and/or investigations, access needed assistance if applicable.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

At the scene of a suspected hate or bias crime, officers should take preliminary actions reasonably deemed necessary, including but not limited to the following:

- (a) Use agency checklist (per Penal Code § 422.87) to assist in the investigation of any hate crime (see Appendix).
- (b) Stabilize the victims and request medical attention when necessary.
- (c) Properly protect the safety of victims, witnesses, and perpetrators.
 1. Assist victims in seeking a Temporary Restraining Order (if applicable).
- (d) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
- (e) Properly protect, preserve, and process the crime scene, and remove all physical evidence of the incident as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to facilitate removal or covering as soon as reasonably possible. Department personnel should follow up with the property owner to determine if this was accomplished in a timely manner.
- (f) Collect and photograph physical evidence or indicators of hate crimes such as:
 1. Hate literature.
 2. Spray paint cans.
 3. Threatening letters.
 4. Symbols used by hate groups.
- (g) Identify criminal evidence on the victim.
- (h) Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.
- (i) Conduct a preliminary investigation and record pertinent information including but not limited to:
 1. Identity of suspected perpetrators.
 2. Identity of witnesses, including those no longer at the scene.
 3. The offer of victim confidentiality per Government Code § 7923.615.
 4. Prior occurrences in this area or with this victim.
 5. Statements made by suspects; exact wording is critical.
 6. The victim's protected characteristics and determine if bias was a motivation "in whole or in part" in the commission of the crime.
- (j) Adhere to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

- (k) Provide information regarding immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).
- (l) Provide the department's Hate Crimes Brochure (per Penal Code § 422.92) if asked, if necessary, or per policy.
- (m) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).
- (n) Document any suspected multi-mission extremist crimes.

317.4.2 INVESTIGATION

Investigators at the scene of, or performing follow-up investigation on, a suspected hate or bias crime or hate incident should take all actions deemed reasonably necessary, including but not limited to the following:

- (a) Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).
- (b) Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.
- (c) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).
- (d) Properly investigate any report of a hate crime committed under the color of authority per Penal Code § 422.6 and Penal Code § 13519.6.
- (e) Document physical evidence or indicators of hate crimes, in accordance with the provisions of the Property and Evidence Policy, such as:
 - 1. Hate literature.
 - 2. Spray paint cans.
 - 3. Threatening letters.
 - 4. Symbols used by hate groups.
 - 5. Desecration of religious symbols, objects, or buildings.
- (f) Request the assistance of translators or interpreters when needed to establish effective communication.
- (g) Conduct a preliminary investigation and record information regarding:
 - 1. Identity of suspected perpetrators.
 - 2. Identity of witnesses, including those no longer at the scene.
 - 3. Offer of victim confidentiality per Government Code § 7923.615.
 - 4. Prior occurrences, in this area or with this victim.
 - 5. Statements made by suspects; exact wording is critical.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

6. Document the victim's protected characteristics.
 - (h) Provide victim assistance and follow-up.
 - (i) Canvass the area for additional witnesses.
 - (j) Examine suspect's social media activity for potential evidence of bias motivation.
 - (k) Coordinate the investigation with department, state, and regional intelligence operations. These sources can provide the investigator with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.
 - (l) Coordinate the investigation with the crime scene investigation unit (if applicable) or other appropriate units of the Department.
 - (m) Determine if the incident should be classified as a hate crime.
 - (n) Take reasonable steps to provide appropriate assistance to hate crime victims, including the following measures:
 1. Contact victims periodically to determine whether they are receiving adequate and appropriate assistance.
 2. Provide ongoing information to victims about the status of the criminal investigation.
 3. Provide victims and any other interested persons the brochure on hate crimes per Penal Code § 422.92 and information on any local advocacy groups (if asked).
 - (o) Document any suspected multi-mission extremist crimes.
 - (p) Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents, and determine if organized hate groups are involved.

317.4.3 SUPERVISION

The supervisor shall confer with the initial responding officer and take reasonable steps to ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

- (a) Provide immediate assistance to the crime victim by:
 1. Expressing the department's official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
 2. Expressing the department's interest in protecting victims' anonymity (confidentiality forms, Government Code § 7923.615) to the extent reasonably possible. Allow the victims to convey their immediate concerns and feelings.
 3. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy, or a department chaplain, as well as community service agencies that provide shelter, food, clothing, child care, or other related services (per Penal Code § 422.92).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hate Crimes

- (b) Take reasonable steps to ensure that all relevant facts are documented on an incident and/or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.
- (c) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
- (d) In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officer to specific locations that could become targets).
- (e) Verify hate crimes are being properly reported, including reporting to the Department of Justice, pursuant to Penal Code § 13023.
- (f) Verify adherence to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).
- (g) Respond to and properly initiate an investigation of any reports of hate crimes committed under the color of authority.
- (h) Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For additional information refer to the California Department of Justice website.
- (i) Verify reporting of any suspected multi-mission extremist crimes to the agency Hate Crimes Coordinator.
- (j) Make a final determination as to whether the incident should be classified as a hate crime and forward to the Chief of Police for approval.

317.5 TRAINING

All members of this department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should include (Penal Code § 422.87):

- (a) Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability bias, gender bias, and religion bias.
- (b) Accurate reporting by officers, including information on the general underreporting of hate crimes.
- (c) Distribution of hate crime brochures.

317.6 APPENDIX

See attachments:

[Statutes and Legal Requirements.pdf](#)

[Hate Crime Checklist.pdf](#)

Standards of Conduct

318.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Sonoma County Junior College District Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

Adopted Chief Robert T. Brownlee 1-25-22

318.2 POLICY

The continued employment or appointment of every member of the Sonoma County Junior College District Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

318.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

318.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Standards of Conduct

The person countermanning the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

318.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

318.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

318.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

318.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or District manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Standards of Conduct

318.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Sonoma County Junior College District Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

318.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

318.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity, including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.
- (f) Participation in a law enforcement gang as defined by Penal Code § 13670. Participation is grounds for termination (Penal Code § 13670).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Standards of Conduct

318.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

318.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
 - (a) Members of this department shall not disclose the name, address, or image of any victim of human trafficking except as authorized by law (Penal Code § 293).
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and nonsubpoenaed records.

318.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Human Resources Department of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Standards of Conduct

318.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any workrelated investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 - 1. Unauthorized attendance while on duty at official legislative or political sessions.
 - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on duty or, on department property except as expressly authorized by District policy, the memorandum of understanding, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by District policy, the memorandum of understanding, or the Chief of Police.
- (i) Any act on or off duty that brings discredit to this department.

318.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Standards of Conduct

- enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
 - (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
 - (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
 - (e) Engaging in horseplay that reasonably could result in injury or property damage.
 - (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the District.
 - (g) Use of obscene, indecent, profane or derogatory language while on duty or in uniform.
 - (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
 - (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
 - (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
 - (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.
 - (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
 - (m) Any other on or off duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

318.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Standards of Conduct

- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

318.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Information Technology Use

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Sonoma County Junior College District Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

319.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

319.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Information Technology Use

The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

319.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

319.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the police systems administrator and/or information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or District-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from the police systems administrator and/or IT staff and a full scan for malicious attachments.

319.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Information Technology Use

319.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

319.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

319.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

319.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Information Technology Use

involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The police systems administrator and/or IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

REDWOOD CHILDREN'S CENTER

320.1 PURPOSE AND SCOPE

To establish a countywide procedure for the investigation assessment and prosecution of child sexual abuse cases. Interviews also include victims and witnesses of Domestic Violence, witness to violent crimes, severe neglect, physical abuse, kidnapping, and trafficking.

Adopted Chief Robert T. Brownlee 7-22-20

320.2 COORDINATION

(a) The agencies involved in the investigation, assessment and prosecution of child sexual abuse cases hereby recognize a need to coordinate their efforts. Best practice standards necessitate that joint investigations occur while following all laws and protocols of each agency.

(b) To carry out their responsibilities, the investigating law enforcement agency and the Department of Human Services Child Welfare Services, upon receipt of notification of an allegation, agrees that the agency receiving the call shall contact the other agency to determine if a representative of that agency wants to participate in the initial assessment process.

(c) In those situations where a joint investigation is not conducted, a report of the allegation will be made to the other agency. Joint responses by Law Enforcement and Child Welfare Services are not conducted in this county.

(d) A "minimal fact" assessment interview will be conducted by the initial responder(s) according to the following guidelines:

1. There will be a requirement to obtain sufficient information to determine whether reasonable suspicion exists to believe that a child has been sexually abused. The assessment interview is to cease as soon as "reasonable suspicion" is determined. It is to be only as detailed as is necessary to accomplish the goal. The "minimal fact" interview will establish the who, what, when and where. Once this is completed, there should be no further need to question the victim.
2. If further investigation is warranted, a forensic specialist will conduct an in-depth interview to obtain necessary information for a criminal complaint and/or dependency petition.
3. A determination also must be made as to whether or not the victim needs to be moved from the home and placed in protective custody due to any immediate threat to the child's health and safety.
4. When the law enforcement officer takes the child into protective custody, telephone notification should be made to the Sonoma County Child Abuse Hotline (707) 565-4304. If the Child Welfare Worker is making the initial

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

REDWOOD CHILDREN'S CENTER

assessment alone, the worker must coordinate taking the child into custody with the local law enforcement agency.

(e)The criteria for assessing whether custody is called for is as follows:

1. Is the child at risk?
2. Attitude and ability of the non-offending parent/guardian to protect the child?
- 3.Has there been a sexual molestation?
4. When and where did the incident occur?
5. Location of the perpetrator.
6. The immediacy of a medical exam.

320.3 INVESTIGATION

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 Crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. While a Child Sexual Assault investigation may fall outside of the established Inter-Operational Agreements, it nonetheless may necessitate resources and abilities beyond the capabilities of this department. Therefore, consideration should be made to request assistance if needed. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

Criteria for Referrals:

Law enforcement will schedule interviews with victims of suspected child sexual abuse in assigned investigations to the Redwood Children's Center. The Center may be used with consideration given on a case by case basis in accordance with RCC policy and procedures manual for victims of domestic violence, physical abuse, emotional abuse child witnesses, and adults with developmental or emotional disabilities by the Multidisciplinary Team.

Scheduling of Interviews during business hours:

(a) If the investigation occurs during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, the Redwood Children's Center (RCC) should be contacted and briefed as to the circumstances. At that time a decision will be made whether to immediately transport the child to the Center or to schedule the interview process.

(b) If the child in protective custody at the Valley of the Moon Children's Home (VMCH) or other out of custody emergency care site, the interview will be scheduled with RCC as soon as feasibly possible.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

REDWOOD CHILDREN'S CENTER

(c) When the child is not in protective custody and remains in the custody of the non-offending parent or guardian, an interview will be scheduled at RCC as soon as feasibly possible.

(d) A Deputy District Attorney will be present at all interviews conducted by the forensic specialist.

(e) The recognized exception is when the Deputy District Attorney is preparing the case and needs to discuss the child's substantive testimony with the child victim. Every attempt should be made to hold off on the conversation since the need for the child to testify in court is often avoided. Up until that time, all questions regarding the child's statement should be directed to the interview specialist.

Scheduling After-hours Emergency Interviews:

It is the policy of the Redwood Children's Center to provide forensic interviews outside of regular working hours under certain circumstances.

(a) If an acute sexual assault medical exam must be conducted after hours on a child or teen due to suspected recent sexual contact, it should be preceded by a forensic interview.

(b) Other after-hours forensic interviews can be conducted with a child of any age when the assigned detective or officer believes that there is an absolute need to do so. Examples of absolute need would include cases where critical evidence would be irretrievably lost; an arrest must immediately be made with the information obtainable only from an interview; when the safety of the child is at stake, etc.

(c) When the above circumstance occurs, the assigned detective or officer is to use the On Call District Attorney to discuss the merits of an after-hours interview. If the Deputy District Attorney contacted concurs that an after-hours interview is necessary, he/she are to contact the Redwood Children's Center on call forensic interviewer who will schedule the interview. .

320.4 NATURE OF CONTACT WITH CHILD

(a) The assessment interview will be conducted according to the guidelines listed above.

(b) If only one party responds and a joint investigation is called for, then the other party must be notified.

(c) After the assessment is completed, the child shall not be questioned concerning the incident until the interview by the forensic specialist.

(d) The interview shall be conducted according to the interview guidelines.

1. The forensic interview specialist will conduct a pre-briefing with all parties (excluding family members or guardians) prior to the in-depth interview. This would include any information regarding the child: the range of sexual behavior perpetrated upon the child by the adult offender; the nature of the relationship of the child/victim

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

REDWOOD CHILDREN'S CENTER

and the offender; the duration of the abusive relationship; and any prior history of other sexual abuse.

2. The forensic interview specialist must determine and appreciate the developmental stage of the child. The forensic interview specialist shall be knowledgeable concerning developmental psychology. It is important that the interview specialist recognize that every child is a unique individual.

320.5 CHILD INTERVIEW SPECIALIST

(a) The interview will be conducted by a trained forensic specialist at the Redwood Children's Center. All forensic interviewers have successfully completed CFIT (Child Forensic Interview Training).

(b) The trained forensic specialist will be specifically selected, screened and trained to conduct in-depth interviews of sexually abused children in compliance with RCC protocol. The local law enforcement jurisdiction has the option to have a trained specialist interviewer on their staff.

(c) The forensic specialist will have the following responsibilities:

1. Conduct interviews according to the guidelines.
2. Inform all present of the result.
3. Be available for consultation with privileged parties, both those present and not present at the interview.
4. Provide testimony if necessary.
5. Further interview, if necessary.

(d) Forensic Specialist obligations:

1. Remain available as liaison until all of the proceedings are complete, even after transfer.

(e) An interview specialist need not be responsible for the investigation of the case. An assigned police officer and case manager will be responsible for the investigation.

320.6 SERVICE PROVIDER INFORMATION

Redwood Children's Center

2755 Mendocino Ave, Ste. 204

Santa Rosa, CA 95403

(707) 565-6360

Valley of the Moon Children's Home

112 Childrens Cir.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

REDWOOD CHILDREN'S CENTER

Santa Rosa, CA95409

(707) 565-6350

Sonoma County Child Protective Services

1202 Apollo Way

Santa Rosa, CA 95407

(707) 565-4300

Redwood Children's Center

2755 Mendocino Ave, Ste. 204

Santa Rosa, CA 95403

320.7 PROCEDURES FOR UTILIZING REDWOOD CHILDREN'S CENTER

(a) If the assessment indicates a need for an interview, it shall be scheduled at Redwood Children's Center as soon as possible during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

(b) Prior to conducting any interview, the specialist shall discuss the case with the representative of the involved law enforcement agency and the assigned Social Services Department worker. The District Attorney, and any medical personnel, will participate when available. After the discussion, the specialist should talk separately to any percipient witness and parents available.

(c) A representative of the involved law enforcement agency and the Social Services Department may be present during the interview. The District Attorney will be present during all interviews.

(d) If a medical exam is deemed necessary, an exam shall be scheduled by the investigating agency or specialist immediately following the interview. If the incident occurred within the previous 5 days, an exam shall be scheduled immediately.

(e) If a non-acute exam is requested by the investigating agency, the exam can occur immediately following the interview, or by scheduling with a forensic examiner coordinator.

(f) If it appears that a medical exam will be necessary, a medical examiner should be present at the interview to inform the specialist of specific questions necessary to elicit information for the medical exam and to obtain needed history information.

(g) Wherever possible, in cases where it does not jeopardize the investigation, the law enforcement agency will help the Department of Human Services secure the presence of the potentially protective parent at the time of the interview at Redwood Children's Center.

(h) The interview will be recorded using DVD technology. Transcription of the interview may be necessary, however, this process is not needed in all cases. The District Attorney will make the determination of whether or not to transcribe the interview.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

REDWOOD CHILDREN'S CENTER

[See attachment: RCC Policy and Procedures October 2018 PDF.pdf](#)

320.7.1 SEXUAL ASSAULT EXAMS

- The Redwood Children's Center facilitates on-site sexual assault exams for minors as well as for developmentally delayed/impaired adults.

320.8 MEDIA RELATIONS

(a) Information derived from an interview or interviews at the Redwood Children's Center shall not be used in press releases.

(b) Information derived from the assessment interview conducted by law enforcement personnel may be used in press releases, subject to the prohibitions of § 1054.2 of the Penal Code. Names of victims shall not be disclosed to the press nor confirmed, absent the approval of the Chief or his designee.

Report Preparation

321.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

Adopted Chief Robert T. Brownlee 4-19-21

321.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

321.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

321.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) Non-Felony incidents involving threats or stalking behavior
- (d) Situations covered by separate policy. These include:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Report Preparation

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Senior and Disability Victimization Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

- (e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using a CAD generated event.

321.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Anytime an officer points a firearm to gain compliance of any person
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (c) Any firearm discharge (see the Firearms Policy)
- (d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (e) Any found property or found evidence
- (f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (h) All protective custody detentions
- (i) Suspicious incidents that may place the public or others at risk
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor
- (k) Student conduct issues that merit reporting to the Dean of Student Affairs (Refer to Student Discipline Policy)

321.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The Sonoma County Junior College Police Department shall utilize an outside law enforcement agency or the coroners office for all death related incidents.

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Report Preparation

enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency and for Part 1 Crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized for all death investigations. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

321.2.4 INJURY OR DAMAGE BY DEPARTMENT PERSONNEL

- Reporting of damaged property will conform with provisions set forth in § 700 Department Owned and Personal Property.
- Reporting of Illness and Injury shall conform with District Policy § 6.8.2 Injury and Illness Prevention Program as well as Department policy manual § 342, Illness and Injury Prevention.

321.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose
- (b) Attempted suicide
- (c) The injury is major/serious, whereas death could result
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

321.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Center shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

321.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

321.3.1 HOLD OVER REPORTS

(a) In custody reports shall not be held over and must be reviewed by a supervisor prior to the employee leaving at the end of shift unless all of the following conditions are met:

1. Supervisor approval is granted
2. Arraignment will not occur the following day

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Report Preparation

3. The report is not required for additional followup
4. The reporting employee is scheduled to return to work the next work day
5. In the absence of a supervisor, an officer may at his/her discretion hold over a report if the above conditions are met
6. In all instances a report may not be held over without a narrative outlining the circumstances being completed in the case file

(b) All reports of a serious nature that require immediate followup shall not be held over and must be reviewed by a supervisor, if available prior to the reporting employee leaving at the end of shift. Some examples of these cases are call-out situations where an officer has been asked to respond to assume investigative responsibilities; cases involving multiple jurisdictions; and any other case where the victim has a reasonable expectation of immediate followup.

321.3.2 STOP AND HOLD REPORTS

All reports that require the issuance of a Stop and Hold request shall not be held over and must be reviewed by a supervisor, if available prior to the reporting employee leaving at the end of shift.

1. The department's "Stop and Hold" form and all associated booking paperwork including a signed PC statement, property, and prebooking form shall be completed to its fullest possible extent and maintained in the case file.

321.3.3 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

321.3.4 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

321.4 REPORT PROCESSING PROCEDURES

- It is each officer's responsibility to check their section of the records processing station located in dispatch for any case corrections, trial by written declarations, citation corrections, etc. at the beginning of each shift. All records/case files while in an "open" status and not actively being worked on shall be maintained at this station.
- Criminal reports/supplementals are to be submitted by the officer to the on duty supervisor for approval prior to the officer's regular days off. The Case File Routing Slip form shall be fully completed and the case file placed in the records processing station located in dispatch and within the "Pending SGT Approval" box. If the investigation is complex and

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Report Preparation

ongoing, the investigating officer shall brief the on duty supervisor of the case status and get authorization to hold the case as "open." The supervisor and/or officer will make notes regarding the status on Case File Routing Slip in the comments section. The supervisor shall photocopy the Case File Routing Slip and keep this in a tickler file in the sergeant's office where all supervisors can review.

- The oncoming supervisor should review the "Pending SGT Approval" box upon the beginning of their shift. The on duty dispatcher should also be aware of any "in custody" reports which need to be submitted that morning and notify the supervisor on duty.
- Collision reports are to be submitted for approval within 10 business days unless, due to the nature of the collision (20001, fatal, etc.), the officer requests authorization to hold the case as "open." When reasonable, the officer should directly contact the traffic sergeant. Under normal operating procedures, the traffic sergeant shall review all collision reports.
- All working case files, including all original paperwork, are to remain in the investigating officer's section of the records processing station in dispatch unless the officer is actively working on the case or a supervisor is reviewing the case. Under normal operating conditions, case files will not leave the SRJC District Police Station.
- Once a case has been approved by the supervisor on duty and the records section has approved/processed it for routing, the file shall be maintained in the area directly behind the main dispatch CAD station; current year only. Records personnel are the only ones to remove it from the storage area. Supervisors and officers wishing to review a processed case file shall request the file from records personnel.
- The senior dispatcher will submit a bi-weekly outstanding case report printout to the supervisor on duty. The supervisor will use this to contact officers regarding incomplete reports as to determine their status.
- Supervisors shall review all Notice to Appear citations. Once approved the citations will be placed in the records processing station within the "Completed Reports to be Routed" box. Supervisors shall place any citations requiring corrections in a red folder and then in the correcting officer's section at the records processing station. Officers will fully complete the Notice of Correction form, including the reverse sides of each copy, and place back into the "Pending SGT Approval" box for review.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Report Preparation

321.5 REPORT CHANGES, ALTERATIONS OR CANCELLATIONS

Reports that have been approved by a supervisor and submitted to the Records Center for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Center may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor. Any case cancellations require an on duty supervisor's approval.

Subpoenas and Court Appearances

322.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Sonoma County Junior College District Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

Adopted Chief Robert T. Brownlee 7-14-20

322.2 POLICY

Sonoma County Junior College District Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

322.2.1 DEFINITIONS

On-Call - When an employee has appeared in court, or is at the time on-duty, and has been told by a member of the court that he/she is free to leave the court or return to duty, subject to being available by phone or call back.

Standby - When an employee receives a subpoena of a type which allows him or her to not appear in court, but remain available by phone or call back so that he or she may be directed to appear in court within a reasonable amount of time.

Trailing Status - When an employee remains on standby status for additional court sessions until notified otherwise.

Mandatory Appearance - Subpoenas marked as mandatory appearance require an employee's physical appearance in the specified court. Failure to timely appear in the specified court, either intentionally or by negligence, may result in disciplinary action.

322.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so. This may be accomplished by personal service to the officer or by delivery of two copies of the subpoena to the officer's supervisor or other authorized departmental agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an officer to testify as a witness must tender the statutory fee of \$275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2).

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

- (a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena.
- (b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Subpoenas and Court Appearances

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena, the supervisor or the records technician shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

322.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the Legal Services or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the District or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Sonoma County Junior College District Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Sonoma County Junior College District Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

322.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

322.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Subpoenas and Court Appearances

322.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

322.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

322.6 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the department uniform or business attire.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

322.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

322.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

Outside Agency Assistance

323.1 PURPOSE AND SCOPE

To establish a countywide procedure and set guidelines for Urgent Interagency Assistance as well as other assistance requests.

It is the policy of this department to provide assistance whenever possible, consistent with the applicable laws of arrest and detention policies of this department, when another law enforcement agency requests assistance with an arrest or detention of any person. This department may also request an outside agency to provide assistance.

Adopted Chief Robert T. Brownlee 7-14-20

323.1.1 DEFINITION

CODE 30 - An emergency situation where the life of a peace officer or citizen is in immediate danger and assistance is needed Code 3 from any jurisdiction.

CODE 20 - An emergency situation where a peace officer is engaged in a physical confrontation beyond his/her ability to control, requiring a Code 3 response.

CODE 6 - An urgent situation where a peace officer requests a backup during a non-emergency situation.

323.1.2 URGENT INTERAGENCY ASSISTANCE

A situation where a local agency may need assistance to control an event or a response to an in-progress emergency incident beyond the capability of its resources.

323.1.3 PROCEDURE

The originating agency shall immediately assess the situation, determine the resources needed, and notify the appropriate agency(s).

(a) It is the originating agency's responsibility to contact the neighboring agencies and provide:

1. Location
2. Description of incident
3. Safety concerns
4. Radio Frequency

(b) The originating agency shall specify if responding agencies are to respond to the location of the incident or respond to the originating agency's jurisdiction to handle emergency calls for service, while the originating agency brings the incident under control.

(c) Responding agency units who arrive on-scene of an in-progress emergency incident prior to the originating agency shall assume control of the incident and take appropriate action.

(d) Originating agency shall assume control of the incident immediately upon arrival.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Outside Agency Assistance

- (e) It is understood that all dispatch facilities within the County of Sonoma will assist in any way possible. If workload hampers the ability of a dispatch center to efficiently manage the incident, assistance will be requested from an outside dispatch operation.
- (f) When changing frequencies, the responding resources shall contact the controlling dispatch center, provide their entire radio identifier, and advise their estimated time of arrival. The resource is now considered under the management of the agency controlling the incident.
- (g) The jurisdiction calling for assistance is responsible for establishing or delegating field supervisory responsibility.
- (h) Scene personnel shall provide status updates, when possible.
- (i) A Code 20 or Code 30 cannot be canceled by the requesting unit. An arriving unit must assess the condition of the requesting unit and determine if the situation requires further assistance.
- (j) Responding units shall be canceled when the field supervisor determines that resources on the scene are sufficient.
- (k) Units shall be released once the situation is under control, as determined by the field supervisor.
- (l) Assisting agency reports shall be copied and forwarded to the originating agency.
- (m) Agencies providing assistance are responsible for their personnel's actions. Responding personnel shall adhere to their respective department's policies and procedures.

323.1.4 OUTSIDE AGENCIES SPECIALTY UNITS REQUESTED BY AGENCIES OF JURISDICTION

- A. Originating agencies may find it necessary to request the assistance of another agency's specialized units for a specific incident. Those specialized units could include SWAT, Critical Incident Negotiators, Tactical Teams, Gang Enforcement Units, Bomb Unit, Air Support, traffic enforcement, Investigators, etc.
- B. Upon arrival of the specialized unit, the commander of that unit will make contact with the highest ranking member of the originating agency who is available. The originating agency's ranking officer will take incident command responsibilities and the commander of the Specialized Unit will take tactical command responsibility.
- C. The tactical commander shall have final authority to determine if the use of the specialized team is appropriate as well as the tactics used to bring an incident under control. If the incident commander does not agree with the tactics to be used, he/she may cancel the tactical unit.

323.1.5 ASSISTING OUTSIDE AGENCIES

Generally, calls for assistance from other agencies are routed to the shift supervisor, if available for approval. When an authorized employee of an outside agency requests the assistance of this department in taking a person into custody, available officers shall respond and assist in making a lawful arrest. If an officer receives a request in the field for assistance, that officer shall notify a supervisor, if available. Arrestees may be temporarily detained by our agency until arrangements

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Outside Agency Assistance

for transportation are made by the outside agency. Only in exceptional circumstances will this department provide transportation of arrestees to other county facilities.

When such assistance is rendered, a case number will be issued to report action taken by Sonoma County Junior College District Police Department

323.1.6 REQUESTING ASSISTANCE FROM OUTSIDE AGENCIES

If assistance is needed from another agency, the employee requesting assistance shall first notify a supervisor, if available of his/her intentions. The handling officer or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting officer should secure radio frequencies for use by all involved agencies so that communication can be coordinated as needed. If necessary, reasonable effort should be taken to provide radio equipment capable of communicating on the assigned frequency to any personnel who do not have compatible radios.

323.2 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Chief of Police or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Dispatch and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Manager should maintain documentation that the appropriate members have received the required training.

Registered Offender Information

324.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Sonoma County Junior College District Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

Adopted Chief Robert T. Brownlee 12-13-20

324.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

324.3 REGISTERED SEX OFFENDER TIMELINE REQUIREMENTS

Registered sex offenders are required to update their information annually, within five working days of their birthday. Some sex offenders must update more often: transients must update every 30 days, and sexually violent predators, every 90 days. The Sex Offender Tracking Program keeps track of the next required update, and if a registered sex offender is in violation of the update requirements, the Internet web site <http://MegansLaw.ca.gov> will show the registrant as being in violation.

324.4 REGISTRATION

The department shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, a designated officer who is trained in the registration process should conduct the registration in order to best evaluate any threat the person may pose to the community.

- (a) When the registrant's residence is on campus and he/she is enrolled or employed at the campus full or part-time, the registrant must also complete primary registration duties with the Sonoma County Sheriff's Department and or the municipal law enforcement agency of jurisdiction.
- (b) The registrant shall also notify the campus police department within five working days of ceasing to be enrolled or employed at the college.
- (c) When a registrant re-enrolls after a break in attendance he/she must re-register with the campus police department within five working days of the first day of that new semester or quarter.

Upon conclusion of the registration process, the employee shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Registered Offender Information

324.4.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph, and any other information required by applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

324.4.2 NOTIFICATION TO DISPATCH

The designated member will enter all required data into California Sex and Arson Registry (CSAR).

The member will make an entry into CSAR indicating in the miscellaneous section that the subject has registered per 290.01 PC and an indication of the subject's affiliation will also be listed. A copy of the entry will be included with the file.

The member should also enter vehicles driven by the registrant and the vehicle license plate information if available.

324.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Sonoma County Junior College District Police Department's website. Information on sex registrants placed on the Sonoma County Junior College District Police Department's website shall comply with the requirements of Penal Code § 290.46.

The Records Custodian may release local registered offender information to residents only in accordance with applicable law and in compliance with a California Public Records Act request (Government Code § 7920.000 et seq.; Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1).

324.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Registered Offender Information

- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
- (f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

Major Incident Notification

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

Adopted Chief Robert T. Brownlee 7-14-20

325.2 POLICY

The Sonoma County Junior College District Police Department recognizes that certain incidents should be brought to the attention of supervisors or managers of this Department as well as District Administration to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed. The Chief of Police shall set internal procedures for the notification of incidents to District Administration and the Public Relations Office in accordance with District Policy § 7.1.1, College News Releases/Official Announcements.

Notification will be made when major events occur that:

- (a) Will likely result in further inquiry from either internal or external sources, or
- (b) Have the potential to result in a significant financial cost or liability to the District.

An immediate verbal notification to the Chief of Police or his/her designee shall be made with the occurrence of any such event.

325.3 MINIMUM CRITERIA FOR NOTIFICATION

Many situations where the media show a strong interest are also of interest to the Chief of Police . The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with major injuries or fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Sonoma County Junior College District official
- Arrest of a department employee or prominent Sonoma County Junior College District official
- Aircraft crash
- In-custody deaths
- Sexual assaults on campus
- Assaults on campus

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Major Incident Notification

- Hate crimes on campus
- Campus Demonstrations

325.3.1 CAMPUS ADMINISTRATION/PUBLIC RELATIONS NOTIFICATION

Significant events occurring on campus are of interest to media organizations, students, faculty and employees of the college. At times, initial reports are filed by the media with incorrect or incomplete information. It is imperative that prompt notification to the Campus Administration and the Public Relations Office be made keeping them fully informed of the situation so that they will have factual information about the event or occurrence.

(a) The Chief of Police or his designee will as soon as practical notify the office of the Vice President, Finance and Administrative Services.

(b) The Chief of Police or his designee will as soon as practical notify the Public Relations Office.

(c) A designated Public Information Officer (PIO) should be designated. This position will be coordinated through the Public Relation Office unless the Chief of Police directs otherwise.

325.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practical. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

325.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy § 325.2, the on duty or on call supervisor shall be promptly notified. The supervisor shall have the responsibility of advising staff members needing to be apprised of the event. The supervisor shall also advise the Chief of Police if he/she deems the incident warrants immediate notification. In the event that immediate notification is not made to the Chief of Police, an email in memorandum format shall be prepared by the supervisor and routed to the Chief of Police prior to the end of his/her shift. The Chief of Police or his designee is responsible for notification to the District Administration if deemed necessary.

325.4.2 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer is normally the Chief of Police for department related issues or incidents. The Chief of Police may, however, appoint a department member to act in this capacity.

The Chief of Police or his designee will be responsible for coordinating press releases or other media responses with the District Public Relations Office when appropriate.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Major Incident Notification

325.4.3 COMMUNICATIONS CENTER RESPONSIBILITIES

Often notification of an incident, accident, death, etc. occurring on campus or elsewhere, is phoned into the Junior College Police Department Communications center. Dispatchers obtain as much information as possible from the caller and when necessary dispatch an officer to the scene. Once the call is dispatched, the handling dispatcher should promptly make appropriate notifications to the supervisor whether on duty or not for any of the criteria listed in section 325.3 so that proper notifications may be made.

Death Investigation

326.1 PURPOSE AND SCOPE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

Adopted Chief Robert T. Brownlee 7-14-20

326.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed). A supervisor shall be notified and an outside law enforcement agency shall investigate all death cases.

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 Crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized for all death investigations. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

326.2.1 CORONER REQUEST

Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:

- (a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).
- (b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746 in the 20 days prior to death.
- (c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.
- (d) Known or suspected homicide.
- (e) Known or suspected suicide.
- (f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Death Investigation

- (g) Related to or following known or suspected self-induced or criminal abortion.
- (h) Associated with a known or alleged rape or crime against nature.
- (i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.
- (j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.
- (k) Accidental poisoning (food, chemical, drug, therapeutic agents).
- (l) Occupational diseases or occupational hazards.
- (m) Known or suspected contagious disease and constituting a public hazard.
- (n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.
- (o) In prison or while under sentence. Includes all in-custody and police involved deaths.
- (p) All deaths of unidentified persons.
- (q) All deaths of state hospital patients.
- (r) Suspected Sudden Infant Death Syndrome (SIDS) deaths.
- (s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

326.2.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating officer shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Death Investigation

326.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

326.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a "John Doe" or "Jane Doe" number for the report.

326.2.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented appropriately in a case report and forwarded to the investigating agency.

326.2.6 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)). The officer shall also ensure that the site remains secured until Cal-OSHA or other ranking individual releases it. Notification shall also be made to the District Public Relations Office in accordance with District policy § 7.1.1 and Department policy § 325, Major Incident Notification.

Identity Theft

327.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

Adopted Chief Robert T. Brownlee 7-14-20

327.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims within the jurisdiction of this department where the crime occurred. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:
 1. For any victim not within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.
- (b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).
- (c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.
- (e) The reporting officer should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240. Additional information and forms can be found at <https://oag.ca.gov/idtheft/information-sheets>
- (f) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate officer for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

Private Persons Arrests

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

Adopted Chief Robert T. Brownlee 7-14-20

328.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

- (a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.
- (b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

328.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

- (a) For a public offense committed or attempted in his or her presence;
- (b) When the person arrested has committed a felony, although not in his or her presence;
- (c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

328.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

- (a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Private Persons Arrests

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b) (1). The officer must include the basis of such a determination in a related report.
 2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.
- (b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
1. Take the individual into physical custody for booking
 2. Release the individual pursuant to a Notice to Appear
 3. Release the individual pursuant to Penal Code § 849

328.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

See attachment: [SRJCCitizensArrestForm.pdf](#)

Limited English Proficiency Services

329.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d). The District's Department of Human Services oversees LEP services and should be contacted whenever a situation warrants.

Adopted Chief Robert T. Brownlee 7-14-20

329.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Sonoma County Junior College District Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

329.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

329.3 LEP LIAISON

The Chief of Police or designee shall act as a liaison to the District LEP Coordinator, a function of the Department of Human Resources.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

The responsibilities of the LEP Liaison include, but are not limited to:

- (a) Coordinating and implementing all aspects of the District's LEP services by police department members to LEP individuals.
- (b) Implementing District procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Ensuring that qualified bilingual individuals and authorized interpreters are accessible to the police department.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate police department areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (f) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.
- (g) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.
- (h) Forwarding complaints regarding LEP services to the Department of Human Resources LEP coordinator.

329.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

329.5 TYPES OF LEP ASSISTANCE AVAILABLE

Sonoma County Junior College District Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

329.6 INTERPRETERS AND TRANSLATORS

Department personnel who are called upon to interpret, translate, or provide other language assistance will be trained as specified by the Chief of Police on language skills competency (including specialized terminology) and ethical considerations.

- (a) **Assessment:** The Sonoma County Junior College District Police Department personnel identified as bilingual, who are willing to act as authorized interpreters, will have their language skills assessed by a professional interpreter using a structured assessment tool established by the Training Manager. Personnel found proficient in interpreting into and from the target language will be placed conditionally on the authorized interpreters list.
- (b) **Training:** All personnel conditionally placed on the authorized interpreter list must successfully complete the prescribed interpreter training within one year. After successful completion of interpreter training, the individual will be unconditionally placed on the authorized interpreter list. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language; demonstrate knowledge in both languages of any specialized terms or phraseology and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal advisor.
- (c) **Refresher course for authorized interpreters:** Personnel who have been unconditionally placed on the authorized interpreter list must receive refresher training as specified by the Chief of Police or they will be removed from the authorized interpreter list. The Training Manager shall be responsible for coordinating the refresher training and will maintain a record of training that the interpreters have received.

The Training Manager will ensure that the authorized interpreters list is kept current and a copy is forwarded to Dispatch.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

329.7 SUPPLEMENTAL MATERIALS PROVIDED TO DEPARTMENT EMPLOYEES

The following materials will be made available to employees to assist in providing access and service to LEP individuals:

- (a) A list of departmental bilingual employees, languages spoken and contact and shift information
- (b) A list of department-certified interpretation services, bilingual interpreters, languages spoken and contact and availability information
- (c) The telephone number and access code of telephonic interpretation services
- (d) Language identification cards
- (e) Translated *Miranda* warning cards and other frequently used documents
- (f) Audio recordings/warnings that are developed in non-English languages

329.7.1 WRITTEN FORMS AND GUIDELINES

This department will determine the most frequently used and critical forms and guidelines and translate these documents into the languages most likely to be requested. The Department will arrange to make these translated forms available to department personnel and other appropriate individuals.

329.8 MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS

329.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

329.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services when necessary and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

329.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

329.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

329.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Sonoma County Junior College District Police Department will take reasonable steps and will work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

329.11.1 EMERGENCY CALLS

Department members will make every reasonable effort to promptly accommodate LEP individuals contacting the Department Communication Center regarding an emergency event. When a call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Dispatch, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While emergency eventcalls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

329.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

329.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

329.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

329.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

329.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the department's LEP Liaison for resolution or to the District's LEP Coordinator.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Limited English Proficiency Services

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

329.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with the various departments and student groups within the District and with outside community groups, local businesses and neighborhoods to provide equal access to such programs and services.

329.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Manager shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Manager shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

Communications with Persons with Disabilities

330.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind. Members should refer to District Policy 8.1.1P "Academic Accommodations for Students with Disabilities."

Adopted Chief Robert T. Brownlee 7-14-20

330.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

330.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

330.3 AMERICANS WITH DISABILITIES (ADA) LIAISON

The Chief of Police or designee shall act as a liaison to the District's ADA Coordinator

The responsibilities of the ADA Liaison shall include, but not be limited to:

- (a) Working with the District ADA coordinator regarding the Sonoma County Junior College District Police Department's efforts to ensure equal access to services, programs and activities.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

- (b) Developing reports, new procedures, or recommending modifications to this policy.
- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.
- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and the Dispatch Center. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place including a referral to the District's Department of Human Resources to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

330.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

330.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Sonoma County Junior College District Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

330.6 TYPES OF ASSISTANCE AVAILABLE

Sonoma County Junior College District Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept District-provided auxiliary aids or services or they may choose to provide their own.

District-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

330.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

330.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than two hours if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of Video Relay Services (VRS) and/or video remote interpreting services.
- (d) Certified in American Sign Language (ASL).

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

330.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). These devices may be accessed through the Disability Resource Department. Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162). To contact the District Police Communications Center through the use of a TTY device or a TTY enabled iPhone use the TTY Line at (707) 527-4230. This line uses ipTTY software to communicate with TTY enabled devices using real time text. For those that wish to enable the TTY function on their iPhone they can program by following the instructions here; [iPhone RTT/TTY Setup](#).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

330.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as American Sign Language (ASL) and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

330.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

330.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

330.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

330.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

330.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

330.15 ARREST AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

330.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the to the District's ADA Coordinator who will coordinate the investigation.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

330.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

330.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications with Persons with Disabilities

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

The Training Manager shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Manager shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

330.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

- (a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
- (b) ASL syntax and accepted abbreviations.
- (c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
- (d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Dispatch members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur on a yearly basis.

Mandatory Employer Notification

332.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

Adopted Chief Robert T. Brownlee 7-14-20

332.2 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Chief of Police or his/her designee is required to report the arrest as follows.

332.2.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

332.2.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

332.2.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mandatory Employer Notification

332.2.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591.5 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief of Police or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

332.3 POLICY

The Sonoma County Junior College District Police Department will meet the reporting requirements of California law to minimize the risks to children and others.

332.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

Public Safety Video Surveillance System

333.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

Adopted Chief Robert T. Brownlee 7-21-20

333.2 POLICY

The Sonoma County Junior College District Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the District to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist District officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

333.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

333.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan; protection of life and property and assisting in the investigation of a violation of law. As appropriate, the Chief of Police should confer with other affected District divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Safety Video Surveillance System

- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

333.3.2 CAMERA MARKINGS

Except in the case of covert operations or confidential investigations, all public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance.

police

333.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

333.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

333.4.1 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Safety Video Surveillance System

characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

333.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the Legal Services. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

333.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

333.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Sonoma County Junior College District Police Department.

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be submitted to the Chief of Police, who will promptly assign the police systems administrator to research the request and submit the results to the Chief of Police to the College Legal Services' office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the College Legal Services' office.

Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Safety Video Surveillance System

disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

333.6.1 REVIEW OR RELEASE OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and booked in accordance with current departmental evidence procedures.

333.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee should conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

333.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

Public Alerts

334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate. This policy also makes reference to the Jeanne Clery Act provisions found in § 807 of this manual.

Adopted Chief Robert T. Brownlee 7-21-20

334.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

334.2.1 JEANNE CLERY ACT INFORMATION DISSEMINATION/TIMELY WARNINGS

The Clery Act requires that campuses make "timely warnings" to campus community members about specific types of criminal activity when an ongoing threat to persons is believed to exist.

It is the responsibility of the Chief of Police or his designee to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

- (a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e); 34 CFR 668.46 (g)).
- (b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC §1092(f)(3)).

334.3 RESPONSIBILITIES

334.3.1 MEMBER RESPONSIBILITIES

Members of the Sonoma County Junior College District Police Department should notify their supervisor, Watch Commander, or Investigative Bureau Supervisor as soon as practicable upon learning of a situation where public notification, a warning, or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person, or gathering information.

334.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Lieutenant and Chief of Police when any public alert is generated.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Alerts

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Lieutenant and Chief of Police

334.4 AMBER ALERTS

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

334.4.1 CRITERIA FOR AMBER ALERT

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

- (a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.
- (b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
- (c) The victim is in imminent danger of serious injury or death.
- (d) There is information available that, if provided to the public, could assist in the child's safe recovery.

334.4.2 PROCEDURE FOR AMBER ALERT

The supervisor in charge will ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the child:
 - 1. The child's identity, age and description
 - 2. Photograph if available
 - 3. The suspect's identity, age and description, if known
 - 4. Pertinent vehicle description
 - 5. Detail regarding location of incident, direction of travel, potential destinations, if known
 - 6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
 - 7. A telephone number for the public to call with leads or information

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Alerts

- (b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).
- (c) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).
- (e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).
- (f) The following resources should be considered as circumstances dictate:
 - 1. The local FBI office
 - 2. National Center for Missing and Exploited Children (NCMEC)

334.5 BLUE ALERTS

Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

334.5.1 CRITERIA FOR BLUE ALERTS

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

- (a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.
- (b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.
- (c) A detailed description of the suspect's vehicle or license plate is available for broadcast.
- (d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

334.5.2 PROCEDURE FOR BLUE ALERT

The supervisor in charge should ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the suspect:
 - 1. The license number and/or any other available description or photograph of the vehicle
 - 2. Photograph, description and/or identification of the suspect
 - 3. The suspect's identity, age and description, if known

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Alerts

4. Detail regarding location of incident, direction of travel, potential destinations, if known
 5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
 6. A telephone number for the public to call with leads or information
- (b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.
- (c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) The following resources should be considered as circumstances dictate:
1. Entry into the California Law Enforcement Telecommunication System (CLETS)
 2. The FBI local office

334.6 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

334.6.1 CRITERIA FOR SILVER ALERTS

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

- (a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.
- (b) The department has utilized all available local resources.
- (c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.
- (d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.
- (e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

334.6.2 PROCEDURE FOR SILVER ALERT

Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Alerts

334.7 MUTUAL AID

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate a public alert will generate a high volume of telephone calls to the handling agency.

Depending on the campus location of the emergency event, the Santa Rosa Police Department, Petaluma Police Department or the Sonoma County Sheriff's Office emergency communications facilities and staff can be made available in the event of a high call volume.

If the Watch Commander or Investigative Bureau Supervisor elects to use mutual aid services, the following will apply:

- (a) Notify the mutual aid department Watch Commander of the incident and the request for assistance. The Watch Commander will provide a telephone number for the public to call.
- (b) In the press release, direct the public to the telephone number provided by the mutual aid department Watch Commander.
- (c) The Public Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the mutual aid department will be referred back to this department.

When possible the Sonoma County Junior College District Police Department shall assign a Department representative to respond to the mutual aid department emergency communications facility to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the emergency communications facility.

334.8 ADDITIONAL ALERTS FOR PUBLIC SAFETY EMERGENCIES

Additional public safety emergency alerts may be authorized that utilize wireless emergency alert system (WEA) and emergency alert system (EAS) equipment for alerting and warning the public to protect lives and save property (Government Code § 8593.7).

334.8.1 CRITERIA

Public safety emergency alerts may be issued to alert or warn the public about events including but not limited to:

- (a) Evacuation orders (including evacuation routes, shelter information, key information).
- (b) Shelter-in-place guidance due to severe weather.
- (c) Terrorist threats.
- (d) HazMat incidents.

334.8.2 PROCEDURE

Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Alerts

334.9 YELLOW ALERT

A Yellow Alert may be issued when a person is killed due to a hit-and-run incident and the department has specified information concerning the suspect or the suspect's vehicle (Government Code § 8594.15).

334.9.1 PROCEDURE FOR YELLOW ALERT

Requests for a Yellow Alert shall be made through the California Highway Patrol (Government Code § 8594.15).

334.9.2 CRITERIA FOR YELLOW ALERT

All of the following conditions must be met before activating a Yellow Alert (Government Code § 8594.15):

- (a) A person has been killed due to a hit-and-run incident.
- (b) There is an indication that a suspect has fled the scene utilizing the state highway system or is likely to be observed by the public on the state highway system.
- (c) The department has additional information concerning the suspect or the suspect's vehicle including but not limited to the following:
 1. The complete license plate number of the suspect's vehicle.
 2. A partial license plate number and additional unique identifying characteristics, such as the make, model, and color of the suspect's vehicle, which could reasonably lead to the apprehension of a suspect.
 3. The identity of a suspect.
 4. Public dissemination of available information could either help avert further harm or accelerate apprehension of a suspect based on any factor, including but not limited to the time elapsed between a hit-and-run incident and the request or the likelihood that an activation would reasonably lead to the apprehension of a suspect.

334.10 FEATHER ALERT

A Feather Alert may be issued when an indigenous person is reported missing under unexplained or suspicious circumstances (Government Code § 8594.13).

334.10.1 CRITERIA FOR FEATHER ALERT

All of the following conditions must be met before activating a Feather Alert (Government Code § 8594.13):

- (a) The missing person is an indigenous person.
- (b) The Department has utilized local and tribal resources.
- (c) The investigating officer has determined the person has gone missing under unexplained or suspicious circumstances.
- (d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Alerts

the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

- (e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

334.10.2 PROCEDURE FOR FEATHER ALERT

Requests for a Feather Alert shall be made through the California Highway Patrol (Government Code § 8594.13).

Child and Dependent Adult Safety

335.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Senior and Disability Victimization policies.

Adopted Chief Robert T. Brownlee 4-19-21

335.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Sonoma County Junior College District Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

335.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child and Dependent Adult Safety

explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

335.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify Child Protective Services or the Division of Aging and Adult Services, if appropriate.
- (e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

335.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child and Dependent Adult Safety

child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor if available should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

335.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

335.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

335.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Child and Dependent Adult Safety

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car, or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

335.5 TRAINING

The Training Manager is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved POST-approved training on effective safety measures when a parent, guardian or caregiver is arrested (Penal Code § 13517.7).

Service Animals

336.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with District Policy § 7.17, Service Animals and with Title II of the Americans with Disabilities Act of 1990 (ADA).

Adopted Chief Robert T. Brownlee 7-21-20

336.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

336.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

Enrolled students wishing to be accompanied to class by a service animal on a regular basis as an accommodation are requested to meet with a Disability Resources Department staff member to provide evidence of a current dog license per state and local regulations. Students will be provided with information regarding the use of a service animal in class and may share this with their instructors.

Enrolled students working as a service dog trainer must obtain an authorization letter from the Dean, Student Conduct and Disabled Student Program & Services (DSPS) or designee, in order to bring the dog to class. The student shall ensure that the dog is on leash and provide evidence of a current dog license per state and local regulations. In addition, the person shall be liable for any provable damage done to the premises or facilities by his or her dog. All service animal procedures must be abided by for dogs-in-training. Dogs-in-training must wear an identifying vest.

It is unlawful for any person to knowingly and fraudulently represent himself or herself to be the owner or trainer of a service animal.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Service Animals

336.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

336.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Sonoma County Junior College District Police Department affords to all members of the public (28 CFR 35.136).

336.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Service Animals

336.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

336.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises only after conferring with the Dean of Student Conduct unless exigent circumstances exist. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

336.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral.

Should there be questions or concerns about permitting the presence of a service animal in classes, the matter will be referred to the Dean, Student Conduct and Disabled Student Program & Services (DSPS). Should there be questions or concerns about permitting the presence of a service animal on campus, the matter will be referred to Vice President of Human Resources, who serves as the District ADA Coordinator.

Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Victim and Witness Assistance

337.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

Adopted Chief Robert T. Brownlee 7-21-20

337.2 POLICY

The Sonoma County Junior College District Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Sonoma County Junior College District Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

337.3 CRIME VICTIM LIAISON

The Chief of Police shall appoint a member of the Department to serve as the crime victim liaison (2 CCR 649.36). The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Sonoma County Junior College District Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

337.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison is specifically tasked with the following:

- (a) Developing and implementing written procedures for notifying and providing forms for filing with the California Victim Compensation Board (CalVCB) to crime victims, their dependents, or family. Access to information or an application for victim compensation shall not be denied based on the victim's or derivative victim's designation as a gang member, associate, or affiliate, or on the person's documentation or immigration status (Government Code § 13962; 2 CCR 649.35; 2 CCR 649.36).
- (b) Responding to inquiries concerning the procedures for filing a claim with CalVCB (2 CCR 649.36).
- (c) Providing copies of crime reports requested by CalVCB or victim witness assistance centers. Disclosure of reports must comply with the Records Maintenance and Release Policy.
- (d) Annually providing CalVCB with the crime victim liaison's contact information (Government Code § 13962).
- (e) Developing in consultation with sexual assault experts a sexual assault victim card explaining the rights of victims under California law (Penal Code § 680.2).
 1. Ensuring that sufficient copies of the rights of sexual assault victim card are provided to each provider of medical evidentiary examinations or physical

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Victim and Witness Assistance

examinations arising out of sexual assault in the Sonoma County Junior College District Police Department jurisdiction (Penal Code § 680.2).

- (f) Providing information required by Penal Code § 679.09 of a deceased minor to a parent or guardian of the minor whose death is being investigated.
 - 1. In cases where the parent or guardian of the deceased minor cannot be located, information required by Penal Code § 679.09 shall be provided to the victim's immediate family, upon their request.

337.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

See attachment: [SCLECALawEnforcementBrochureDV.pdf](#)

337.4.1 VICTIMS OF HUMAN TRAFFICKING

Officers investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

337.5 VICTIM INFORMATION

The Administration Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims of domestic violence.
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).
- (d) An explanation that victims of sexual assault who seek a standardized medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).
- (e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (f) A clear explanation of relevant court orders and how they can be obtained.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Victim and Witness Assistance

- (g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).
- (h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (i) Notice regarding U visa and T visa application processes.
- (j) Resources available for victims of identity theft.
- (k) A place for the officer's name, badge number, and any applicable case or incident number.
- (l) The "Victims of Domestic Violence" card containing the names, phone numbers, or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).
- (m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.
- (n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

337.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Off-Duty Law Enforcement Actions

338.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Sonoma County Junior College District Police Department with respect to taking law enforcement action while off-duty.

Adopted Chief Robert T. Brownlee 7-21-20

338.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

338.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the officer's senses or judgment.

338.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Off-Duty Law Enforcement Actions

- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

338.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Sonoma County Junior College District Police Department officer until acknowledged. Official identification should also be displayed.

338.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

338.4.3 PROFESSIONAL STAFF (NON-SWORN) RESPONSIBILITIES

Professional Staff (non-sworn) personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

338.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

338.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Department Use of Social Media

339.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

Adopted Chief Robert T. Brownlee 7-21-20

339.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services

339.2 POLICY

The Sonoma County Junior College District Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

339.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Department Use of Social Media

339.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

339.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Chief of Police or his designee.

339.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Sonoma County Junior College District Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Department Use of Social Media

339.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

339.6 RETENTION OF RECORDS

The Chief of Police or designee should work with the Records Technician and the District to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

339.7 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Illness and Injury Prevention

340.1 PURPOSE AND SCOPE

The health and safety of the employees of the Sonoma County Junior College District Police Department is important to executive and management staff, and critical to the operation of this department and the delivery of services to the community.

The purpose of this policy is to establish an ongoing and effective Injury and Illness Prevention Program (IIPP) for the Sonoma County Junior College District Police Department, in accordance with the requirements of 8 CCR 3203. This policy specifically applies to illnesses and injuries that result in lost time beyond the date of the incident or that require medical treatment beyond first aid. Though this policy provides the essential framework required for an IIPP, it may be supplemented by procedures outside the Policy Manual and in compliance with District Policy § 6.8.2, Injury and Illness Prevention.

The IIPP guidelines are to be followed and adopted by all personnel. Supervisory and management personnel are charged with ensuring that these guidelines and directives are implemented.

Adopted Chief Robert T. Brownlee 7-21-20

340.2 RESPONSIBILITY

Direct administrative responsibility for the District's environmental health and safety programs, including this IIPP, is assigned to the Vice President Human Resources, who directs the Manager, Environmental Health and Safety.

The Chief of Police or designee, acting as the Department's IIPP administrator, has the authority and responsibility for implementing the provisions of this policy and the IIPP. Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering questions from employees about the IIPP.

340.3 COMPLIANCE

The Vice President, Human Resources ensures that all employee occupational accidents, injuries and illnesses are reported and recorded as required by law, and that the District's system for compliance with all health and safety regulations remains operational and effective.

The Chief of Police or designee is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. The Chief of Police or designee should take reasonable steps to ensure that all workers comply with safety rules and maintain a safe work environment, including, but not limited to:

- (a) Informing workers of the provisions of the IIPP.
- (b) Recognizing employees who perform safe work practices.
- (c) Ensuring that the employee evaluation process includes the employee's safety performance.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Illness and Injury Prevention

- (d) Ensuring the Department's compliance with mandates regarding:
 - 1. Bloodborne pathogens (8 CCR 5193).
 - 2. Airborne transmissible diseases (8 CCR 5199).
 - 3. Heat illness (8 CCR 3395).
 - 4. Respiratory protection (8 CCR 5144).

Supervisors are responsible for training, counseling, instructing or making informal verbal admonishments anytime safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Personnel Complaints Policy.

All employees should use safe work practices, follow all directives and policies and assist in maintaining a safe work environment.

340.4 COMMUNICATION

Supervisors shall establish and maintain communication with employees on health and safety issues. This is essential for an injury-free, productive workplace.

- (a) The Chief of Police or designee will ensure that a system of communication is in place which facilitates a continuous flow of safety and health information between supervisors and employees. This system shall include:
 - 1. New worker orientation, including a discussion of safety and health policies and procedures.
 - 2. Regular employee review of the IIPP.
 - 3. Workplace safety and health training programs.
 - 4. Regularly scheduled safety meetings.
 - 5. Posted or distributed safety information.
 - 6. A system for workers to anonymously inform management about workplace hazards.
 - 7. Establishment of a labor/management safety and health committee, which will:
 - (a) Meet regularly.
 - (b) Prepare a written record of the safety and health committee meeting.
 - (c) Review the results of periodic scheduled inspections.
 - (d) Review investigations of accidents and exposures.
 - (e) Make suggestions to management for the prevention of future incidents.
 - (f) Review investigations of alleged hazardous conditions.
 - (g) Submit recommendations to assist in the evaluation of employee safety suggestions.
 - (h) Assess the effectiveness of the Department's efforts to meet the following mandates:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Illness and Injury Prevention

1. Bloodborne pathogens (8 CCR 5193)
 2. Airborne transmissible diseases (8 CCR 5199)
 3. Heat illness prevention (8 CCR 3395).
- (b) Communication of environmental health and safety related information, whether broad or specific in nature, can be directed toward an individual, a particular group, or the District as a whole. This includes but is not limited to supervisor or faculty instructions; in-person, multi media, and on-line training programs; and visual, aural, and tactile communications.
- (c) Concerns, comments, suggestions, or complaints about an environmental health and safety related matter can be made, without fear of reprisal or discrimination of any kind, to the following:
1. Any District employee
 2. Any member of the Department of Environmental Health and Safety.
 3. Any member of the District Safety and Health Committee.

Anonymous reports can be made to the Department of Environmental Health and Safety through the District's internal mail system or on the website (www.santarosa.edu/ehs).

An optional District Safety Report Form is available from the Department of Environmental Health and Safety or its website (www.santarosa.edu/ehs).

340.5 HAZARD ASSESSMENT

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards utilizing established methods outlined by District Policy.

The District will use the following methods for identifying, evaluating, and preventing environmental health and safety related hazards and unsafe practices.

A. Department of Environmental Health and Safety Inspections

The Department of Environmental Health and Safety will perform inspections and hazard assessments anywhere on District owned or controlled property as part of, or in addition to, the District Safety and Health Committee Facility Inspection Program. Every effort will be made to schedule with the affected operational unit inspections and hazard assessments, but inspections may be made on an unannounced or unscheduled basis. Reasons for an inspection or hazard assessment by the Department of Environmental Health and Safety include, but are not limited to:

1. The need to verify compliance with safe work practices and other safety requirements, to identify hazards, and to monitor basic safety operations.
2. The need to follow-up a previous inspection identifying health and safety concerns.
3. The need to respond to a submitted District Safety Report Form, or a request by a District employee or student for health and safety concerns.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Illness and Injury Prevention

4. The need to complete an accident investigation, or the follow-up to an accident investigation.
5. The need to complete a District compliance audit, or as a compliance audit in response to a regulatory agency citation.

340.5.1 INSPECTION DUTIES

The Chief of Police or designee shall ensure that all protocols set forth by District Policy are met.

340.5.2 PATROL OFFICERS INSPECTION DUTIES

Officers are charged with daily vehicle inspection of an assigned vehicle and of personal protective equipment prior to working in the field. Officers shall notify their immediate supervisor if an unsafe condition is found so the issue can be immediately addressed and corrected.

340.5.3 SUPERVISOR ASSESSMENT DUTIES

Supervisors should inform the Chief of Police or designee when the following occurs:

- New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
- New, previously unidentified hazards are recognized.
- Occupational injuries and illnesses occur.
- New and/or permanent or intermittent workers are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

The Chief of Police or his designee will take appropriate action to ensure the IIPP addresses potential hazards upon such notification.

340.6 ACCIDENT/EXPOSURE INVESTIGATIONS

Employees must report all injuries that are a result of a workplace accident and any hazardous substance exposure to a supervisor. A supervisor receiving such a report shall notify the Department of Environmental Health and Safety who will investigate the incident and ensure that an investigation is conducted.

The Department of Environmental Health and Safety will perform accident/injury/exposure investigations anywhere on District owned or controlled property as part of, or in addition to, the District Safety and Health Committee's process. Every effort will be made to schedule the investigations with the affected operational unit, but at times these investigations may be made on an unannounced or unscheduled basis.

1. All accident/injury/exposure incidents are to be documented on the Santa Rosa Junior College online Incident Report Form; https://cm.maxient.com/reportingform.php?SantaRosaJC&layout_id=70 . It is the responsibility of the injured party to inform a District employee of the incident, and it is the responsibility of that District employee to make sure

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Illness and Injury Prevention

the Incident Report Form is filled out and submitted to Student Health Services as soon as reasonably possible, but no later than the close of the next business day.

2. In the case of a work related accident/injury/exposure involving a District employee, the employee will notify the District immediately of the accident/injury/exposure by contacting their immediate supervisor, the Human Resources Department, or Santa Rosa Junior College District Police (evenings or weekends).

3. The immediate supervisor will complete and submit a Supervisor's Report of Injury to the Human Resources Department within 8 hours of being notified of the accident/injury/exposure; https://hr.santarosa.edu/sites/hr.santarosa.edu/files/Sup%20Report%20of%20Injury_0.pdf. This is in addition to the Santa Rosa Junior College Incident Report Form. See attachment: [SRJC Supervisors Report Of Injury.pdf](#)

4. All accident/injury/exposure investigations will be documented in writing using the Environmental Health and Safety Department's Accident Investigation Report Form.

5. The Vice President, Human Resources will ensure that all employee occupational accidents, injuries and illnesses are reported and recorded as required by law.

340.7 HAZARD CORRECTION

All employees should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Employees should make their reports to a supervisor.

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in conjunction with the District's Department of Environmental Health within a timely manner based on the severity of the hazards. Hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering employees or property, supervisors should protect or remove all exposed workers from the area or item, except those necessary to correct the existing condition.

Employees who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the District's Safety Report Form and forwarded to the Department of Environmental Health via the Chain of Command.

340.8 TRAINING AND INSTRUCTION

The Chief of Police or designee shall work with the Training Manager and the District's Department of Environmental Health to ensure that all workers, including supervisors, are trained on general and job-specific, workplace safety and health practices. Training shall be provided as follows:

- To all new employees for those tasks that were not sufficiently covered by previous training from an academy or another training provider.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Illness and Injury Prevention

- To all workers given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the department is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards that are specific to each employee's job assignment.
- An explanation of the department's IIPP, emergency action plan and fire prevention plan; measures for reporting any unsafe conditions, work practices and injuries; and informing a supervisor when additional instruction is needed.
- The use of appropriate clothing, including gloves, footwear and personal protective equipment.
- Information about chemical hazards to which employees could be exposed.
- The availability of toilet, hand-washing and drinking-water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Steps to prevent heat illness (8 CCR 3395).

340.9 RECORDKEEPING

The Chief of Police or designee in conjunction with the District's Department of Environmental Health will do the following to implement and maintain IIPP records:

- (a) Make available the Identified Hazards and District Safety Report Form to document inspections, any unsafe condition or work practice, and actions taken to correct unsafe conditions and work practices.
- (b) Make available the Investigation/Corrective Action Report to document individual incidents or accidents.
- (c) Utilize established Training and Instruction protocol to document the safety and health training of each employee. This documentation should include the employee's name or other identifier, training dates, type of training, and training providers.
- (d) Retain inspection records and training documentation for the time period designated by District and Department Policy.

340.10 TRAINING SUBJECTS

The Chief of Police or designee should work with the Training Manager to ensure training is provided on the following topics:

- Driver safety (P.O.S.T Standards)
- Safe procedures for handling, cleaning and/or storing weapons (District Police)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Illness and Injury Prevention

- Good housekeeping and fire prevention (Environmental Health & Safety)
- Lock-out/tag-out procedures (Environmental Health & Safety)
- Hazardous materials (District Police)
- Building searches (District Police)
- Slips and falls (Environmental Health & Safety)
- Ergonomic hazards (Environmental Health & Safety)
- Personal protective equipment (District Police)
- Respiratory equipment (Environmental Health & Safety)
- Hazardous chemical exposures (P.O.S.T Standards)
- Hazard communication (P.O.S.T Standards)
- Bloodborne pathogens and other biological hazards (District Police facilitated by Environmental Health & Safety)
- Other job-specific hazards

Media Relations

341.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities. Generally, all such release of information will be handled in conjunction with the Public Relations Office as dictated by District Policy § 7.1.1, College News Release/Official Announcements.

Adopted Chief Robert T. Brownlee 7-21-20

341.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Chief of Polices, Watch Commanders, and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and the applicable laws regarding confidentiality.

341.3 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies, and other law enforcement activities as required by law.

Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
- (c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member (Government Code § 3303(e)).
- (d) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

341.3.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Media Relations

a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

341.3.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

341.4 INFORMATION REGARDING EMPLOYEE INFORMATION, PERSONNEL ISSUES, AND POLICY

(a) Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy, shall not be disclosed.

(b) Personnel issues and matters of policy shall be referred to the Chief of Police..

(c) Issues involving internal affairs matters or other administrative investigations shall be referred to the Chief of Police.

341.5 ISSUANCE OF PRESS RELEASES

The Chief of Police or designee in coordination with the District Public Relations Office shall be responsible for the issuance of press releases as dictated by District policy.

(a) Media releases shall be issued when:

1. A major crime or incident occurs.
2. An arrest for a major crime occurs.
3. An employee is involved in any outstanding accomplishment.
4. Newsworthy events occur in which department employees sustain injuries while on duty.
5. Any event not previously described that, in the opinion of the supervisor, would be of interest to the news media.

(b) Under most circumstances the initial media release shall be the responsibility of the on-duty supervisor. Media releases shall be disseminated as soon after the incident as practical but only with the direction of the Chief of Police or designee.

1. In cases where an officer is called to the scene, the officer may be consulted concerning the omission or addition of information contained in the media release.
2. The on-duty supervisor may designate a media representative to handle the initial media release at a major incident with the approval of the Chief of Police.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Media Relations

c) All follow-up media releases shall be prepared and released by the designated media representative or designee.

341.6 PUBLIC DISCLOSURE AND INSPECTION PROCEDURE

(a) Arrest reports, crime reports, and investigative reports shall be available to the public in accordance with the limitations of law and consistent with this policy.

(b) Reports shall be reviewed prior to public disclosure to ensure names and information subject to an exemption are redacted, and for a determination whether any other exemptions from disclosure exist.

(c) Information provided to the media other than that which is mandated is considered a voluntary public disclosure. Such information loses its exempt status and must then be made available to any member of the public who demands access or review. A report may not be "selectively" disclosed.

(d) All requests for exceptional disclosure of reports shall be referred to the Chief of Police or designee who shall review the report to:

1. Ensure the report does not qualify for a specific exemption to be labeled "No Disclosure."
2. Summarize the content of the report and/or respond to the questions of the requestor.

(e) Requests to review a report may require retrieval, redaction of information that qualifies for exemption, duplication and payment of reasonable fees to off-set the cost.

341.6.1 DENIAL OF DISCLOSURE

(a) The denial of a request for disclosure of a report labeled "No Disclosure" or for specific information deleted from a report or withheld in a media release may be appealed to the Chief of Police.

(b) The Chief of Police may modify or maintain the claimed exemption.

(c) The decision of the Chief of Police may be appealed to the District's Public Relations Office.

1. This appeal and demand for disclosure shall be made in writing citing the reasons/ authority requiring disclosure of the information.

(d) If disclosure is denied, the Department or District representative will respond to the requestor in writing, within ten (10) days of the initial receipt of the request, giving the reason or exemption for the denial.

341.7 POLICY

It is the policy of the Sonoma County Junior College District Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Media Relations

341.8 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person, or is otherwise prohibited by law.

341.9 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

- (a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.
- (b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

341.10 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

341.10.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request filed.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Watch Commander or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Media Relations

341.11 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents, or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

341.11.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the Watch Commander.

The daily information log will generally include:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).
- (b) The date, time, location, case number, name, birth date, and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim, or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (see the Records Maintenance and Release Policy).

Gun Violence Restraining Orders

342.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders (Penal Code § 18108).

Adopted Chief Robert T. Brownlee 1-25-22

342.1.1 DEFINITIONS

Definitions related to this policy include:

Gun violence restraining order - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms or ammunition, including an ammunition magazine (Penal Code § 18100).

342.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to petition for and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

342.3 GUN VIOLENCE RESTRAINING ORDERS

An officer who reasonably believes a person is a present danger to self or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm may request permission from the officer's supervisor to petition the court for a gun violence restraining order.

Officers petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, an officer may submit the petition electronically or orally request a temporary order (Penal Code § 18122; Penal Code § 18140).

342.3.1 ADDITIONAL CONSIDERATIONS

Officers should also consider requesting permission to petition the court for a gun violence restraining order (Penal Code § 18108):

- (a) When responding to a domestic disturbance where the residence is associated with a firearm registration or record.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Gun Violence Restraining Orders

- (b) When responding to any call or incident when a firearm is present or when one of the involved parties owns or possesses a firearm.
- (c) During a contact with a person exhibiting mental health issues, including suicidal thoughts, statements, or actions if that person owns or possesses a firearm.

Officers should consider obtaining a mental health evaluation if the encounter involves a situation where there is a reasonable cause to believe that the person poses an immediate and present danger of causing personal injury to themselves or another person by having custody or control of a firearm (see the Mental Illness Commitments Policy) (Penal Code § 18108).

342.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS

An officer serving any gun violence restraining order shall:

- (a) Verbally ask the subject of the order if he/she has any firearm, ammunition, or magazine in his/her possession or under his/her custody or control (Penal Code § 18160).
- (b) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).
- (c) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).
- (d) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).
- (e) Transmit the original proof of service form to the issuing court as soon as practicable but within one business day (Penal Code § 18115).
- (f) As soon as practicable, but by the end of his/her shift, submit proof of service to the Records Custodian for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The officer should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

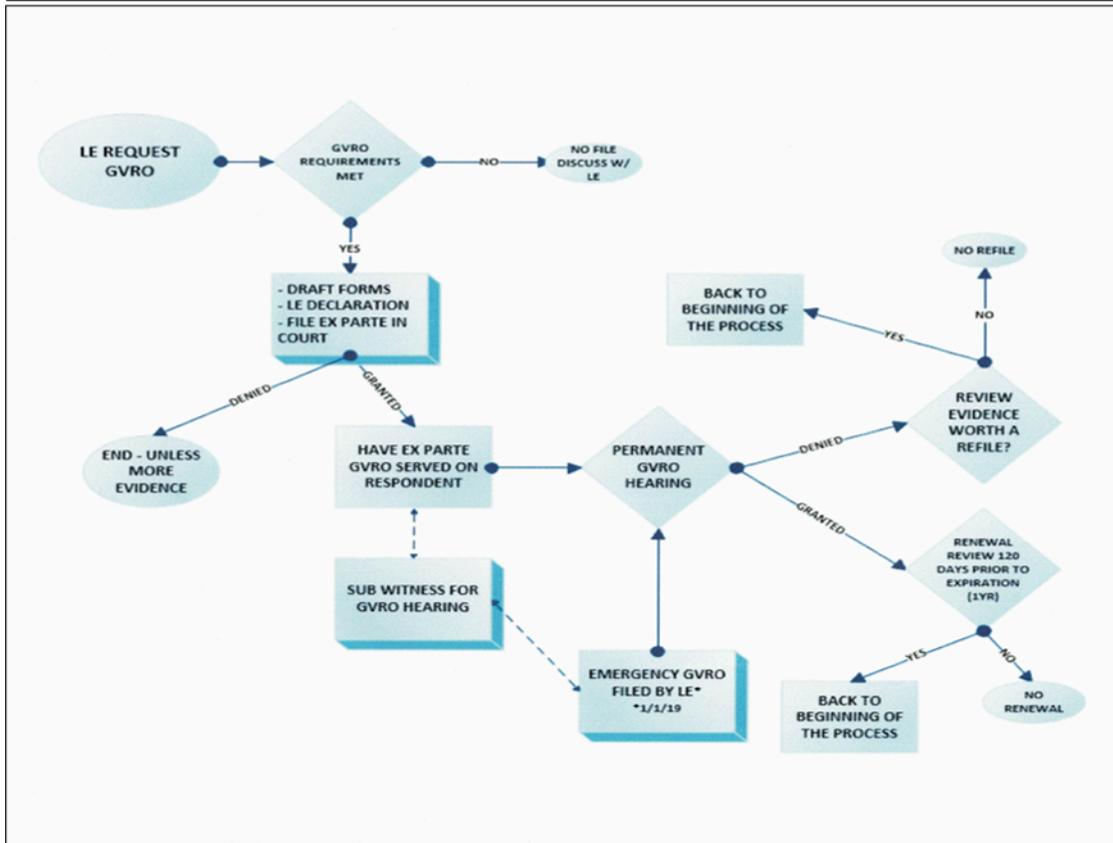
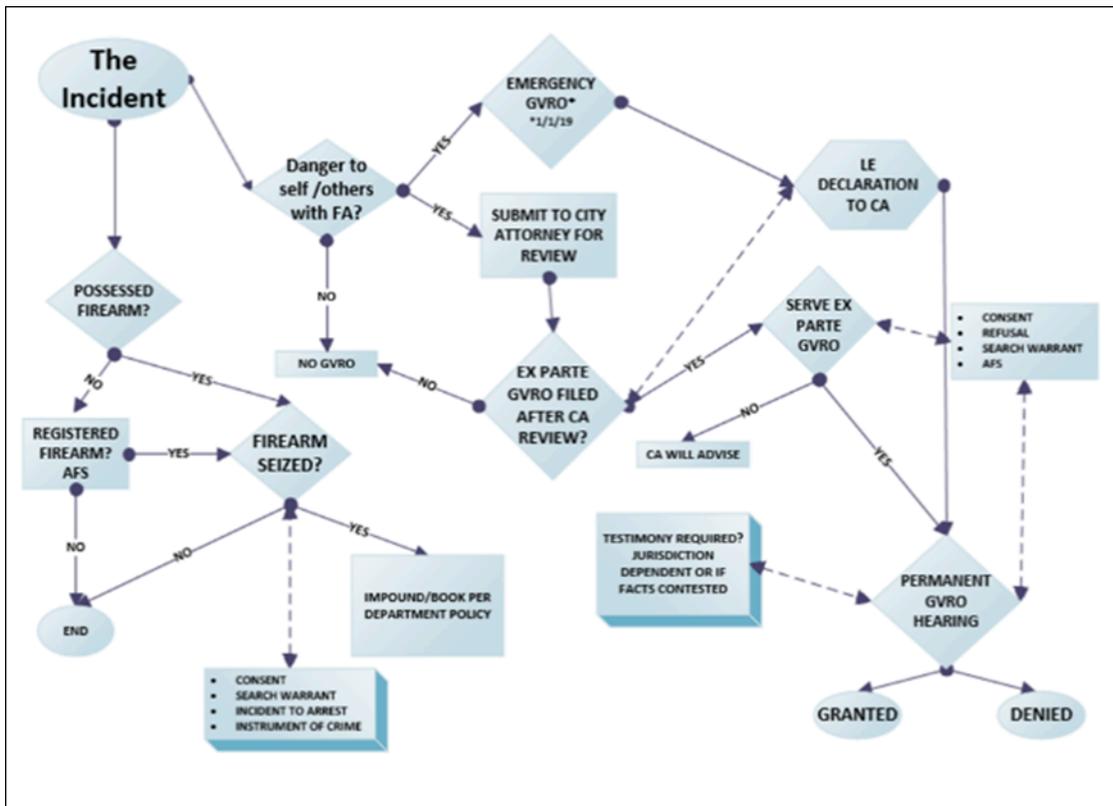
Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Gun Violence Restraining Orders

342.4.1 FLOW CHARTS OF TYPICAL PROCESS



Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Gun Violence Restraining Orders

342.4.2 TEMPORARY EMERGENCY GUN VIOLENCE RESTRAINING ORDERS

An officer requesting a temporary emergency gun violence restraining order shall (Penal Code § 18140):

- (a) For oral requests, sign a declaration under penalty of perjury reciting the oral statements provided to the judicial officer and memorialize the order of the court on the form approved by the Judicial Council.
- (b) Serve the order on the restrained person if the person can be reasonably located.
- (c) Forward a copy of the order to the Records Custodian for filing with the court and appropriate databases.

342.4.3 RESTRAINING ORDER AND EMERGENCY PROTECTIVE ORDER FORMS

See attachment: [gv100info.pdf](#)

See attachment: [gv100 \(1\).pdf](#)

See attachment: [gv110.pdf](#)

See attachment: [gv120info.pdf](#)

See attachment: [gv120.pdf](#)

See attachment: [gv800 \(1\).pdf](#)

See attachment: [epo001.pdf](#)

See attachment: [epo002 \(1\).pdf](#)

342.5 SEARCH WARRANTS

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy. Additionally, (Penal Code § 1542.5):

- (a) The officer serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.
- (b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:
 1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
 2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.
- (c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the officer shall not search the contents of the safe

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Gun Violence Restraining Orders

unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

342.6 RECORDS CUSTODIAN RESPONSIBILITIES

The Records Custodian is responsible for ensuring:

- (a) Proof of service of any gun violence restraining order served by an officer or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice within one business day of service if served by an officer, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).
- (b) Temporary orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).
- (c) Copies of temporary orders are filed with the court as soon as practicable, but no later than three court days, after issuance (Penal Code § 18140).
- (d) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).
- (e) Any relinquishment of firearm rights form received from the court is entered into the California Restraining and Protective Order System within one business day of receipt (Penal Code § 18115).

342.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS

Authorized members shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

- (a) Record the individual's name, address and telephone number.
- (b) Record the serial number of the firearm.
- (c) Prepare an incident report and property report.
- (d) Provide a property receipt to the individual who surrendered the firearms and ammunition.
- (e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

342.8 RELEASE OF FIREARMS AND AMMUNITION

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.

342.9 GUN VIOLENCE RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a gun violence restraining order coordinator. The responsibilities of the coordinator include:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Gun Violence Restraining Orders

- (a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members, also including procedures for requesting and serving (Penal Code § 18108):
 - 1. A temporary emergency gun violence restraining order.
 - 2. An ex parte gun violence restraining order.
 - 3. A gun violence restraining order issued after notice and hearing.
- (b) Developing and maintaining factors to consider when assessing the need to seek an order, including:
 - 1. Whether threats have been made, and if so, whether the threats are credible and specific.
 - 2. Whether the potential victim is within close proximity.
 - 3. Whether the person has expressed suicidal tendencies.
 - 4. Whether the person has access to firearms.
 - 5. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.
 - 6. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.
 - 7. Any upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
 - 8. Whether the person has any history of drug or alcohol abuse.
- (c) Developing and maintaining procedures for the receipt and service of orders consistent with the requirements of Penal Code § 18115; Penal Code § 18120; Penal Code § 18135; Penal Code § 18140; and Penal Code § 18160. Procedures should include:
 - 1. Evaluation of an order to determine appropriate service and necessary precautions (see the Warrant Service Policy and the Operations Planning and Deconfliction Policy).
 - 2. Forwarding orders to the Records Custodian for recording in appropriate databases and required notice to the court, as applicable.
 - 3. Preparing or obtaining a search warrant prior to attempting service of an order, when appropriate (Penal Code § 18108).
 - 4. Seizure procedures of firearms and ammunition at the time of issuance of a temporary emergency gun violence restraining order.
 - 5. Verification procedures for the removal of firearms and ammunition from the subject of a gun violence restraining order.
- (d) Coordinating with the Training Manager to provide officers who may be involved in petitioning for or serving orders with training on such orders. Training should include

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Gun Violence Restraining Orders

determining when a petition is appropriate, the process for seeking an order, and the service of such orders.

- (e) Reviewing each petition and any associated court documents for an order prepared by members, for compliance with this policy, department procedures, and state law.
- (f) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an order is being served by the Department.
 - 1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.
- (g) Coordinating review of notices of court hearings and providing notice to the appropriate officer of the hearing date and the responsibility to appear (Penal Code § 18108).

342.10 RENEWAL OF GUN VIOLENCE RESTRAINING ORDERS

The assigned supervisor is responsible for the review of a gun violence restraining order obtained by the Department to determine if renewal should be requested within the time prescribed by law (Penal Code § 18190).

342.11 POLICY AVAILABILITY

The Chief of Police or the authorized designee shall be responsible for making this policy available to the public upon request (Penal Code § 18108).

342.12 TRAINING

The Training Manager should ensure that members receive periodic training on the requirements of this policy (Penal Code § 18108).

Community Relations

343.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

Adopted Chief Robert T. Brownlee 11-18-21

343.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to promote positive relationships between members of the department and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

343.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships.
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the campus community relations coordinators to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Dispatch of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Dispatch of their location and status during the foot patrol.

343.4 COMMUNITY RELATIONS SUPERVISORY GUIDELINES

The Chief of Police recognizes the need to develop positive community relations. All Department managers are encouraged in:

- (a) Obtaining department-approved training related to his/her responsibilities.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Community Relations

- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Working with community groups, department members and other community resources to:
 - 1. Identify and solve public safety problems within the community.
 - 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (d) Working with the Chief of Police to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.
- (e) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (f) Attending District Board of Trustee and other community meetings to obtain information on community relations needs.
- (g) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.
- (h) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

343.5 COMMUNITY AND STUDENT ACTIVITIES AND PROGRAMS

Department managers should organize or assist with programs and activities that create opportunities for all department members and community members, especially students, to interact in a positive setting. Examples of such programs and events include:

- (a) Participation in student led events such Day Under the Oaks, weekly quad events, student dances, etc.
- (b) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (c) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (d) Student leadership and life skills mentoring.
- (e) Campus safety and crime prevention programs.

343.6 INFORMATION SHARING

The Chief of Police should work with the District Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Community Relations

- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

343.7 LAW ENFORCEMENT OPERATIONS EDUCATION

Department management should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Participation in Professional Development (PDA) Days.
- (c) Department website postings.
- (d) Presentations to driver education classes.
- (e) Instruction in classrooms.
- (f) Department ride-alongs (see the Ride-Along Policy).
- (g) Scenario/Simulation exercises with community member participation.
- (h) Student internships at the Department.
- (i) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the department regarding alleged misconduct or inappropriate job performance by department members.

343.8 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

343.9 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Community Relations

advisory committee to identify information that may increase transparency regarding department operations.

343.10 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

Adopted Chief Robert T. Brownlee 7-21-20

400.2 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

400.3.1 CAMPUS LIAISON

The Chief of Police or a supervisor designee will be the liaison between our department, the Student Life and Engagement Programs Department and students exercising rights guaranteed by the First Amendment to the United States Constitution, a similar provision of the California Constitution or both (Education Code § 66303). They will work collaboratively regarding relevant issues, scheduled events, training and crowd control.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Patrol Function

400.4 POLICY

The Sonoma County Junior College District Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.5 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Sonoma County Junior College District. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

- (a) Responding to emergency calls for service.
- (b) Apprehending criminal offenders.
- (c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
- (d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
- (e) Responding to reports of criminal and non-criminal acts.
- (f) Responding to routine calls for service, such as public assistance or public safety.
- (g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.
- (h) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
- (i) Directing and controlling traffic.

Briefing Training

401.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Briefing; however officers may conduct Briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

Adopted Chief Robert T. Brownlee 7-21-20

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
- (b) Notifying officers of changes in schedules and assignments
- (c) Notifying officers of new Interim Directives or changes in Interim Directives
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects

401.2 PREPARATION OF MATERIALS

The supervisor conducting Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

401.3 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Training Manager for inclusion in training records, as appropriate.

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Sonoma County Junior College District Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

Adopted Chief Robert T. Brownlee 11-9-21

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

402.2 POLICY

The Sonoma County Junior College District Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Bias-Based Policing

- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

402.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

402.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

402.4.2 REPORTING OF STOPS

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Sonoma County Junior College District Police Department is the primary agency, the Sonoma County Junior College District Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

402.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data, the DOJ portal and/or any other available

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Bias-Based Policing

resource used to document contact between officers and the public to ensure compliance with the policy.

1. Supervisors should document these periodic reviews.
 2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

Periodically, the Chief of Police should review the efforts of the Department to provide fair and objective policing and submit an report, including public concerns and complaints.

The report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the report and discuss the results with those they are assigned to supervise.

402.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Section.

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Chief of Police or designee shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Custodian for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Center Policy.

Supervisors should ensure that data stop reports are provided to the Records Custodian for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

Adopted Chief Robert T. Brownlee 7-21-20

403.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Crime and Disaster Scene Integrity

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

Ride-Along Policy

404.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

Adopted Chief Robert T. Brownlee 7-21-20

404.1.1 ELIGIBILITY

The Sonoma County Junior College District Police Department Ride-Along Program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

404.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police..

404.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by a supervisor. The participant will complete a ride-along waiver form. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form and approval must be made by the Chief of Police or designee.

The supervisor will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective shift supervisor as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a supervisor will contact the applicant and advise him/her of the denial.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Ride-Along Policy

404.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Cadets, Explorers, Chaplains, police applicants, and all others with approval of the Chief of Police.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

404.2.2 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The shift supervisor may refuse a ride along to anyone not properly dressed.

404.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee or Law Enforcement Officer shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

404.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Sonoma County Junior College District Police Department) (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

404.3 OFFICER'S RESPONSIBILITY

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

404.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Ride-Along Policy

- (c) The ride-along may terminate the ride at any time and the officer may return the observer to the station if the ride-along interferes with the performance of the officer's duties. The officer will advise the supervisor as soon as possible if there is an issue.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person

Hazardous Material Response

405.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this department.

The Sonoma County Hazardous Materials Response Plan shall serve as an additional information resource during the management of a hazardous materials incident. The plan contains worksheets that are useful to field and Communications personnel. Additionally, the plan has a list of agencies and their contact phone numbers that may be referred to during the callout phases of an incident.

Adopted Chief Robert T. Brownlee 7-21-20

405.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

405.1.2 DEFINITIONS

(a) Command Post - The site from where the Incident Commander directs operations to control and cleanup a hazardous materials incident.

(b) Environmental Crime - An environmental crime is an act or omission committed by a person, business or entity which violates that body of criminal law designed to protect the health and safety of people, property or natural resources from the effects of toxic contamination or environmental degradation in the public realm.

1. Specific environmental crimes are codified in a variety of statutes and codes including the Penal Code, Health and Safety Code, Fish and Game Code, and Vehicle Code.

2. Hazardous materials incidents which are the result of criminal law violations shall be classified and investigated as environmental crimes.

(c) Hazardous Materials Incident - Any unplanned or unlawful occurrence which results in the release of any materials that presents a threat to the safety of persons, property, plants, wildlife, or the environment. A hazardous materials incident may be intentional or non-intentional and may result from a collision, container failure, fire, explosion, or other event. The release of unknown materials into the environment shall be considered a hazardous materials incident until such time as the materials are removed or identified as non-hazardous.

d) Incident Commander - The ranking or designated Police Department official who is responsible for managing, coordinating, and directing the operations to control and cleanup a hazardous materials incident.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hazardous Material Response

(e) Scene Management Authority - The responsibility to manage, coordinate, and direct the operations to control and cleanup a hazardous materials incident. The designated scene manager (Incident Commander) is charged with overall scene control in a management capacity only. Each involved department will be charged with particular responsibilities that will be coordinated by the Incident Commander.

(f) Unified Command - Command team consisting of at least Police Department and Fire Department management who will jointly assess the public safety needs of the incident.

405.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).
- (b) Notify the Fire Department.
- (c) Provide first-aid for injured parties if it can be done safely and without contamination.
- (d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.
- (e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).
- (f) Notify the Department of Toxic Substances Control. This is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).
- (g) Consider what if any public alerts need to be inacted. (Refer to the Public Alert Policy for guidance.)

405.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Personnel shall follow all reporting mandates found in the Illness and Injury Prevention policy of this manual which provides reference to the District's Injury and Illness Prevention policy § 6.8.2. Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hazardous Material Response

405.3.1 FIRST OFFICER RESPONSIBILITIES

- (a) Arrive safely. Upon approach to the incident site, the officer must consider environmental conditions prevailing at the scene (i.e., upwind, uphill, upstream, etc.).
- (b) Make an initial determination whether the incident has the potential of substantial environmental contamination or evacuation.
- (c) Manage response of initial request for necessary personnel and equipment.
- (d) Control the scene. Direct backup officers to inner-perimeter positions in an effort to prevent unauthorized entry to the hazard zone. Direct contaminated victims to an isolation area within the perimeter where initial decontamination and/or medical treatment can occur.
- (e) Maintain scene discipline. Do not attempt rescue or first aid of victims directly involved in a hazardous materials incident unless it can be done so without risk to any other involved persons, including the officer. Rescue and first aid is a primary responsibility of fire and medical personnel who are equipped with the resources needed to accomplish the task.
- (f) Relay information to the Dispatch Center and other involved personnel on a continuing and timely basis.
- (g) Attempt initial identification of the hazardous material. Look for hazardous materials placards, product identification numbers, shipping papers, or other documentation that identifies hazardous materials. Use the Department of Transportation Emergency Response Guidebook in conjunction with the Hazardous Materials Information System (H.M.I.S.), accessed through CLETS, for assistance.
- (h) Establish a location for a Primary Field Command Post. Choose a location outside of the immediate hazard zone (inner-perimeter) but inside of the controlled zone (outer-perimeter) upwind and upgrade from the hazard.
- (i) Detain and/or identify involved parties and witnesses to the incident. If operational, the investigative team will conduct subsequent interviews.
- (j) Maintain position as Incident Commander until relieved by a supervisor.

405.3.2 SUPERVISOR RESPONSIBILITY

- (a) A field supervisor will be sent to all hazardous materials incidents with the potential of substantial environmental contamination or evacuation.
- (b) Upon arrival at the hazard scene, relieve the first officer as Incident Commander as soon as practical.
- (c) Ensure accomplishment of all activities identified under first officer responsibilities.
- (d) Assume the role of overall Incident Commander until relieved by the Chief of Police for all incidents with the potential of substantial environmental contamination or evacuation.
- (e) Coordinate the following activities unless relieved by a Chief of Police.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hazardous Material Response

1. Make hazard level assessment.
2. Assess personnel and equipment needs.
3. Establish a Command Post.
4. Evacuation.
5. Communication between scene and Emergency Operations Center, if operational.

(f) Remain on scene until termination of the incident or until the area is declared safe.

405.3.3 MEDIA REPRESENTATIVE RESPONSIBILITIES

(a) During an incident the Incident Commander shall designate a Police Department member as a media representative unless deligated to a District representative. (Refer to News Media Relations Policy.)

(b) The designated media representative shall be located at a site not an integral part of the Command Post although proximate to it.

(c) The designated media representative shall be responsible for:

1. Releasing appropriate information to the news media as directed by the Incident Commander.
2. Coordinating the needs of media representatives at the incident site.
3. Maintaining liaison with the Emergency Operations Center Press Relations Officer when operational.

Response to Bomb Calls

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Sonoma County Junior College District Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

Adopted Chief Robert T. Brownlee 7-21-20

406.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

406.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

406.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

406.4.1 SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT FACILITY

If the bomb threat is against the Sonoma County Junior College District Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

406.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility, the appropriate agency will be promptly informed of the threat.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Response to Bomb Calls

406.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

406.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the District of Sonoma County Junior College District, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 1. No evacuation of personnel and no search for a device.
 2. Search for a device without evacuation of personnel.
 3. Evacuation of personnel without a search for a device.
 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

406.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

- (a) The appropriate level of assistance.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Response to Bomb Calls

- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
 - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
 - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

406.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (d) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (e) A safe access route should be provided for support personnel and equipment.
- (f) Search the area for secondary devices as appropriate and based upon available resources.
- (g) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (h) Promptly relay available information to the Watch Commander including:
 - 1. The time of discovery.
 - 2. The exact location of the device.
 - 3. A full description of the device (e.g., size, shape, markings, construction).
 - 4. The anticipated danger zone and perimeter.
 - 5. The areas to be evacuated or cleared.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Response to Bomb Calls

406.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

406.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

406.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Chief of Police
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

406.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

406.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Response to Bomb Calls

long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Aircraft Accidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

Adopted Chief Robert T. Brownlee 7-21-20

407.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

407.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

407.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

407.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Aircraft Accidents

407.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Notification via chain of command
- (b) Fire department
- (c) Appropriate airport tower (normally Sonoma County)
- (d) The Sonoma County Airport Manager
- (e) Closest military base if a military aircraft is involved
- (f) Emergency medical services (EMS)

407.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

407.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Aircraft Accidents

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

407.8 DOCUMENTATION

All aircraft accidents occurring within the District of Sonoma County Junior College District shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of SCJCDPD members deployed to assist; other District resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

407.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

407.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Aircraft Accidents

407.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Mental Illness Commitments

408.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

Adopted Chief Robert T. Brownlee 12-13-20

408.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment (5150 commitment) process.

408.3 AUTHORITY

An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

- (a) An individual who is providing or has provided mental health treatment or related support services to the person
- (b) A family member
- (c) The person subject to the determination or anyone designated by the person

408.3.1 MENTAL HEALTH FACILITY LOCATION

Crisis Stabilization Unit (CSU)

2225 Challenger Way, Santa Rosa 95407

(707) 576-8181

408.3.2 VOLUNTARY EVALUATION

(a) Those individuals in need of mental health assistance who do not fall within the definition of 5150 WIC but who, nevertheless, are in need of crisis counseling, shall be referred to the Crisis Stabilization Unit (CSU).

(b) Officers should have the patient speak with a crisis counselor from their primary health care provider or from the Sonoma County Department of Health Services Behavioral Health Division CSU or Mobile Support Team (MST). :

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mental Illness Commitments

(c) An officer may agree to transport an individual to the CSU on a voluntary commitment or simply for the opportunity to talk with CSU staff.

1. CSU staff may require a medical clearance before seeing the patient. Officers agreeing to transport individuals to the CSU for assistance, may arrange for the patient to obtain a medical clearance at an appropriate medical facility.

2. CSU staff are limited in their ability to detain someone brought in voluntarily. If a person falls within the definition of 5150 WIC, officers shall place them on a 72 hour hold rather than run the risk of the patient walking away.

408.3.3 INVOLUNTARY COMMITMENTS (5150 WIC)

(a) Any person determined by a peace officer to be a danger to themselves, a danger to others, or gravely disabled, as defined by Welfare and Institutions Code § 5150 (5150 WIC), shall be delivered to the appropriate primary health care provider or the CSU as soon as practical.

(b) Officers shall conduct an initial screening of a person to be placed on a hold which shall include consideration of any obvious medical conditions such as:

1. Obvious trauma

2. Delirium

3. Elderly

4. Infectious conditions (tuberculosis, hepatitis, etc.)

5. History of medication (diabetes, seizure, anorexia, etc.)

6. Severe pain

7. Substance abuse (obvious intoxication, chronic substance abuse, recent ingestion of illegal or controlled drugs, etc.)

8. Signs of physical distress (flushed or pale, elevated pulse rate, weak/debilitated condition)

(c) Persons who have obvious trauma, indications of overdose, loss of consciousness, head wounds, fractures and/or severe pain shall be transported to the nearest hospital via ambulance.

1. Officers shall conduct a preliminary investigation and document the circumstances surrounding the patient's need for emergency medical/psychiatric intervention in a crime case report.

2. Hospital staff shall be responsible for the patient's care, including assessing the need to place the individual on a 72 hour hold, and subsequent transportation to Psychiatric Emergency Services (PES).

(d) Persons who do not have signs of obvious trauma may still require medical clearance prior to CSU or MST staff evaluation. Officers should contact CSU or MST staff and advise them of the patients pending arrival and the circumstances surrounding the placing of the person on a hold. Officers shall also apprise CSU or MST staff of the preliminary screening results.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mental Illness Commitments

(e) CSU or MST staff should direct the officer to take the detainee to either:

1. Sutter Hospital emergency room for medical attention/clearance; OR,
2. The CSU.

(f) The officer shall deliver the 5150 WIC detainee to the intake facility as directed by CSU or MST staff along with written documentation authorizing the 72 hour hold. Once the person has been transported officers shall clear the call. They should not be responsible for any further transportation between the any facilities.

1. If the 5150 WIC detainee is violent and needs to be restrained, officers shall assist intake staff in a safe transfer of custody, including the application of restraints. Officers shall provide security for intake staff only until such time as the 5150 WIC detainee is restrained. If intake facility staff elect not to restrain the 5150 WIC detainee, officers shall return to service.

(g) Officers shall document all involuntary commitments made by Sonoma County Junior College District Police Department personnel as a report that shall include a case number.

408.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the person's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

408.4.1 ARRESTEES

Individuals who have committed a crime, and are in need of psychiatric evaluation, shall be transported to the Sonoma County Jail and booked for the alleged violation. Officers shall note on the pre-booking sheet that the individual is in need of evaluation by a mental health professional. Psychiatric technicians are on staff at the Sonoma County Jail, and will evaluate the individual upon request, placing them on a 72 hour hold when appropriate.

408.4.2 SECURING OF PROPERTY

When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mental Illness Commitments

property, the officer shall take reasonable precautions to safeguard the individual's personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The officer taking the person into custody shall provide a report to the court that describes the person's property and its disposition in the format provided in Welfare and Institutions Code § 5211, unless a responsible person took possession of the property, in which case the officer shall only include the name of the responsible person and the location of the property (Welfare and Institutions Code § 5150).

408.5 TRANSPORTATION

When transporting any individual for a 5150 commitment, the transporting officer should have Dispatch notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Watch Commander approval is required before transport commences.

408.6 DOCUMENTATION

The officer shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

408.6.1 ADVISEMENT

The officer taking a person into custody for evaluation shall advise the person of:

- (a) The officer's name and agency.
- (b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.
- (c) The name of the facility to which the person is being taken.
- (d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mental Illness Commitments

The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

408.7 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons

The handling officers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Officers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

408.7.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Chief of Police or his designee, who will be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

408.8 TRAINING

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments and crisis intervention.

Cite and Release Policy

409.1 PURPOSE AND SCOPE

This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

Adopted Chief Robert T. Brownlee 11-7-22

409.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

409.3 RELEASE BY CITATION

Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private person's arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps they deem necessary to ensure that the defendant understands their written promise to appear.

409.3.1 FIELD CITATIONS

In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting officer should check the booking required box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

409.3.2 RELEASE AFTER BOOKING

In some cases it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail. All bookings shall be approved by the Watch Commander or the authorized designee.

409.4 NON-RELEASE

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Cite and Release Policy

409.4.1 DISQUALIFYING OFFENSES

An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

- (a) Misdemeanor domestic battery (Penal Code § 243(e)(1))
- (b) Felony domestic battery (Penal Code § 273.5)
- (c) Serious or violent felonies (Penal Code § 1270.1(a)(1))
- (d) Felony intimidation of witnesses and victims (Penal Code § 136.1)
- (e) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person's workplace or residence (Penal Code § 273.6)
- (f) Stalking (Penal Code § 646.9)
- (g) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

409.4.2 REASONS FOR NON-RELEASE

A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

- (a) The person arrested is so intoxicated that they could be a danger to themselves or to others. Release may occur as soon as this condition no longer exists.
- (b) The person arrested requires medical examination or medical care or is otherwise unable to care for their own safety.
- (c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.
- (d) There are one or more outstanding arrest warrants for the person (see Misdemeanor Warrants elsewhere in this policy).
- (e) The person could not provide satisfactory evidence of personal identification.
 - 1. If a person released on citation does not have satisfactory identification in their possession, a right thumbprint or fingerprint should be obtained on the citation form.
- (f) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Cite and Release Policy

- (g) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.
- (h) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.
- (i) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. Reasons may include:
 - 1. Previous failure to appear is on record
 - 2. The person lacks ties to the area, such as a residence, job, or family
 - 3. Unusual circumstances lead the officer responsible for the release of arrested persons to conclude that the suspect should be held for further investigation
- (j) A previous conviction, citation, or arrest for misdemeanor or felony retail theft from a store in the previous six months.
- (k) There is probable cause to believe that the person arrested is guilty of committing organized retail theft.

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form. This form shall be submitted to the Watch Commander for approval and included with the case file in the Records Center.

409.5 MISDEMEANOR WARRANTS

An adult arrested on a misdemeanor warrant may be released, subject to Watch Commander approval, unless any of the following conditions exist:

- (a) The misdemeanor cited in the warrant involves violence.
- (b) The misdemeanor cited in the warrant involves a firearm.
- (c) The misdemeanor cited in the warrant involves resisting arrest.
- (d) The misdemeanor cited in the warrant involves giving false information to a peace officer.
- (e) The person arrested is a danger to themselves or others due to intoxication or being under the influence of drugs or narcotics.
- (f) The person requires medical examination or medical care or was otherwise unable to care for their own safety.
- (g) The person has other ineligible charges pending against themselves.
- (h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
- (i) The person refuses to sign the notice to appear.
- (j) The person cannot provide satisfactory evidence of personal identification.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Cite and Release Policy

- (k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

409.6 JUVENILE CITATIONS

Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the Sonoma County Junior College District District codes

All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to a supervisor for further action including diversion.

409.7 REQUESTING CASE NUMBERS

Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the reverse side of the records copy of the citation. Most Penal Code sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if the officer feels the situation should be documented more thoroughly in a case report.

Foreign Diplomatic and Consular Representatives

410.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Sonoma County Junior College District Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

Adopted Chief Robert T. Brownlee 7-21-20

410.2 POLICY

The Sonoma County Junior College District Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

410.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foreign Diplomatic and Consular Representatives

410.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 - 2. Support staff of missions to international organizations
 - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 - 4. Honorary consular officers
 - 5. Whenever an officer arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the officer shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the officer shall begin the notification process.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foreign Diplomatic and Consular Representatives

410.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

410.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foreign Diplomatic and Consular Representatives

Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Category	Arrested	or	Detained	Enter	Residence	Subject	to	Ordinary
Procedures	Issued	Traffic	Citation	Subpoenaed	as	Witness	Prosecuted	Recognized
Members	Diplomatic	Agent	No	(note (b))	No	Yes	No	No
	Same as sponsor (full immunity & inviolability)	Member of Admin and Tech Staff	No	(note (b))	No	Yes	No	No
	Same as sponsor (full immunity & inviolability)	Service Staff	Yes	(note (a))	Yes	Yes	Yes	No
	No for official acts. Yes otherwise	(note (a))	No	immunity or inviolability	(note (a))	Career Consul	Officer	Yes
	Yes if for a felony and pursuant to a warrant	(note (a))	Yes	(note (d))	Yes	No	No	No
	No for official acts	Testimony may not be compelled in any case	No	No	No	No	No	No
	No for official acts	Yes otherwise	(note (a))	No	immunity or inviolability	Honorable Consul	Officer	Yes
	Yes otherwise	No	immunity or inviolability	Consulate	Employees	Yes	(note (a))	Yes
	Yes	Yes	No	for official acts	Yes	otherwise	(note (a))	No
	No	immunity or inviolability	(note (a))	Int'l Org	Staff	(note (b))	Yes	(note (c))
	Yes	(note (c))	No	for official acts	Yes	otherwise		

Mobile Data Computer Use

411.1 PURPOSE AND SCOPE

The Mobile Data Computer (MDC) accesses confidential records from I/LEADS, the State of California, Department of Justice, and Department of Motor Vehicles databases. Employees using an MDC shall comply with all appropriate Federal and State rules and regulations.

Adopted Chief Robert T. Brownlee 7-21-20

411.2 PRIVACY EXPECTATION

411.3 POLICY

Sonoma County Junior College District Police Department members using an MDC shall comply with all appropriate Federal and State rules and regulations and shall use an MDC in a professional manner, in accordance with this policy.

411.4 MDC USE

MDCs are not intended to replace the police radio as the primary means of communications. Instead, MDCs are provided as an alternative to the radio, to maximize air time for emergency and urgent communication.

While MDCs should be used whenever practical, it is the responsibility of field personnel to determine the appropriate means of communications at the time based upon their knowledge of a situation, and the safety of other field personnel and the public.

An MDC shall be used for official police communications only. Messages that are of a sexual, racist, or offensive nature, critical of any member of the department, or otherwise unprofessional are strictly forbidden.

Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

(a) All priority 1 and 2 calls for service shall be verbally dispatched and sent to the MDC simultaneously. Dispatchers may abbreviate the dispatch referring the officer to the MDC if the call is particularly long or does not contain officer safety information. Field personnel may acknowledge the call by either responding through the MDC or via voice over the police radio and the dispatcher will initiate the CAD update.

(b) All other calls for service will be dispatched by an abbreviated radio broadcast, including the unit assigned and the location. Assigned units will refer to their MDC for further details of the call.

(c) All routine BOLs received through CLETS and NLETS may be sent to MDCs in a message format rather than a radio broadcast. Those BOLs that are officer safety in nature or directly related to field operations will be verbally broadcast along with a message to the MDCs.

(d) Premise history information is automatically sent to an MDC. All officer safety premise history shall be broadcast over the police radio on all calls.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mobile Data Computer Use

(e) Field personnel are responsible for accurately logging onto an MDC, including their employee identification information, call sign and vehicle number. Logging on over the radio may only occur if field personnel are responding to an urgent call prior to having logged onto the MDC.

411.4.1 USE WHILE DRIVING

Use of an MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. Officers may view the mapping system or send short transmissions (single key functions such as indicating they have arrived at an incident) when the option of using the police radio is not available or is impractical.

Officers shall exercise good judgment and caution and weigh the nature of the urgent matter against the need to use an MDC while the vehicle is in motion. In no case should an officer read or type messages while operating a vehicle in a Code 3 mode.

411.5 DOCUMENTATION OF ACTIVITY

411.5.1 STATUS CHANGES

(a) All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the police radio or through the CAD system.

(b) Officers responding to in-progress calls shall advise changes in status verbally over the radio to assist other officers responding to the same incident.

(c) Other changes in status may be entered by depressing the appropriate keys on an MDC.

(d) The dispatcher will monitor their CAD workstation for all incoming messages from an MDCs.

(e) The Police Systems Administrator is responsible for planned MDC unit deployment and maintenance.

(f) Terminal-to-terminal messages will not be used for unit status changes.

(g) Although the MDC system allows field personnel to assign themselves to pending and assigned calls for service, this function shall be used on a limited basis. The preferred method is communicating by radio to ensure on duty staff are aware of all activity.

(h) Field personnel shall be responsible for monitoring an MDC terminal and maintaining correct unit status on the CAD system. Any field unit in the "AVAILABLE" or "ENROUTE" status is presumed to be occupied by assigned personnel monitoring an MDC for assignments and messages.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mobile Data Computer Use

(i) Field personnel shall properly log off the assigned MDC at the end of each shift. The MDC should not be logged off during the shift. Doing so removes the unit from the CAD system's Active Unit List and signifies an "off-duty" status.

411.5.2 EMERGENCY ACTIVATION

The emergency buttons on the MDC are not intended to replace the police radio. Instead, they should be used if the radio malfunctions or if the field unit is otherwise unable to get communication through the radio.

If the emergency button is depressed on the MDC, the MDC sends an urgent message to all SCLECA member agency Dispatchers indicating the unit has an emergency and will display the current event, if applicable. The dispatcher will call the unit and ask if Code 4. If there is no emergency, then he/she should answer "Code 4" and all units will resume their normal activity. If there is no response, or any other answer than "Code 4", the dispatcher shall proceed as follows.

(a) Send available units to the last known event location or most recent known GPS location and create an event if needed.

(b) Notify a supervisor of the incident without delay.

(c) Units not responding to the emergency shall refrain from transmitting on the radio until there is a Code 4, unless they are themselves handling an emergency.

411.6 EQUIPMENT CONSIDERATIONS

411.6.1 MDC CONSIDERATIONS

(a) Terminal-to-terminal messaging will be brief and relevant to official law enforcement business only.

(b) All messages are logged and stored for retrieval for purposes of investigation, prosecution, litigation, audits, and internal review.

(c) There is no expectation of privacy in these messages, any of which are subject to periodic and unannounced audits to ensure compliance with this policy.

(d) Any of these messages may, with due process, be recalled for court, disciplinary action, or other legal proceedings.

(e) Field personnel should notify the dispatcher by police radio of any "Hit" on a wanted person, stolen vehicle, or other safety related notification. Dispatchers are not automatically notified of a positive "Hit" on a person run from an MDC, they are however, automatically notified of a "Hit" on a stolen vehicle. Dispatcher notification on wanted persons is not necessary if the inquiry was for informational purposes only and the subject is not in the presence of the unit.

(f) It is important for field personnel to use an MDC to run CLETS inquiries periodically. If the CLETS mnemonic assigned to a vehicle's MDC is not used for an inquiry for a period of time, DOJ will revoke the ability for the MDC to receive CLETS information.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Mobile Data Computer Use

(g) MDCs shall not be installed, removed, moved, or modified in any manner by anyone other than authorized Police Systems Administrator or his/her designee.

(h) Personnel shall not install or remove any software from an MDC. The Police Systems Administrator or his/her designee shall approve any software and hardware for use on/with the MDCs, including any type of computer peripheral devices not provided by the department.

(i) Records of database inquiries are maintained by the Department of Justice who conducts periodic audits to ensure compliance with all laws.

411.6.2 MALFUNCTIONING MDC

Whenever possible, personnel will not use vehicles with malfunctioning MDCs. If personnel must drive a vehicle in which an MDC is not working, personnel assigned to the vehicle shall notify Dispatch immediately by police radio. It shall then be the responsibility of Dispatch to record all information transmitted verbally by the personnel assigned to the vehicle with the inoperable MDC. It is the field personnel's responsibility to make the appropriate notifications for repair in accordance with established procedure.

411.6.3 BOMB CALLS

The Data Radios have been disabled in all SCJCD vehicles. The MDCs now communicate only via their integrated cellular card, just like a cell phone. Also, MDCs transmit and receive information constantly without input from the user. Short of shutting down the MDC entirely and turning off all cellular phones in the area of a bomb call, there is no way to prevent the slight chance that a bomb may trigger by being in the presence of a MDC.

Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

Adopted Chief Robert T. Brownlee 11-18-21

412.2 POLICY

The Sonoma County Junior College District Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

412.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Rapid Response and Deployment

- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

412.3.1 RESPONSE TO SCHOOL THREATS

Upon receiving a threat or perceived threat from a school official that involves grades 6 to 12, officers shall immediately investigate and conduct a threat assessment. The investigation shall include a review of the firearm registry of the California Department of Justice. The appropriate law enforcement agency who has jurisdiction shall be contacted and briefed so a reasonable search of the school at issue shall be conducted when the search is justified by reasonable suspicion that it would produce evidence related to the threat or perceived threat (Education Code § 49394).

For purposes of this subsection a "threat" or "perceived threat" means any writing or action of a pupil that creates a reasonable suspicion that the pupil is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the pupil. It may also include a warning by a parent, pupil, or other individual (Education Code § 49390).

412.4 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.5 PLANNING

The Chief of Police should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Rapid Response and Deployment

- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

412.6 TRAINING

The Training Manager should include rapid response to critical incidents in the training plan. This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
 - (a) This should include the POST terrorism incident training required for officers assigned to field duties (Penal Code § 13519.12).
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Hostage and Barricade Incidents

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

Adopted Chief Robert T. Brownlee 7-21-20

413.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- (a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- (b) Unlawfully held against his/her will under threat or actual use of force.

413.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

Due to the critical and specialized nature of these incidents mutual aid requests to agencies supporting such operational units should be considered.

413.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

A trained allied agency negotiator should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hostage and Barricade Incidents

based upon their training, the circumstances presented, suspect actions or demands and the available resources.

413.3.1 EMERGENCY COMMUNICATIONS

Only an officer who has been designated by the District Attorney or Attorney General may use or authorize the use of an electronic amplifying or recording device to eavesdrop on or record, or both, oral communication in response to an emergency situation involving a hostage or the barricading of a location, and only when (Penal Code § 633.8(b)):

- (a) The officer reasonably determines an emergency situation exists that involves the immediate danger of death or serious physical injury to any person within the meaning of 18 USC § 2518(7)(a)(i),
- (b) The officer reasonably determines that the emergency situation requires that eavesdropping on oral communication occur immediately, and
- (c) There are grounds upon which an order could be obtained pursuant to 18 USC § 2516(2).
- (d) An application for an order approving the eavesdropping and complying with the requirements of Penal Code § 629.50 is made within 48 hours of the beginning of the eavesdropping.
- (e) The contents of any oral communications overheard are recorded on tape or other comparable device.

413.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

Personnel involved in barricaded/hostage situations are urged to exercise patience and extreme caution. The use of deadly force against any armed suspect will be governed by Policy Manual § 300, with particular regard directed toward the safety of hostages.

413.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hostage and Barricade Incidents

lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

413.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hostage and Barricade Incidents

- (c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- (d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- (e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (f) Provide responding emergency personnel with a safe arrival route to the location.
- (g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (h) Coordinate pursuit or surveillance vehicles and control of travel routes.
- (i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- (k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the PIO.
- (m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

413.5 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

413.6 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a Crisis Response Unit (CRU) response if appropriate and apprising the CRU Commander of the circumstances. In addition, the following options should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.
- (d) Establish a command post location as resources and circumstances permit.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Hostage and Barricade Incidents

- (e) Designate assistants who can help with intelligence information and documentation of the incident.
- (f) If it is practicable to do so, arrange for video documentation of the operation.
- (g) Consider contacting utility and communication providers to restrict such services (e.g., restricting electric power, gas, telephone service).
 - 1. When considering restricting communication services, a supervisor should make the determination that there is reason to believe an emergency situation exists involving immediate danger of death or great bodily harm and that an interruption to communication services is necessary to protect public safety (Penal Code § 11471). The supervisor must ensure the Department obtains a court order, in accordance with Penal Code § 11472, prior to requesting the interruption. In the case of an extreme emergency when there is insufficient time to obtain an order prior to the request, application for the order must be submitted within six hours after initiating the interruption. If six hours is not possible, then the application for the court order shall be made at the first reasonably available opportunity, but no later than 24 hours in accordance with Penal Code § 11475.
- (h) Ensure adequate law enforcement coverage for the remainder of the District during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.
- (i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
- (j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (k) Debrief personnel and review documentation as appropriate.

Obtaining Air Support

414.1 PURPOSE AND SCOPE

The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

Adopted Chief Robert T. Brownlee 7-30-20

414.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

The Sheriff's Department helicopter operates in four task areas: law enforcement, search and rescue, emergency medical transport and fire suppression/support. The helicopter is available to support outside agency requests by utilizing Automatic Response Protocols/Mutual Aid and by request and authorization in all other areas.

The California Highway Patrol also provides helicopter support dependent on availability when formal requests are made.

414.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will advise dispatch to call the closest agency having available helicopter support. The dispatcher will apprise that agency of the specific details of the incident prompting the request.

414.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Police helicopters may be requested under any of the following conditions:

- (a) When the helicopter is activated under existing mutual aid agreements
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard
- (c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community
- (d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard
- (e) During rescue operations
- (f) Vehicle pursuits pursuant to current policy

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

Contacts and Temporary Detentions

415.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

Adopted Chief Robert T. Brownlee 7-30-20

415.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

415.2 POLICY

The Sonoma County Junior College District Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Contacts and Temporary Detentions

415.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Sonoma County Junior College District Police Department to strengthen community involvement, community awareness, and problem identification.

415.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act
- (b) Actions suggesting that he/she is engaged in a criminal activity
- (c) Presence in an area at an inappropriate hour of the day or night
- (d) Presence in a particular area is suspicious
- (e) Carrying of suspicious objects or items
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon
- (g) Location in proximate time and place to an alleged crime
- (h) Physical description or clothing worn that matches a suspect in a recent crime
- (i) Prior criminal record or involvement in criminal activity as known by the officer

415.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or neighborhood where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Contacts and Temporary Detentions

- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

415.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

415.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

415.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

415.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be attached and submitted to the Watch Commander by completion of a FI in the Records Management System (RMS) or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

- (a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Contacts and Temporary Detentions

- (b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Center.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

415.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

415.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by Sonoma County Junior College District Police Department members.
 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Criminal Organizations

416.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Sonoma County Junior College District Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

Adopted Chief Robert T. Brownlee 7-30-20

416.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

Shift Sergeants

417.1 PURPOSE AND SCOPE

Generally a patrol shift has a supervisor assigned to the shift who is responsible for making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. However, due to the limited staffing resources of this agency the placement of a Sergeant on each shift may not be possible. As such, Sergeants or Management shall be available when off duty to receive phone calls for advice and direction.

Adopted Chief Robert T. Brownlee 7-30-20

417.2 UNAVAILABILITY OF THE ON CALL SUPERVISOR

When a Sergeant is unavailable for duty as Shift Sergeant, in most instances the senior qualified officer may be designated as acting Officer in Charge (OIC) until relieved by a supervisor. If the event or situation would normally require the attention or direction of a supervisor the officer should utilize the on-duty call out list to determine which supervisor should be contacted. The officer will attempt contact with the on-call supervisor and if unsuccessful, he/she shall utilize the remaining supervisor contact information for the chain of command until exhausted. This policy does not preclude designating a less senior officer as an acting OIC when operational needs require or training permits.

Medical Marijuana

418.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

Adopted Chief Robert T. Brownlee

418.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety Code § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the California Department of Public Health to both persons authorized to engage in the medical use of marijuana and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety Code § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana for medical purposes or any person issued a valid identification card.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Statutory amount - No more than 8 ounces of dried, mature, processed female marijuana flowers ("bud") or the plant conversion (e.g., kief, hash, hash oil), and no more than six mature or 12 immature marijuana plants (roots, stems and stem fibers should not be considered) (Health and Safety Code § 11362.77).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Marijuana

418.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to prioritize resources to forgo making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Sonoma County Junior College District Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

418.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

- (a) Investigations when no person makes a medicinal claim.
- (b) Investigations when a medicinal claim is made by a cardholder.
- (c) Investigations when a medicinal claim is made by a non-cardholder.

418.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

418.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is probable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

- (a) The information contained in the card is false or falsified.
- (b) The card has been obtained or used by means of fraud.
- (c) The person is otherwise in violation of the provisions of the MMP.
- (d) The person possesses marijuana but not for personal medical purposes.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Marijuana

Officers who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving cardholders with more than the statutory amount of marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

418.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the officer reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Officers are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Officers should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Officers should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs (Health and Safety Code § 11362.77).

418.3.4 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

- (a) Because enforcement of medical marijuana laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 1. The suspect has been identified and can be easily located at a later time.
 2. The case would benefit from review by a person with expertise in medical marijuana investigations.
 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Marijuana

4. Other relevant factors, such as available department resources and time constraints prohibit making an immediate arrest.
- (b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, officers should consider the following when determining whether the form and amount is reasonably related to the patient's needs:
1. The amount of marijuana recommended by a medical professional to be ingested.
 2. The quality of the marijuana.
 3. The method of ingestion (e.g., smoking, eating, nebulizer).
 4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
 5. Whether the marijuana is being cultivated indoors or outdoors.
- (c) Before proceeding with enforcement related to collective gardens or dispensaries, officers should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area, and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning, and other related issues can be complex. Patients, primary caregivers, and cardholders who collectively or cooperatively cultivate marijuana for medical purposes may be licensed or may have a defense in certain circumstances (Business and Professions Code § 26032; Business and Professions Code § 26033).
- (d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

418.3.5 EXCEPTIONS

This policy does not apply to, and officers should consider taking enforcement action for the following:

- (a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).
- (b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).
- (c) Smoking marijuana (Health and Safety Code § 11362.79):
 1. In any place where smoking is prohibited by law.
 2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
 3. On a school bus.
 4. While in a motor vehicle that is being operated.
 5. While operating a boat.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Marijuana

- (d) Use of marijuana by a person on probation or parole, or on bail and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

418.3.6 INVESTIGATIONS INVOLVING A STATE LICENSEE

No person issued a state license under the Business and Professions Code shall be arrested or cited for cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution or sale of medical cannabis or a medical cannabis product related to qualifying patients and primary caregivers when conducted lawfully. Whether conduct is lawful may involve questions of license classifications, local ordinances, specific requirements of the Business and Professions Code and adopted regulations. Officers should consider conferring with a supervisor, the applicable state agency or other member with special knowledge in this area and/or appropriate legal counsel before taking enforcement action against a licensee or an employee or agent (Business and Professions Code § 26032).

418.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

418.5 PROPERTY AND EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES

The Property and Evidence Section supervisor should ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed pending any charges and without a court order. The Property and Evidence Section supervisor is not responsible for caring for live marijuana plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Section supervisor should, as soon as practicable, return to the person from whom it was seized any useable medical marijuana, plants, drug paraphernalia or other related property.

The Property and Evidence Section supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Investigative Bureau supervisor.

Foot Pursuits

419.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

Adopted Chief Robert T. Brownlee 7-30-20

419.1.1 POLICY

It is the policy of this department when deciding to initiate or continue a foot pursuit that officers must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department personnel, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances. Absent exigent circumstances, the safety of department personnel and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department personnel.

419.2 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foot Pursuits

- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.
- (e) Air support.
- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

419.3 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm or other essential equipment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foot Pursuits

- (l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer definitely known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.
- (o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

419.4 RESPONSIBILITIES IN FOOT PURSUITS

419.4.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foot Pursuits

419.4.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

419.4.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

419.4.4 DISPATCH RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the foot pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Notifying the Watch Commander as soon as practicable.
- (g) Assigning an incident number and logging all pursuit activities.

419.5 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Foot Pursuits

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
 - (g) Arrestee information, if applicable.
 - (h) Any injuries and/or medical treatment.
 - (i) Any property or equipment damage.
 - (j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Unsheltered Persons

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the unsheltered and to establish procedures to guide officers during all contacts with the unsheltered, whether consensual or for enforcement purposes. The Sonoma County Junior College District Police Department recognizes that members of the unsheltered community are often in need of special protection and services. The Sonoma County Junior College District Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the unsheltered community.

Adopted Chief Robert T. Brownlee 7-30-20

420.1.1 POLICY

It is the policy of the Sonoma County Junior College District Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the unsheltered. Unshelterness is not a crime and members of this department will not use unshelterness solely as a basis for detention or law enforcement action.

420.2 FIELD CONTACTS

Officers are encouraged to contact the unsheltered for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering an unsheltered person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the unshelterness, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide unsheltered persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

[See attachment: SoCoHomeless Resource Guide.pdf](#)

420.2.1 OTHER CONSIDERATIONS

Unsheltered members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is unsheltered can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving unsheltered victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the unsheltered person may frequent.
- (c) Provide unsheltered victims with victim/witness resources when appropriate.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Unsheltered Persons

- (d) Obtain statements from all available witnesses in the event that a unsheltered victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution, even when a unsheltered victim indicates that he/she does not desire prosecution.

420.3 PERSONAL PROPERTY

The personal property of unsheltered persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of unsheltered persons and should not destroy or discard the personal property of a unsheltered person.

When a unsheltered person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of unsheltered persons without the prior authorization of a supervisor.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a unsheltered person should not remove or destroy such property and should inform the department supervisor if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the supervisor to address the matter in a timely fashion.

420.4 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some unsheltered persons may suffer from a mental illness or a mental impairment. Officers shall not detain a unsheltered person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Crisis Intervention Incidents Policy).

When a mental illness hold is not warranted, the contacting officer should provide the unsheltered person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Unsheltered Persons

420.5 ECOLOGICAL ISSUES

Sometimes unsheltered encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Crisis Intervention Incidents

421.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

Adopted Chief Robert T. Brownlee 7-30-20

421.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

421.2 POLICY

The Sonoma County Junior College District Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

421.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Crisis Intervention Incidents

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

421.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police may designate a department member to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

Sonoma County Department of Health Services, Behavioral Health Division resources:

24-hour Access Line

(707) 565-6900

(800) 870-8786

24-Hour Crisis Services

(707) 576-8181

Crisis Stabilization Unit

2225 Challenger Way, Santa Rosa

24-hour Suicide Prevention

(855) 587-6373

421.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
 1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Crisis Intervention Incidents

California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).

- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

Whenever possible, officers should request the assistance through dispatch from the Sonoma County Department of Health Services, Behavioral Health Division's Mobile Support Team (MST).

421.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Crisis Intervention Incidents

421.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

421.8 SUPERVISOR RESPONSIBILITIES

A supervisor if available should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) When appropriate conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded through the chain of command to the Chief of Police.

Evaluate whether a critical incident stress management debriefing for involved members is warranted.

421.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

421.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Mental Illness Commitments Policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Crisis Intervention Incidents

421.10 PROFESSIONAL STAFF (NON-SWORN) INTERACTION WITH PEOPLE IN CRISIS

Professional Staff (non-sworn) members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

421.11 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, welfare checks and crisis intervention (Penal Code § 11106.4; Penal Code § 13515.25; Penal Code § 13515.27; Penal Code § 13515.30).

Public Recording of Law Enforcement Activity

422.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

Adopted Chief Robert T. Brownlee 7-30-20

422.2 POLICY

The Sonoma County Junior College District Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

422.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the officers.
 - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officers, him/herself or others.

422.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Recording of Law Enforcement Activity

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

422.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

422.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Public Recording of Law Enforcement Activity

be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

Immigration Violations

423.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Sonoma County Junior College District Police Department relating to immigration and interacting with federal immigration officials.

Adopted Chief Robert T. Brownlee 7-30-20

423.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Immigration enforcement - Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, including any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry or reentry to, or employment in the United States.

Judicial warrant - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

423.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

423.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or California constitutions.

423.4 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Immigration Violations

423.4.1 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

Members shall not use information transmitted through CLETS for immigration enforcement purposes except for criminal history information and only when consistent with the California Values Act (Government Code § 15160).

Members shall not use the system to investigate immigration violations of 8 USC § 1325 (improper entry) if that violation is the only criminal history in an individual's record (Government Code § 15160).

423.4.2 CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

Members shall not obtain, access, use, or otherwise disclose noncriminal history information maintained by the DMV for immigration enforcement (Vehicle Code § 1808.48).

423.5 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

423.5.1 TRANSFERS TO IMMIGRATION AUTHORITIES

Members shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

- (a) Transfer is authorized by a judicial warrant or judicial probable cause determination.
- (b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
- (c) The individual is a current registrant on the California Sex and Arson Registry.
- (d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

423.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The designated patrol supervisor shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Custodian for required reporting to the DOJ (Government Code § 7284.6(c)(2)(see the Records Center Policy).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Immigration Violations

423.5 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the designated patrol supervisor assigned to oversee the handling of any related case. The designated patrol supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 - (a) The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
 - (b) Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking). <https://www.uscis.gov/sites/default/files/files/form/i-918instr.pdf> <https://www.uscis.gov/sites/default/files/files/form/i-914.pdf>
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.
- (e) Inform the victim liaison of any requests and their status.

423.5.1 POLICE REPORTS

Upon request, an officer or supervisor should provide a victim or authorized representative with a copy of the report filed by the victim within seven days of the request (Penal Code § 679.10).

423.6 TRAINING

The Training Manager should ensure that all appropriate members receive training on immigration issues.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration violation has been committed.
- (c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).

First Amendment Assemblies

424.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

Adopted Chief Robert T. Brownlee 1-25-22

424.2 POLICY

The Sonoma County Junior College District Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

424.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

424.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious, or social views of associations, or the activities of any individual, group, association, organization, corporation, business, or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

424.4 INCIDENT COMMAND SYSTEM (ICS)

The ICS is considered the model for managing the response to critical incidents including crowd management and civil demonstrations. Law enforcement's use of ICS is outlined in the Law Enforcement Guide for Emergency Operations.

(a) ICS consists of the following five organizational levels that are activated as necessary:

1. Field Response
2. Local Government
3. Operational Area
4. Region
5. State

(b) The Field Response Level also consists of five primary Incident Command System functions:

1. Command
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration

424.5 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

424.6 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

424.6.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

424.6.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

- (a) Command assignments, chain of command structure, roles and responsibilities
- (b) Establishing senior Campus administration leadership
- (c) Determining whether Campus administration and/or police response is required

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

- (d) Staffing and resource allocation
- (e) Management of criminal investigations
- (f) Designation of uniform of the day and related safety equipment (e.g., helmets, shields)
- (g) Deployment of specialized resources
- (h) Event communications and interoperability in a multijurisdictional event
- (i) Liaison with demonstration leaders and external agencies
- (j) Liaison with District government and legal staff
- (k) Media relations
- (l) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
- (m) Traffic management plans
- (n) First aid and emergency medical service provider availability
- (o) Prisoner transport and detention
- (p) Review of policies regarding public assemblies and use of force in crowd control
- (q) Parameters for declaring an unlawful assembly
- (r) Arrest protocol, including management of mass arrests
- (s) Protocol for recording information flow and decisions
- (t) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
- (u) Protocol for handling complaints during the event
- (v) Parameters for the use of body-worn cameras and other portable recording devices

424.6.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

424.7 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

Sonoma County Junior College District Police Incident Commanders should understand the law as it pertains to an unlawful assembly. The decision to declare a crowd unlawful must be based upon reasonable and articulable facts. The definition of an unlawful assembly has been set forth in Penal Code section 407 and interpreted in court decisions. The terms "boisterous" and "tumultuous" as written in Penal Code section 407 have been interpreted as conduct that poses a clear and present danger of imminent violence [In re Brown (1973) 9 Cal. 3d 612, 623.].

The intent of a dispersal order is to permanently disperse a crowd, not to merely relocate the problem. Incident Commanders must clearly communicate to the crowd that they are expected to immediately leave the area, and include a warning that force may be used which may inflict significant pain or result in serious injury [Deorle v. Rutherford, 272 F.3d 1272, 1284 (9th Cir.2001)]. The dispersal order must be given in a manner reasonably believed to be heard and understood by the intended audience. Based upon the circumstances, Incident Commanders may need to consider multiple announcements from various locations. Dispersal orders may be delivered in English and in other languages that are appropriate for the audience. Regardless of how delivered, the Sonoma County Junior College District Police Department shall record the name of the individual making the statement and the date and time each order was administered. Dispersal orders should not be given until control forces are in position to support crowd movement.

Dispersal Order Example:

"I am (peace officer's name and rank), a peace officer for the Sonoma County Junior College District Police Department. I hereby declare this to be an unlawful assembly, and in the name of the People of the State of California, command all those assembled at (specific location) to immediately disperse, which means to break up this assembly. If you do not do so, you may be arrested or subject to other police action. Other police action may include the use of less lethal munitions; chemical agents, police batons, Tasers, or any force deemed necessary, which could cause significant risk of serious injury to those who remain. Penal Code §409 prohibits remaining present at an unlawful assembly. If you remain in the area just described, regardless of your purpose, you will be in violation of Penal Code §409. The following routes of dispersal are available (*routes*). You have (*reasonable amount of time*) minutes to disperse."

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

424.8 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

424.9 ARRESTS

The Sonoma County Junior College District Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

424.10 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences, and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

424.10.1 MEDIA ACCESS

If officers close the immediate area surrounding any emergency field command post or any other command post, or establish a police line, or rolling closure at a demonstration, march, protest, or rally where individuals are engaged in a protected activity pursuant to the First Amendment, officers shall comply with the requirements of Penal Code § 409.7 relating to media access (i.e., access to closed areas, obtaining information) (Penal Code § 409.7).

424.11 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

424.12 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, Dispatch records/tapes
- (g) Media accounts (print and broadcast media)

424.12.1 AFTER-ACTION REPORTING

The Incident Commander should work with District legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

424.13 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management (Penal Code § 13514.5). The Department should, when practicable, train with its external and mutual aid partners.

Officers should also receive periodic training on the standards for the use of kinetic energy projectiles and chemical agents for crowd control purposes as identified in Penal Code § 13652.

424.14 USE OF KINETIC ENERGY PROJECTILES AND CHEMICAL AGENTS FOR CROWD CONTROL

Kinetic energy projectiles and chemical agents for crowd control purposes shall only be deployed by officers who have received POST training for crowd control if the use is objectively reasonable to defend against a threat to life or serious bodily injury to any individual, including an officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control and in accordance with the following requirements of Penal Code § 13652.

- (a) De-escalation techniques or other alternatives to force have been attempted, when objectively reasonable, and have failed.
- (b) Repeated, audible announcements are made announcing the intent to use kinetic energy projectiles and chemical agents and the type to be used, when objectively reasonable to do so. The announcements shall be made from various locations, if necessary, and delivered in multiple languages, if appropriate.
- (c) Individuals are given an objectively reasonable opportunity to disperse and leave the scene.
- (d) An objectively reasonable effort has been made to identify individuals engaged in violent acts and those who are not, and kinetic energy projectiles or chemical agents are targeted toward those individuals engaged in violent acts. Projectiles shall not be aimed indiscriminately into a crowd or group of individuals.
- (e) Kinetic energy projectiles and chemical agents are used only with the frequency, intensity, and in a manner that is proportional to the threat and objectively reasonable.
- (f) Officers shall minimize the possible incidental impact of their use of kinetic energy projectiles and chemical agents on bystanders, medical personnel, journalists, or other unintended targets.
- (g) An objectively reasonable effort has been made to extract individuals in distress.
- (h) Medical assistance is promptly provided, if properly trained personnel are present, or procured, for injured persons, when it is reasonable and safe to do so.
- (i) Kinetic energy projectiles shall not be aimed at the head, neck, or any other vital organs.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

First Amendment Assemblies

- (j) Kinetic energy projectiles or chemical agents shall not be used solely due to any of the following:
 - 1. A violation of an imposed curfew.
 - 2. A verbal threat.
 - 3. Noncompliance with a law enforcement directive.
- (k) If the chemical agent to be deployed is tear gas, only an Incident Commander at the scene of the assembly, protest, or demonstration may authorize its use.

424.14.1 USE SUMMARY

The Chief of Police or the authorized designee should ensure that a summary of each deployment of kinetic energy projectiles or chemical agents for crowd control purposes is prepared and published on the department website within 60 days of each incident. The time frame may be extended for another 30 days where just cause is demonstrated, but no longer than 90 days from the time of the incident. The summary shall be limited to the information known to the Department at the time of the report and include the information required in Penal Code § 13652.1.

424.15 ANTI-REPRODUCTIVE RIGHTS CALLS

Officer response to public assemblies or demonstrations relating to anti-reproductive rights should be consistent with this policy (Penal Code § 13778.1).

Civil Disputes

425.1 PURPOSE AND SCOPE

This policy provides members of the Sonoma County Junior College District Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by California law.

Adopted Chief Robert T. Brownlee 7-30-20

425.2 POLICY

The Sonoma County Junior College District Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

425.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Civil Disputes

425.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

425.4.1 STANDBY REQUESTS

Officer responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

425.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

425.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Suspicious Activity Reporting

426.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

Adopted Chief Robert T. Brownlee 7-30-20

426.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

426.2 POLICY

The Sonoma County Junior College District Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections. The Criminal Organizations policy should be referred to when appropriate. Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

426.3 RESPONSIBILITIES

The Chief of Police or designee will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Suspicious Activity Reporting

The responsibilities of the Chief of Police or designee include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.
- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

426.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any Professional Staff (non sworn) member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

Field Training Officer Program

427.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Sonoma County Junior College District Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

Adopted Chief Robert T. Brownlee 7-30-20

427.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

427.2.1 SELECTION PROCESS AND ELIGIBILITY

FTOs will be selected based on the following requirements and within the guidelines set forth by the MOU:

- (a) Have a supervisor's recommendation based upon the officer's desire to be a Field Training Officer and a demonstrated ability to be a positive role model
- (b) Minimum of two years of patrol experience.
- (c) Have a current evaluation that meets or exceeds performance requirements
- (d) Participate and pass an internal oral interview selection process
- (e) Evaluation by supervisors and current FTOs
- (f) Possess a POST Basic Certificate

Eligibility:

- a. The Chief of Police shall determine the eligibility of each candidate
- b. The term of the assignment is 3 years unless removed for cause
- c. Renewal of assignment will be at the discretion of the Chief of Police.

427.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Field Training Officer Program

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

427.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of Sergeant or above by the Chief of Police or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update and issue the Field Training Manual to each trainee
- (e) Monitor individual FTO performance
- (f) Monitor overall FTO Program
- (g) Maintain liaison with FTO coordinators of other agencies
- (h) Maintain liaison with academy staff on recruit performance during the academy
- (i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

427.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Sonoma County Junior College District Police Department who has successfully completed a POST approved Basic Academy.

427.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

427.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Sonoma County Junior College District Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Field Training Officer Program

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Sonoma County Junior College District Police Department.

427.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

427.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

427.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

427.6.3 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

427.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) End-of-phase evaluations
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

428.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Sonoma County Junior College District Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

428.2 POLICY

The Sonoma County Junior College District Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

The use of BWCs is intended to enhance the mission of the department by recording contacts between members of the public and sworn employees of the department who are acting in their official capacity. The department will provide sworn officers and supervisors BWCs for use during the performance of their official duties. Employees are prohibited from using personally owned audio/video recording devices in place of or in addition to their department-issued BWC.

Employees authorized to use BWCs shall use the equipment in a manner consistent with department training. Personnel shall utilize BWCs in accordance with the provisions in this policy to maximize effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity. All recorded media, images and audio from the BWC are property of the Department and shall not be copied, released, or disseminated in any form outside the parameters of this policy without the expressed written consent of the Chief of Police.

428.3 MEMBER PRIVACY EXPECTATION

All recordings made by members acting in their official capacity shall remain the property of the Department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

428.4 MEMBER RESPONSIBILITIES

Prior to going into service, each authorized Department member will be responsible for making sure that they are equipped with a portable recorder issued by the Department and that the recorder is in good working order. If the recorder is not in working order or malfunctions at any time, the member shall promptly report the failure to their supervisor and obtain a functioning device as soon as practicable.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

Uniformed members shall wear the BWC on the front of their uniform in a manner allowing it to function properly and as intended.

Any peace officer assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful and with a supervisor's approval. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed peace officers should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded if it is not a criminal investigation.

At the beginning of any recording, the officer should dictate their name, serial number and the current date and time. At the conclusion of the recording, the officer should dictate the ending date and time. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

Each officer shall be responsible for maintaining their own recordings until the media is either full or placed into evidence/safekeeping.

428.4.1 SUPERVISOR RESPONSIBILITIES

Supervisors should take custody of a portable audio/video recording device as soon as practicable when the device may have captured an incident involving the use of force, an officer-involved shooting or death or other serious incident, and ensure the data is downloaded (Penal Code § 832.18).

428.5 ACTIVATION OF THE BODY WORN CAMERA / PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident. Authorized members are expected to activate their BWC prior to, or upon arrival at any call for service including self initiated activity.

The BWC or portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

428.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER/BODY WORN CAMERA

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

- (a) Sworn personnel are not required to obtain consent to record from a private person when:
 - 1. In a public place.
 - 2. In a location where there is no reasonable expectation of privacy (e.g., inside a building or dwelling where personnel are lawfully present and engaged in the performance of official duties).
- (b) However, employees are encouraged to advise private persons they are recording if the advisement may gain compliance, assist in the investigation, and will not interfere with the investigation or officer safety.
- (c) Employees are prohibited from using the BWC to surreptitiously record any conversation of or between department employees without the individuals' knowledge and express consent to record the conversation.
- (d) Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police.

428.5.2 CESSATION OF RECORDING

Once activated, the portable recorder and/or BWC should remain on continuously until the member's direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

428.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using Department issued portable recorders, BWCs or any type of recording media for personal use and are prohibited from making personal copies of recordings.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with Department issued or personally owned

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate Department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

428.7 CATEGORIES OF RECORDINGS/BODY WORN CAMERAS

Members using Body Worn Camera's (BWC's) shall identify each recording by category as outlined below. Not all BWC recordings will be required to be categorized in evidence.com. However, if a case number is attached to the event, the event shall be recorded, and the metadata associated with that event shall be entered into a data software collection system; such as evidence.com. In the event a recording does not fall into a listed category and has no apparent evidentiary or administrative value, the member may leave the recording as Uncategorized. Retention periods are established by the Chief of Police in accordance with state and federal mandates as outlined in the records retention schedule. The retention of all recordings will be a minimum of three years and one day unless deleted by the BWC administrator prior to the retention period expiring. Examples of this can include accidental BWC activations, training recordings that do not contain evidentiary value, etc.

(a) **The following categories are available on Evidence.com:**

1. Arrests and Citations:
 - (a) If an arrest or citation occurs, the user shall choose this category and complete the necessary information in Evidence.com
2. Enforcement Contacts:
 - (a) This category may be selected for any enforcement contact that the user wants to document. Enforcement contacts include traffic stops, bicycle stops, suspicious persons, etc.
3. Citizen's Complaint:
 - (a) This category will typically be used by supervisors who are investigating a Citizen's Complaint. The user should complete the necessary data within Evidence.com
4. Critical Incidents:
 - (a) In the event of a Critical Incident, a supervisor shall upload the recording to Evidence.com as soon as practical. The supervisor should select the Critical Incident category and complete the necessary data. All Critical Incidents will be "Flagged." A case must be created in Evidence.com and all associated videos should be moved into this case folder. When creating

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

a case in Evidence.com the retention period is removed and must be deleted manually.

- (b) A critical incident is defined as an incident involving a law enforcement employee where there is a use of lethal force or a fatal injury occurs.

5. Reports:

- (a) This category shall be selected for all reports taken, and the necessary information shall be entered into Evidence.com

6. Training:

- (a) This category can be selected by the user to document training recordings.

7. Use of Force:

- (a) Anytime there is a Use of Force captured on recording, the user shall select this category and complete all the data in Evidence.com.

8. Uncategorized:

- (a) Any recording that is uploaded where a category is not selected will automatically default to the uncategorized category.

9. Pending Review:

- (a) This category is used by a supervisor when holding a recording Pending Review.

Note: Members should notify their supervisor and "flag" any recording that the member believes may result in a citizen's complaint.

428.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report. Members should transfer BWC data at the end of their shift or anytime the capacity is at or above 75%.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

428.8.1 RETENTION REQUIREMENTS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

Recordings showing a use of force, subject to civil litigation or personnel complaints shall be maintained for a period not less than 27 months. Recordings constituting evidence in a criminal or civil proceeding shall be retained pursuant to the evidence retention procedures of the Department.

428.9 REVIEW OF RECORDINGS

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Records Technician prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

428.9.1 EMPLOYEE ACCESS TO BWC RECORDINGS

- (a) Generally, personnel will not have access to other employees' BWC recordings unless access is approved by a supervisor for purposes of conducting a criminal or administrative investigation.
 1. Personnel actively assigned to conduct a criminal or administrative investigation (such as the case investigator) may review the involved personnel's relevant BWC recordings as part of the ongoing investigation.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

- (b) Employees may review relevant BWC recordings when completing official reports and investigations or to prepare for court testimony.
- (c) Officers may view relevant video they recorded prior to submitting to an interview as part of an administrative investigation or personnel inquiry. Officers being interviewed during an administrative investigation may view relevant recordings made by other employees only with the approval of the Chief of Police or designee managing the administrative investigation.
- (d) In the event of a critical incident, BWC recordings shall be uploaded as soon as practical.
 - 1. Depending on the circumstances, it may be necessary for personnel other than the involved employee to upload the BWC recording. This will be determined by the supervisor on scene.
 - 2. The review of recordings by officers following their involvement in a critical incident shall be governed by the countywide Law Enforcement Employee-Involved Critical Incident Protocol.

428.9.2 SUPERVISOR ACCESS TO BWC RECORDINGS

Supervisors shall not review BWC recordings arbitrarily, but are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in assisting in an ongoing investigation.

With approval of the Chief of Police, a supervisor may view recordings to determine training needs or review an employee's performance. If improper conduct is discovered during any such review of BWC recordings, minor infractions (not criminal in nature) discovered during such review should be viewed as training opportunities, and generally not subject personnel to disciplinary action. Should the behavior or action be repetitive after being addressed by a supervisor, the appropriate disciplinary or corrective action should be pursued.

428.9.3 USE OF BWC RECORDINGS FOR TRAINING PURPOSES

BWC recordings may be used to train department employees with the approval of the Chief of Police and only after notification of the employees involved in the recorded incident.

428.10 REQUESTS TO REPRODUCE BWC RECORDINGS

- (a) Sonoma County District Attorney, District Legal Counsel, and/or Court Requests
 - 1. Requests for copies of BWC recordings shall be in writing and forwarded to the custodian of records. BWC recordings may be released by the custodian of records pursuant to lawful court processes. Copies may be provided to the District Legal Counsel to aid in any defense or inquiry into the conduct of employees of the department or to assist in determination of whether records should be released in response to requests from third parties.
- (b) Other Requests

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Portable Audio/Video Recorders/Body Worn Cameras (BWC)

1. All other requests for BWC recordings shall be accepted and processed by the department custodian of records in accordance with federal, state, and local statutes and department policy related to the release of public information.
2. The Chief of Police may consult with the District Legal Counsel and designated District Administrators, but shall have the final authority to approve/deny requests to release audio/video files consistent with state and federal law.
3. The Chief of Police shall make all reasonable/lawful efforts to preserve the privacy of community members and employees of the department in the event it is determined that such information must be released.

428.11 COORDINATOR

The Chief of Police or the authorized designee shall appoint a member of the Department to coordinate the use and maintenance of portable audio/video recording devices and the storage of recordings, including (Penal Code § 832.18):

- (a) Establishing a system for downloading, storing and security of recordings.
- (b) Designating persons responsible for downloading recorded data.
- (c) Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.
- (d) Establishing a system for tagging and categorizing data according to the type of incident captured.
- (e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
- (f) Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
- (g) Maintaining logs of access and deletions of recordings.

Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

Adopted Chief Robert T. Brownlee 12-13-20

429.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department that all sworn officers and Community Service Officers be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 1. Signs and symptoms as observed by the member.
 2. Changes in apparent condition.
 3. Number of patients, sex, and age, if known.
 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 5. Whether the person is showing signs or symptoms of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Aid and Response

Members should not direct EMS personnel whether to transport the person for treatment.

429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

429.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Aid and Response

victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Chief of Police or designee should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

429.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

429.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Manager who is responsible for ensuring appropriate maintenance.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Medical Aid and Response

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Dispatch as soon as possible and request response by EMS.

429.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

429.8.3 AED TRAINING AND MAINTENANCE

The Training Manager should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Training Manager is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

429.9 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

429.10 FIRST AID TRAINING

The Training Manager should ensure officers receive initial first aid training within one year of employment and refresher training every two years thereafter (22 CCR 100016; 22 CCR 100022).

Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

Adopted Chief Robert T. Brownlee 8-11-20

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Sonoma County Junior College District Police Department. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance (Vehicle Code § 41603). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Traffic Function and Responsibility

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Vehicular manslaughter
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs
- (c) Felony or misdemeanor hit-and-run
- (d) Refusal to sign notice to appear
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Traffic Function and Responsibility

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests are issued to field personnel who are responsible for maintaining the vest in serviceable condition and who shall ensure that the vest is accessible in their assigned vehicle while on duty.

Replacement vests are available from the Equipment Manager.

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Sonoma County Junior College District Police Department prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

Adopted Chief Robert T. Brownlee 8-11-20

501.2 RESPONSIBILITY

The Chief of Police or designee will be responsible for distribution of the Collision Investigation Manual. The Chief of Police or designee will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Traffic Sergeant for approval and data entry into the Records Management System.

501.4 REPORTING SITUATIONS

501.4.1 COUNTER REPORTS

When the driver of a vehicle comes to the police station and requests a report for insurance purposes, Officers may issue the driver/vehicle owner a counter report packet with instructions and a CHP 555-03 for the driver to fill out and return. The counter report packet would be used for hit and run with minor damage and no suspect information. They may also be used for the following circumstances:

- (a) Non-injury traffic collision with less than \$750 damage.
- (b) Non-injury late report.
- (c) Minor hit and run traffic collision in one of the District's parking lots with no evidence or insufficient evidence to identify the other party.
- (d) All counter reports require a case number being assigned.

501.4.2 TRAFFIC COLLISIONS INVOLVING DISTRICT VEHICLES

Traffic collision investigation reports shall be taken when a District-owned vehicle is involved in a traffic collision within the Department's jurisdiction upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a District vehicle, a Vehicle Damage Report shall be completed and forwarded to the Chief of Police.

Traffic collisions occurring outside of this agencies jurisdiction are to be investigated by the agency of jurisdiction.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Traffic Collision Reporting

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.4.3 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Sonoma County Junior College District Police Department resulting in great bodily injury or death, the Chief of Police or the on-duty Sergeant, should notify the California Highway Patrol or other law enforcement agencies for assistance.

501.4.4 TRAFFIC COLLISIONS WITH OTHER DISTRICT EMPLOYEES OR OFFICIALS

The Chief of Police or on-duty Watch Commander may request assistance from the California Highway Patrol or other law enforcement agencies for the investigation of any traffic collision involving any District official or employee where a serious injury or fatality has occurred or when a conflict of interest may exist.

501.4.5 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

Traffic collision reports should be taken for traffic collisions occurring on any District parking lots or property when the victim requests one be taken. Accident victims wishing to exchange their information and not document the accident may do so without a report. Traffic reports will be taken for all hit-and-run violations or Vehicle Code violations that result in a traffic accident on District property. In such cases, Officers may provide the victim with a Traffic Report Packet with instructions and a CHP 555-03, if they wish to fill it out themselves and return it at a later date.

501.4.6 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision
- (b) When there is an identifiable violation of the Vehicle Code
- (c) When a report is requested by any involved driver
- (d) When a District owned or operated vehicle is involved

501.4.7 ADDITIONAL REPORTING

Once a report has been approved by a supervisor the Records Technician will forward a copy of the report to District's Risk Management Office.

501.5 TRAFFIC SUPERVISOR NOTIFICATION

In the event of a serious injury or death related traffic collision, the Shift Sergeant shall notify the Chief of Police and Traffic Sergeant to relate the circumstances of the traffic collision. In the absence of the Chief of Police the Shift Sergeant or any supervisor may assign an accident investigator to investigate the traffic collision.

Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Sonoma County Junior College District Police Department. Nothing in this policy shall require the Department to tow a vehicle.

Adopted Chief Robert T. Brownlee 8-11-20

502.2 STORAGE AND IMPOUNDS

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

502.2.1 VEHICLE STORAGE REPORT

Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 with the assigned case number and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should be given to the tow truck operator and the original shall accompany the case file and submitted to the Records Technician as soon as practicable after the vehicle is stored.

502.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in Dispatch.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official rotation towing company. The officer will then store the vehicle using a CHP Form 180.

502.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Towing and Release

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Department will not be responsible for theft or damages.

502.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS

Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the officer shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

502.2.5 DRIVING A NON-DISTRICT VEHICLE

Vehicles which have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

502.2.6 DISPATCHER'S RESPONSIBILITIES

Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

When there is no preferred company requested, the dispatcher shall call the next firm in rotation from the list of approved towing companies and shall make appropriate entries on that form to ensure the following firm is called on the next request.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Towing and Release

502.2.7 RECORDS RESPONSIBILITY

Records personnel shall promptly enter pertinent data from the completed storage form (CHP Form 180) into the Stolen Vehicle System and return the form to the case file for approval (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

Approved storage forms shall be promptly placed into the case file so that they are immediately available for release or review should inquiries be made.

Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be the responsibility of the Records Technician to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice shall be sent to all such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

- (a) The name, address, and telephone number of this Department.
- (b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.
- (c) The authority and purpose for the removal of the vehicle.
- (d) A statement that, in order to receive their post-storage hearing, the owners, or their agents, shall request the hearing in person, writing, or by telephone within 10 days of the date appearing on the notice.

502.3 TOWING SERVICES

The District of Sonoma County Junior College District utilizes towing and storage companies who have been selected through the County Consortium process to act as the official "Rotational Tow Service." These companies will be used in the following situations:

- (a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
- (b) When a vehicle is being held as evidence in connection with an investigation.
- (c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal from the streets of vehicles obstructing traffic in violation of state or local regulations.

502.4 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Towing and Release

502.5 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) which are not considered evidence or contraband. The officer authorizing the removal of any items shall provide documentaion in his/her report of the items removed.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

502.6 RELEASE OF VEHICLE

The Department will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

- (a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3 and Vehicle Code § 22850.5).
- (b) Vehicles removed that require payment of parking fines or proof of valid driver's license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3 and Vehicle Code § 22850.5).
- (c) Supervisory approval shall be requested by officers when impounding a vehicle for a 30 day hold pursuant to 14602.6 CVC.
- (d) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver's license and applicable fees paid prior to the end of the 30-day impoundment period if the vehicle was stolen, if the driver reinstates his/her driver's license, if the driver acquires a license and provides proof proper insurance, or under other circumstances as set forth in Vehicle Code § 14602.6.
- (e) When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.
- (f) An autonomous vehicle removed under the authority of th Vehicle code § 22651 (o)(1) (D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of the Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Towing and Release

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

Vehicle Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

Adopted Chief Robert T. Brownlee 8-11-20

503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Sonoma County Junior College District Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

503.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Chief of Police or designee will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b),

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Impound Hearings

warranting release of the vehicle. This mitigating circumstance exception is not limited to situations where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

- (a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.
 - 1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted.
- (b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)).
- (c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the Chief of Police. The hearing officer will recommend to the Chief of Police that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

Adopted Chief Robert T. Brownlee 8-11-20

504.2 POLICY

The Sonoma County Junior College District Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Traffic Sergeant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in California or another jurisdiction.

504.4 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

- (a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.
- (b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Impaired Driving

- (c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).
- (d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.4.1 CHOICE OF TESTS

Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of the person's blood or breath, and the officer shall advise the person that the person has that choice. If the person arrested either is incapable, or states that the person is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

504.4.2 BREATH SAMPLES

The Training Manager should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Training Manager.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer's belief shall be included in the officer's report (Vehicle Code § 23612(a)(2)(C)).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Impaired Driving

504.4.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if the arrestee chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because the arrestee has a bleeding disorder or has taken medication that inhibits coagulation, the arrestee shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.4.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain the arrestee's dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

The sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

504.4.5 STATUTORY NOTIFICATIONS

Officers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.4.6 PRELIMINARY ALCOHOL SCREENING

Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, the person shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy the person's obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.4.7 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21

If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the officer shall request that the person take a PAS test to determine the presence of alcohol

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Impaired Driving

in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of the person's blood, breath, or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

504.5 REFUSALS

When an arrestee refuses to provide a viable chemical sample, officers should:

- (a) Advise the arrestee of the requirement to provide a sample (Vehicle Code § 23612).
- (b) Audio- and/or video-record the admonishment when it is practicable.
- (c) Document the refusal in the appropriate report.

504.5.1 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained (Penal Code § 1524).
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

504.5.2 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that the person will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- (c) Advise the person of the person's duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
 - 1. This dialogue should be recorded on audio and/or video if practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Impaired Driving

- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
 - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.5.3 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the arrestee and take possession of any state-issued license to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

504.6 RECORDS CENTER RESPONSIBILITIES

The Record Technician will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.7 ADMINISTRATIVE HEARINGS

The supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

Any officers who receive notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

Officers called to testify at an administrative hearing should document the hearing date and DMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified. The Records Technician should forward this to the prosecuting attorney as part of the case file.

504.8 ARREST AND INVESTIGATION

504.8.1 WARRANTLESS ARREST

In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer may make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

- (a) The person is involved in a traffic crash.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Impaired Driving

- (b) The person is observed in or about a vehicle that is obstructing the roadway.
- (c) The person will not be apprehended unless immediately arrested.
- (d) The person may cause injury to themselves or damage property unless immediately arrested.
- (e) The person may destroy or conceal evidence of a crime unless immediately arrested.

504.8.2 OFFICER RESPONSIBILITIES

The officer serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

- (a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Department of Motor Vehicles (DMV).
- (b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.
- (c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

504.9 TRAINING

The Training Manager should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Manager should confer with the prosecuting attorney's office and update training topics as needed.

72-Hour Parking Violations

505.1 PURPOSE AND SCOPE

This policy provides procedures for the recording and storage of vehicles parked in violation of the Sonoma County Junior College District District Ordinance regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code § 22669.

Adopted Chief Robert T. Brownlee 12-13-20

505.2 IDENTIFYING VEHICLES

Vehicles suspected of being in violation of the District of Sonoma County Junior College District 72-Hour Parking Ordinance shall be identified and an approved method of documentation shall be completed. No case number is required at this time.

The investigating employee should make a good faith effort to notify the owner of any vehicle subject to towing prior to having the vehicle removed. This may be accomplished by personal contact, telephone, email or by leaving a notice attached to the vehicle at least 24 hours prior to removal.

If an identified vehicle has been moved during a 72-hour investigation period, the vehicle shall be recorded again for the 72-hour parking violation along with the completion of proper documentation that will be forwarded to the Traffic Sergeant.

Parking citations for the 72-hour parking ordinance shall not be issued when the vehicle is stored for the 72-hour parking violation.

505.2.1 IDENTIFIED PARKING VIOLATION VEHICLE FILE

The Department Community Service Officers (CSO) shall be responsible for maintaining a file for identified parking violation vehicles subject to be towed..

CSOs shall be responsible for the follow up investigation of all 72-hour parking violations noted on file.

505.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report (CHP 180) shall be completed by the officer authorizing the storage of the vehicle.

The storage report form with accompanying case number shall be included with the case file. It shall be the responsibility of the Records Technician to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento of the vehicle storage. (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS)(Vehicle Code § 22854.5).

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Technician to determine the names and addresses of any

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

72-Hour Parking Violations

individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

Traffic Citations

506.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

Adopted Chief Robert T. Brownlee 8-11-20

506.2 RESPONSIBILITIES

The Chief of Police or designee shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Records Technician shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.

506.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)). Any request from a recipient to dismiss a citation shall be referred to the shift sergeant. Upon a review of the circumstances involving the issuance of the traffic citation, the shift sergeant may request the Chief of Police to recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate court with a request for dismissal. All recipients of traffic citations whose request for the dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the court to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Chief of Police for review.

506.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed, but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Chief of Police.

506.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a notice of citation correction to his/her immediate supervisor. The Sergeant shall review this to eliminate and supervisory concerns before forwarding it to the records department. The records department shall send the Correction Notice to the court having jurisdiction and to the recipient of the citation.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Traffic Citations

506.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Department .

Upon separation from employment with the this department, all employees issued traffic citations books shall return any unused citations to the Records Department.

506.7 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Vehicle Code § 40215.

Disabled Vehicles

507.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

Adopted Chief Robert T. Brownlee 8-11-20

507.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

507.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

507.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

507.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

507.3.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

Adopted Chief Robert T. Brownlee 4-19-21

600.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.3.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney or the Chief of Police. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.3.2 MANDATORY RECORDING OF ADULTS

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

- (a) Recording is not feasible because of exigent circumstances that are later documented in a report.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Investigation and Prosecution

- (b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.
- (c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.
- (d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.
- (e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.
- (f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.
- (g) The questions are part of a routine processing or booking, and are not an interrogation.
- (h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

The Department shall maintain an original or an exact copy of the recording until a conviction relating to the interrogation is final and all appeals are exhausted or prosecution is barred by law (Penal Code § 859.5).

600.4 INITIAL INVESTIGATION

600.4.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Investigation and Prosecution

5. Collect any evidence.
 6. Take any appropriate law enforcement action.
 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.4.2 PROFESSIONAL STAFF (NON-SWORN) MEMBER RESPONSIBILITIES

A Professional Staff (non sworn) member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies and only with the approval of a supervisor:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).
- (g) A request has been made by the victim to terminate the investigation. In these cases a Case Termination Form is required to be completed and signed by the requesting party.

The Domestic Violence, Child Abuse Sexual Assault Investigations and Senior and Disability Victimization policies may also require an arrest or submittal of a case to a prosecutor.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Investigation and Prosecution

[See attachment: SRJCCaseTermination.pdf](#)

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights, and civil liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using the member's own equipment, the member should note the dates, times, and locations of the information and report the discovery to the member's supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias, or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy, and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Investigation and Prosecution

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.9 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

The Chief of Police is responsible for ensuring the following for cellular communications interception technology operations (Government Code § 53166):

- (a) Security procedures are developed to protect information gathered through the use of the technology.
- (b) A usage and privacy policy is developed that includes:
 - 1. The purposes for which using cellular communications interception technology and collecting information is authorized.
 - 2. Identification by job title or other designation of employees who are authorized to use or access information collected through the use of cellular communications interception technology.
 - 3. Training requirements necessary for those authorized employees.
 - 4. A description of how the Department will monitor the use of its cellular communications interception technology to ensure the accuracy of the information collected and compliance with all applicable laws.
 - 5. Process and time period system audits.
 - 6. Identification of the existence of any memorandum of understanding or other agreement with any other local agency or other party for the shared use of cellular communications interception technology or the sharing of information collected through its use, including the identity of signatory parties.
 - 7. The purpose of, process for and restrictions on the sharing of information gathered through the use of cellular communications interception technology with other local agencies and persons.
 - 8. The length of time information gathered through the use of cellular communications interception technology will be retained, and the process the local agency will utilize to determine if and when to destroy retained information.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Investigation and Prosecution

Members shall only use approved devices and usage shall be in compliance with department security procedures, the department's usage and privacy procedures and all applicable laws.

600.10 USE OF CERTAIN DNA SAMPLES

Known samples of DNA collected from a victim of a crime or alleged crime, and known reference samples of DNA from any individual that were voluntarily provided for the purpose of exclusion are to be used only for the purpose directly related to the incident being investigated and in compliance with the procedures identified in Penal Code § 679.12.

600.11 ANTI-REPRODUCTIVE RIGHTS CRIMES

A member should take a report any time a person living within the jurisdiction of the Sonoma County Junior College District Police Department reports that the person has been a victim of an anti-reproductive rights crime as defined by Penal Code § 13776 and Penal Code § 423.3. This includes:

- (a) Taking a report, even if the location of the crime is outside the jurisdiction of this department or has not been determined (e.g., online harassment).
- (b) Providing the victim with the appropriate information, as set forth in the Victim and Witness Assistance Policy. Members should encourage the person to review the material and should assist with any questions.

A report should also be taken if a person living outside department jurisdiction reports an anti-reproductive rights crime that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in the district to facilitate the crime).

A member investigating an anti-reproductive rights crime should ensure that the case is referred to the appropriate agency if it is determined that this department should not be the investigating agency. The victim should be advised that the case is being transferred to the agency of jurisdiction. The appropriate entries should be made into any databases that have been authorized for department use and are specific to this type of investigation.

The Investigative Bureau supervisor should provide the Records Custodian with enough information regarding the number of calls for assistance and number of arrests to meet the reporting requirements to the California Department of Justice as required by Penal Code § 13777. See the Records Center Policy for additional guidance.

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Senior and Disability Victimization policies.

Adopted Chief Robert T. Brownlee 4-19-21

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

Pursuant to California Education Code Section 67381, also known as the Kristen Smart Campus Safety Act of 1998, the department has entered into Inter-Operational Agreements with outside law enforcement agencies. The purpose of these agreements are to provide investigatory resources to this agency for Part 1 and other crimes when the circumstances dictate a more qualified and trained investigator is required. Dependent on the location of occurrence, the agency with adjoining jurisdiction should be utilized. Any outside investigatory assistance will be authorized only by the Chief of Police if available. If not available, the on-duty supervisor will be authorized to make that decision.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
- (b) Conduct follow-up interviews and investigation.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sexual Assault Investigations

- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with SART.

601.4 INVESTIGATION AND REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.4.1 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Dispatch, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of SART should be included in the initial victim interviews. An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

Victims are often reluctant or embarrassed to discuss details. Recanting or changing one or more aspects of a prior statement is not necessarily an indication of false reporting or that the case is unfounded. If the responding officer has reason to believe the incident may be without merit, he/she should document the evidence and inconsistencies. Due to physical and emotional trauma, and the myths and stereotypes associated with sexual assault, inconsistencies in the victim's report are not uncommon. No opinions of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (42 USC § 3796gg-8; Penal Code § 637.4).

601.4.2 VICTIM RIGHTS AND OFFICER RESPONSIBILITY

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

Whenever there is an alleged sexual assault the assigned officer shall accomplish the following:

- (a) Immediately provide the victim with the "Directory of Resource Information Brochure" which includes the Marsy's Law Victims' Bill of Rights and the names and locations of rape victim counseling centers within the county and their 24-hour

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sexual Assault Investigations

counseling service telephone numbers (Penal Code § 264.2(a)) .[See attachment: SCLECALawEnforcementBrochureDV.pdf](#)

- (b) Advise the victim of the right to have a victim advocate and a support person present at any interview by law enforcement as provided in Penal Code § 679.04.
- (c) If the victim is transported to a hospital for any medical evidentiary or physical examination, the officer shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2(b)(1)).
 - 1. Prior to any such examination the assigned officer shall ensure that the victim has been properly informed of his/her right to have a sexual assault victim counselor and at least one other support person present (Penal Code § 264.2(b)(2)).
 - 2. A support person may be excluded from the examination by the officer or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2(b)(4)).
- d. Notify the Watch Commander who will brief the Chief of Police. The Watch Commander will then notify the Title IX Compliance Officer of the time and date of the incident, location occurred and a brief summary of the crime excluding any victim information.

601.4.3 DISTRICT REPORTING AND SERVICE CONSIDERATIONS

In accordance with District Policy 7.18P members need to ensure that all provisions of policy are met. An excerpt of the policy is as follows:

District Services

- a. Emergency intervention, including assessment, personal safety assistance, transportation for medical treatment and referral to appropriate community agencies, shall be provided by District Police. If the victim does not choose to report the crime to the police department, Health Services/Student Psychological Services shall provide the emergency intervention.
- b. Explanation of options and alternatives available to the victim shall be coordinated by the police department and the District Compliance Office and include but are not limited to: filing a police report, filing a sexual harassment complaint, filing a civil suit, availability of mediation, housing alternatives, withdrawal without penalty, disciplinary options available through the Student Conduct Code and academic assistance alternatives.

[See attachment: SRJC 7.18P Scan.pdf](#)

601.4.4 VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The officer shall document the response on the SCJCDPD Advisement to Victims form. The reporting officer shall document in his/her report that the victim was properly informed and shall include any related

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sexual Assault Investigations

response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

Except as authorized by law, members of this department shall not publicly disclose the name or address of any victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293).

[See attachment: SCJCDPD Advisement_to_Victims_Form.pdf](#)

601.4.5 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, it is critical to the investigation that a urine sample from the victim be collected by a medical professional.

Subject to available resources and other law enforcement considerations which may affect the ability to process and analyze rape kits, other sexual assault victim evidence and other crime scene evidence, any member of this department assigned to investigate a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g). Generally, rape kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned officer should further ensure that the results of any such test have been timely entered into and checked against both the Department of Justice Cal-DNA database and the Combined DNA Index System (CODIS).

If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned officer shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18 month period (Penal Code § 680(d)).

601.4.6 VICTIM NOTIFICATION OF DNA STATUS

- (a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, the assigned officer may inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).
 1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sexual Assault Investigations

2. Absent a written request, no member of this department is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.
- (b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):
1. To be informed if a DNA profile of the assailant was obtained from the testing of the rape kit or other crime scene evidence from their case.
 2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the Department of Justice Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.
 3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the Department of Justice Databank of case evidence.
- (c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned officer informed with regard to current address, telephone number and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).
1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.
 2. No officer shall be required or expected to release any information which might impede or compromise any ongoing investigation.

601.4.7 DESTRUCTION OF EVIDENCE

Any destruction of evidence related to a sexual assault shall occur only after victim notification is made as required pursuant to Penal Code § 680 and only in compliance with the Property and Evidence Policy.

601.4.8 DISPOSITION OF CASES

If the assigned officer has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Chief of Police.

Classification of a rape case as unfounded requires the Chief of Police to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence to support the recanted information before the case should be determined as unfounded.

601.4.9 AUDITING CASE DISPOSITIONS

The Chief of Police or designee will ensure case dispositions are reviewed on a periodic basis using an identified group that is independent of the investigation process. The SART and/or victim

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sexual Assault Investigations

advocates should be considered for involvement in this audit as well as the Title IX compliance officer/investigator.

601.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.5.1 JEANNE CLERY ACT INFORMATION DISSEMINATION/TIMELY WARNINGS

The Clery Act requires that campuses make “timely warnings” to campus community members about specific types of criminal activity when an ongoing threat to persons is believed to exist.

It is the responsibility of the Chief of Police or designee to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

- (a) (a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e); 34 CFR 668.46 (g)).
- (b) (b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC §1092(f)(3)).

601.6 TRAINING

Subject to available resources, periodic training should be provided to:

- (a) Members who are first responders. Training should include:
 - (a) Initial response to sexual assaults.
 - (b) Legal issues.
 - (c) Victim advocacy.
 - (d) Victim’s response to trauma.
 - (e) Proper use and handling of the California standardized SAFE kit (Penal Code § 13823.14).
 - (f) Proper use and handling of the California standardized SAFE kit (Penal Code § 13823.14).
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
 - (a) Interviewing sexual assault victims.
 - (b) SART.
 - (c) Medical and legal aspects of sexual assault investigations.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sexual Assault Investigations

- (d) Serial crimes investigations.
- (e) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
- (f) Techniques for communicating with victims to minimize trauma.

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

Adopted Chief Robert T. Brownlee 8-11-20

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Sonoma County Junior College District Police Department seizes property for forfeiture or when the Sonoma County Junior College District Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture - The following may be subject to forfeiture:

- (a) Property related to a narcotics offense, which includes (Health and Safety Code § 11470; Health and Safety Code § 11470.1):
 1. Property (not including real property or vehicles) used, or intended for use, as a container for controlled substances, materials to manufacture controlled substances, etc.
 2. Interest in a vehicle (car, boat, airplane, other vehicle) used to facilitate the manufacture, possession for sale or sale of specified quantities of controlled substances.
 3. Money, negotiable instruments, securities or other things of value furnished or intended to be furnished by any person in exchange for a controlled substance, proceeds traceable to an exchange, etc.
 4. Real property when the owner is convicted of violating Health and Safety Code § 11366, Health and Safety Code § 11366.5 or Health and Safety Code § 11366.6 (drug houses) when the property was not used as a family residence or for other lawful purposes, or property owned by two or more persons, one of whom had no knowledge of its unlawful use.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

5. The expenses of seizing, eradicating, destroying or taking remedial action with respect to any controlled substance or its precursors upon conviction for the unlawful manufacture or cultivation of any controlled substance or its precursors.
- (b) Property related to criminal profiteering (may include gang crimes), to include (Penal Code § 186.2; Penal Code § 186.3):
 1. Any property interest, whether tangible or intangible, acquired through a pattern of criminal profiteering activity.
 2. All proceeds acquired through a pattern of criminal profiteering activity, including all things of value that may have been received in exchange for the proceeds immediately derived from the pattern of criminal profiteering activity.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Sonoma County Junior College District Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Sonoma County Junior College District Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property subject to forfeiture authorized for seizure under the authority of a search warrant or court order.
- (b) Property subject to forfeiture not authorized for seizure under the authority of a search warrant or court order when any of the following apply (Health and Safety Code § 11471; Health and Safety Code § 11488):
 1. The property subject to forfeiture is legally seized incident to an arrest.
 2. There is probable cause to believe that the property was used or is intended to be used in a violation of the Uniform Controlled Substances Act and the seizing officer can articulate a nexus between the property and the controlled substance offense that would lead to the item being property subject for forfeiture.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

Officers aware of assets that may be forfeitable as a result of criminal profiteering or human trafficking should consider contacting the district attorney regarding a court order to protect the assets (Penal Code § 186.6; Penal Code § 236.6).

Whenever practicable, a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds should not be seized.
- (b) Real property is not subject to seizure, absent exigent circumstances, without a court order (Health and Safety Code § 11471).
- (c) A vehicle which may be lawfully driven on the highway if there is a community property interest in the vehicle by a person other than the suspect and the vehicle is the sole vehicle available to the suspect's immediate family (Health and Safety Code § 11470).
- (d) Vehicles, boats or airplanes owned by an "innocent owner," such as a common carrier with no knowledge of the suspected offense (Health and Safety Code § 11490).
- (e) Any property when the associated activity involves the possession of marijuana or related paraphernalia that is permissible under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

- (a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.4.1 CURRENCY SEIZED UNDER ASSET FORFEITURE

(a) Currency seized subject to state forfeiture under Health and Safety Code § 11470 shall be counted at the time of the seizure.

1. The currency will be placed into a money envelope.
2. Every effort shall be made to place the currency into the money envelope and seal it in front of the owner, or the person asserting ownership, while he or she witnesses it.
3. The officer, claimant, and a witnessing officer will initial and sign the envelope when sealed.
4. The "Asset Seizure" box shall be checked and a notation shall be made indicating a State Asset Seizure.
5. If an individual refuses to sign the document, this fact will be noted on the receipt and in the corresponding police report.
6. If the currency will not fit into a standard money envelope, the currency shall be placed into a larger envelope or bag, which shall be sealed and the completed money envelope shall be affixed to the outside of the larger envelope or bag containing the currency.
7. The currency will then be booked into Evidence.

(b) An asset seizure receipt will be issued to the person from whom the currency was seized.

1. The receipt will indicate the dollar amount of U.S. currency seized.
2. The owner or person asserting ownership will be requested to sign the receipt.
3. If an individual refuses to sign the receipt, this fact will be noted on the receipt and in the corresponding police report.
4. The receipt and all other corresponding reports will also annotate if the currency is not claimed by any person present, or if the currency is seized from an unoccupied area.
5. A copy of the receipt will be left at the premises in this case.

(c) A supervisor and one other member shall check out the seized currency from Evidence and transport it to a designated bank for deposit within five business days of the original seizure. The seized money must be placed in an account that is not commingled with other funds.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

1. Both the supervisor and member must be present throughout the counting process. Both must witness the opening of the money envelope and the counting of the seized currency.
2. Once the currency is counted, it will be deposited into the bank account until disposition of the case.

(d) The supervisor will book the money envelope, along with any receipts, back into Evidence and will be responsible for documenting this process in his/her supplemental report. The report shall include the currency denomination breakdown.

602.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section Supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint an officer as the forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly Health and Safety Code § 11469 et seq. and Penal Code § 186.2 et seq. and the forfeiture policies of the forfeiture counsel.
- (b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.
- (d) Ensuring that property seized under state law is not referred or otherwise transferred to a federal agency seeking the property for federal forfeiture as prohibited by Health and Safety Code § 11471.2.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.
 - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 - 3. A space for the signature of the person from whom cash or property is being seized.
 - 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.
- (g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Department Directives. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
 - 1. Written documentation of the seizure and the items seized is in the case file.
 - 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 - 3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (Health and Safety Code § 11488.4).
 - 4. Property is promptly released to those entitled to its return (Health and Safety Code § 11488.2).
 - 5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 - 6. Any cash received is deposited with the fiscal agent.
 - 7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
 - (i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
 - (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
 - (k) Keeping a manual that details the statutory grounds for forfeitures and department procedures related to asset forfeiture, including procedures for prompt notice to interest holders, the expeditious release of seized property, where appropriate, and the prompt resolution of claims of innocent ownership (Heath and Safety Code § 11469).
 - (l) Providing copies of seized business records to the person or business from whom such records were seized, when requested (Heath and Safety Code §11471).
 - (m) Notifying the California Franchise Tax Board when there is reasonable cause to believe that the value of seized property exceeds \$5,000.00 (Health and Safety Code § 11471.5).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and District financial directives (Health and Safety Code § 11495).

602.7 DISPOSITION OF FORFEITED PROPERTY

Forfeited funds distributed under Health and Safety Code § 11489 et seq. shall only be used for purposes allowed by law, but in no case shall a peace officer's employment or salary depend upon the level of seizures or forfeitures he/she achieves (Heath and Safety Code § 11469).

The Department may request a court order so that certain uncontaminated science equipment is relinquished to a school or school district for science classroom education in lieu of destruction (Health and Safety Code § 11473; Health and Safety Code § 11473.5).

602.7.1 RECEIVING EQUITABLE SHARES

When participating in a joint investigation with a federal agency, the Sonoma County Junior College District Police Department shall not receive an equitable share from the federal agency of all or a portion of the forfeiture proceeds absent either a required conviction under Health and Safety Code § 11471.2 or the flight, death or willful failure to appear of the defendant. This does not apply to forfeited cash or negotiable instruments of \$40,000 or more.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Asset Forfeiture

602.8 CLAIM INVESTIGATIONS

An investigation shall be made as to any claimant of a vehicle, boat or airplane whose right, title, interest or lien is on the record in the Department of Motor Vehicles or in an appropriate federal agency. If investigation reveals that any person, other than the registered owner, is the legal owner, and that ownership did not arise subsequent to the date and time of arrest or notification of the forfeiture proceedings or seizure of the vehicle, boat or airplane, notice shall be made to the legal owner at his/her address appearing on the records of the Department of Motor Vehicles or the appropriate federal agency (Health and Safety Code § 11488.4).

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

Adopted Chief Robert T. Brownlee 8-11-20

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with, the Sonoma County Junior College District Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Sonoma County Junior College District Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Sonoma County Junior College District Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

Except for the enforcement of laws related to the commercial sale of alcohol, marijuana or tobacco products, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable (Penal Code § 701.5)
- (d) The Chief of Police or the authorized designee

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Informants

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, supervisor or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Sonoma County Junior College District Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Patrol supervisor.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Patrol supervisor.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Informants

The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area by the Chief of Police or designee. The Chief of Police or designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, or authorized designee.

The Chief of Police should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis. If the Chief of Police or designee is replaced, the files will be audited before the new Chief of Police or designee takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by the Chief of Police or his designee.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Informants

- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Chief of Police will be responsible for determining the type and level of payment.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from a Patrol buy/expense fund.
 1. The Lieutenant shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
 1. The check shall list the case numbers related to and supporting the payment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Informants

2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
 3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 4. Authorization signatures from the Chief of Police and the Vice President of Finance & Administrative Services are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
1. The cash transfer form shall include the following:
 - (a) Date
 - (b) Payment amount
 - (c) Sonoma County Junior College District Police Department case number
 - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
 2. The cash transfer form shall be signed by the informant.
 3. The cash transfer form will be kept in the informant's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

603.6.3 AUDIT OF PAYMENTS

The Chief of Police or designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every twelve months, the Chief of Police or designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

Adopted Chief Robert T. Brownlee 1-25-22

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Sonoma County Junior College District Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Chief of Police or designee shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

- (a) The date, time and location of the eyewitness identification procedure.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Eyewitness Identification

- (b) The name and identifying information of the witness.
- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all of the individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure and documented on the form by the witness.
- (k) Any other direction to meet the requirements of Penal Code § 859.7, including direction regarding blind or blinded administrations.
- (l) The witness shall sign and write the date and time on the back of any photo selected.

The process and related forms should be reviewed at least annually and modified when necessary.

a. The witness shall sign and write the date and time on the back of any photo selected.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

The eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures. When it is not feasible to make a recording with both audio and visual representations, an audio recording should be made (Penal Code § 859.7).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Eyewitness Identification

604.6 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

In all cases the witness should be asked to complete the Photographic Line Up and In-Field Showing Form.

See attachment: [SRJCPhotoLineupInFieldShowing.pdf](#).

604.6.1 DOCUMENTATION RELATED TO RECORDINGS

The handling member shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

604.6.2 DOCUMENTATION RELATED TO BLIND ADMINISTRATION

If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

604.7 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness (Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (Penal Code § 859.7).

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7.1 OTHER SAFEGUARDS

Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. No information concerning a suspect should be given prior to obtaining a statement from the witness describing how certain he/she is of the identification or non-identification. Members should not say anything to a witness that may validate or invalidate an eyewitness' identification. In photographic lineups, writings or information

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Eyewitness Identification

concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).

604.8 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 1. The length of time the witness observed the suspect.
 2. The distance between the witness and the suspect.
 3. Whether the witness could view the suspect's face.
 4. The quality of the lighting when the suspect was observed by the witness.
 5. Whether there were distracting noises or activity during the observation.
 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

Operations Planning and Deconfliction

605.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations including warrant service operations.

It is understood that this policy cannot address every variable or circumstance that can arise, as these tasks can involve rapidly evolving and unique circumstances.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

Adopted Chief Robert T. Brownlee 4-19-21

605.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

605.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts. Furthermore, it is the policy of the Sonoma County Junior College District Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

605.3 OPERATIONS MANAGER

The Chief of Police will designate a member of this department to be the operations manager.

The operations manager shall develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations manager shall review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The manager will also have the responsibility for coordinating operations that are categorized as high risk.

605.4 RISK ASSESSMENT

605.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Operations Planning and Deconfliction

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

[See attachment: SRJC Threat Assessment Form 9-2016 Scan.pdf](#)

605.4.2 RISK ASSESSMENT REVIEW

Officers shall present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations manager.

The supervisor and operations manager shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

605.4.3 HIGH-RISK OPERATIONS

If the operations manager, after consultation with the involved supervisor, determines that the operation is high risk, the operations manager should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Operations Planning and Deconfliction

1. (CRU) Critical Response Unit from an outside agency
 2. Additional personnel
 3. Outside agency assistance
 4. Special equipment
 5. Medical personnel
 6. Persons trained in negotiation
 7. Additional surveillance
 8. Canines
 9. Property and Evidence Section or analytical personnel to assist with cataloguing seizures
 10. Forensic specialists
 11. Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
- (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
- (d) Coordinate the actual operation.

605.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

605.6 OPERATIONS PLAN

The operations manager shall ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Operations Planning and Deconfliction

- (b) Operation location and people:
 - 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 - 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
 - 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
 - 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
 - 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
 - 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 - 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Senior and Disability Victimization, Child and Dependent Adult Safety and Animal Control policies.
- (k) Communications plan
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Operations Planning and Deconfliction

605.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

605.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations manager shall ensure that all participants are visually identifiable as law enforcement officers.
 1. Exceptions may be made by the operations manager for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 1. It is the responsibility of the operations manager to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
 2. If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
 3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

605.8 CRU PARTICIPATION (OUTSIDE AGENCY)

If the operations manager determines that CRU (Critical Response Unit) from an outside agency is appropriate, the manager and the CRU supervisor shall work together to develop a written plan. The CRU supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the CRU supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Operations Planning and Deconfliction

605.9 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any CRU debriefing.

605.10 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

605.11 TRAINING

The Training Manager should ensure all Department personnel who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Warrant Service

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

Adopted Chief Robert T. Brownlee 8-11-20

606.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

606.3 OPERATIONS MANAGER

The operations manager (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations manager will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

606.4 SEARCH WARRANTS

Officers shall receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

606.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service shall be coordinated by the operations manager. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Warrant Service

residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

606.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime warrant execution.
- (b) A clear explanation of the affiant's training, experience and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

606.7 HIGH-RISK WARRANT SERVICE

The operations manager or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for managing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Warrant Service

designated members to the presence of potential evidence and not touch or disturb the items.

- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

606.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

606.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations manager will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Warrant Service

- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations manager. The manager should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The manager should ensure that members of the Sonoma County Junior College District Police Department are utilized appropriately. Any concerns regarding the requested use of Sonoma County Junior College District Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations manager is unavailable, the Watch Commander should assume this role.

If officers intend to serve a warrant outside Sonoma County Junior College District Police Department jurisdiction, the operations manager should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Sonoma County Junior College District Police Department when assisting outside agencies or serving a warrant outside Sonoma County Junior College District Police Department jurisdiction.

606.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the News Media Relations Policy.

606.12 TRAINING

The Training Manager should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Brady Material Disclosure

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

Adopted Chief Robert T. Brownlee 12-13-20

607.1.1 DEFINITIONS

Definitions related to this policy include:

Brady information -Information known or possessed by the Sonoma County Junior College District Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

607.2 POLICY

The Sonoma County Junior College District Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Sonoma County Junior College District Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

607.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Brady Material Disclosure

607.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

- (a) In the event that a *Pitchess* motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney shall be notified of the potential presence of *Brady* information in the officer's personnel file.
- (b) The prosecuting attorney should then be requested to file a *Pitchess* motion in order to initiate an in-camera review by the court.
- (c) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.
- (d) The Custodian of Records shall accompany all relevant files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
- (e) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
 1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

607.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

607.6 TRAINING

Department members should receive periodic training on the requirements of this policy.

Chapter 7 - Equipment

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

Adopted Chief Robert T. Brownlee 11-25-20

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.
- (f) Officer's shall take appropriate precautions of concealing items such as electronics or weapons that would be visible in the passenger compartment of a department vehicle while unattended during non-duty hours. Items should be covered, relocated to the trunk or moved to the officer's residence.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Any Officer who experiences a loss or damage to personal property which comes under the following conditions may submit a memorandum to his/her immediate supervisor for consideration for reimbursement. The memorandum shall be a request for reimbursement and shall be submitted within five days after the loss or damage is sustained. The claim shall contain the following

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Department Owned and Personal Property

information: Type of item, date of purchase, replacement cost, condition, description of damage, circumstances, etc. If the personal property is stolen, a Crime/Incident Report shall be filed.

- (a) The loss must be in the line of and in the performance of duty.
- (b) There must not be contributory negligence or carelessness on the part of the Officer.
- (c) There must not be other means of recovery such as, but not limited to, court action or insurance.
- (d) The personal property for which the claim is made must be owned by the Officer involved. Exceptions to the above may be referred to the Chief of Police for approval.

The memorandum shall be submitted to the Officer's immediate supervisor. The supervisor shall conduct an inquiry into the matter to determine the validity of the claim documenting his/her findings and forward it through the chain of command. The supervisor will make his/her recommendations to the Chief of Police. The Chief of Police shall review all requests for reimbursement and forward them to the appropriate District Office with his/her recommendations. The District shall prorate the amount based on any formula established by MOU provisions.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

Any officer who has Department property stolen from him/her shall submit a memorandum and a complete a Crime/Incident Report.

700.3.2 PERSONAL PROPERTY USE AUTHORIZATION

Members who wish to carry personal equipment while on duty that is valued at \$500 or more must receive prior authorization by the Chief of Police. To do so, the member must submit a memorandum to the Chief of Police via the Chain of Command describing why the specific piece of equipment is necessary. The Chief of Police or designee shall provide the member with a written decision of whether or not the equipment is authorized. A copy of the correspondence will be maintained by the department.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Department Owned and Personal Property

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the Chief of Police

Communication Devices (Department Funded and Personal)

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

Adopted Chief Robert T. Brownlee 11-25-20

701.2 POLICY

The Sonoma County Junior College District Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department/Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a supervisor without notice. Member use of a department-issued PCD and use of a personal PCD at work or for work-related business constitutes specific consent for access for department purposes.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communication Devices (Department Funded and Personal)

Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
 1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief of Police.
- (e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communication Devices (Department Funded and Personal)

- (g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Sonoma County Junior College District Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisor, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing memorandum of understanding or collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace should be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official department business.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communication Devices (Department Funded and Personal)

- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

Adopted Chief Robert T. Brownlee 11-25-20

702.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation utilizing the Vehicle Service Form shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The member shall do the following after completing the Vehicle Service Form:

- 1) The completed form will be sent via email to the on duty supervisor.
- 2) When the vehicle is placed out of service for a safety issue, an out of order sign will be placed on the vehicle.
- 3) All weapons and the MDC are to be removed.
- 4) The on duty supervisor is responsible for notifying Facility Operations for the repair of the vehicle.

See attachment: [SRJCVehicleServiceForm.pdf](#)

702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation. Members should follow the procedures set forth in section 702.2.

702.2.3 VEHICLES IN NEED OF REPAIR

The Facilities Operations shop performs routine and preventative maintenance on a regularly scheduled basis. Any employee who finds that a Department vehicle is in need of repair shall complete the Vehicle Service Form and do the following:

- 1) Send the completed form via email to the on duty Sergeant.
- 2) When the vehicle is placed out of service for a safety issue, an out of order sign will be placed on the vehicle.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Maintenance

3) If the vehicle is in need of immediate repair, the member is to remove all weapons and the MDC.

4) The on duty supervisor is responsible for notifying Facility Operations for the repair of the vehicle.

[See attachment: SRJCVehicleServiceForm.pdf](#)

702.2.4 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 20 Emergency road flares
- 2 Sticks yellow crayon or chalk
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Blood-borne pathogen kit, Incl. protective gloves
- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Traffic Safety Vest
- 1 Hazardous Materials Emergency Response Handbook or electronic access to the information
- Fire Extinguisher

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location. Cal cards shall not be used for refueling vehicles.

702.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Maintenance

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

702.6 PROFESSIONAL STAFF (NON-SWORN) EMPLOYEE USE

Professional Staff (non-sworn) employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Professional Staff (non-sworn) employees shall also prominently display the “out of service” placards or lightbar covers at all times. Professional Staff (non-sworn) employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the District of Sonoma County Junior College District to provide assigned take-home vehicles.

703.2 POLICY

The Sonoma County Junior College District Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments, and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

Personnel assigned to field duties shall log onto the in-car computer inputting the required information when going on duty as well as utilizing the two way radio to communicate with Dispatch. If the vehicle is not equipped with a working in-car computer, the member shall notify Dispatch for entry of the vehicle number. If the employee exchanges vehicles during the shift, the new vehicle number shall be logged.

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

703.3.2 OTHER USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties shall first notify the Shift Sergeant if available of the reasons for use. This section does not apply to personnel permanently assigned an individual vehicle (e.g., command staff, detectives).

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Use

When transporting any person in custody, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MDC

Members assigned to vehicles equipped with a Mobile Digital Computer shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify Dispatch. Use of the MDC is governed by the Mobile Digital Computer Use Policy. Regardless of whether the MDC is operational, the member shall always utilize the two way radio for communications with Dispatch.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the MDC or vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Chief of Police approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than District personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Use

703.3.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.11 PROFESSIONAL STAFF (NON-SWORN) MEMBER USE

Professional Staff (non-sworn) members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Professional Staff (non-sworn) members shall prominently display the "out of service" placards or light bar covers at all times. Professional Staff (non-sworn) members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform the member's regular assignment.

703.4.1 ASSIGNED VEHICLE

District owned vehicles assigned to personnel for their use within their job assignment may be used to transport the employee to and from their residence for work-related purposes. The Chief of Police shall indicate the standard for how the vehicle is used and where it shall be parked when the employee is not on duty.

The vehicle shall only be used for work-related purposes and shall not be used for personal errands, or transports, unless special circumstances exist such as the employee being on call or when the shift sergeant gives authorization. The employee is to be responsible for the vehicle's care and maintenance. The Department will provide necessary care/maintenance supplies.

The assignment of vehicles is at the discretion of the Chief of Police. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Use

703.4.2 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.3 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the department.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Sonoma County Junior College District District limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.4 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence, the nature of the member's duties, job description and essential functions, and employment or appointment status. Residence in the District of Sonoma County Junior College District is a prime consideration for assignment of a take-home vehicle. Members who reside outside the District of Sonoma County Junior College District may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Department members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a District vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Chief of Police gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Use

- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Chief of Police or Chief of Polices and there is a high probability that the member will be called back to duty.
 - 2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or travelling to or from a work-related activity or function.
 - 3. When the member has received permission from the Chief of Police or Chief of Polices.
 - 4. When the vehicle is being used by the Chief of Police, Chief of Polices or members who are in on-call administrative positions.
 - 5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
 - 1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 - 2. All weapons shall be secured while the vehicle is unattended.
 - 3. All department identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
 - 2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (i) The member is responsible for the care and maintenance of the vehicle.

703.4.5 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Sonoma County Junior College District Police Department or while off-duty, an officer shall not initiate

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Use

enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.6 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that the assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse. Property Damage only incidents may be reported via a memorandum to the Chief of Police routed through the Chain of Command.

703.6 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Vehicle Use

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

- (a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the District for any toll fees incurred in the course of official business.
- (b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Chief of Police within five working days explaining the circumstances.

703.7 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure Department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property & Evidence and Informants policies.

Adopted Chief Robert T. Brownlee 11-18-21

704.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

Strong internal controls for cash collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. "Cash" is defined as coin, currency and checks.

704.3 DISPATCH CASH DRAWER PROCEDURES

The function of the cash register located in Dispatch is to properly store and to document the incoming cash and checks that the Department receives for services such as the purchase of parking permits, processing livescan and miscellaneous reports. The cash drawer should contain a set amount of cash (\$500.00) to facilitate making change for transactions as necessary.

The Chief of Police shall designate a sworn supervisor who will be responsible for monitoring and assuring that established procedures are followed pertaining to the cash handling by dispatch personnel.

[See attachment: SRJC Cash Register Procedures Scan.pdf](#)

[See attachment: SRJCPD Cash Drawer Count Sheet Sample Scan.pdf](#)

704.4 MISCELLANEOUS CASH/CHECK TRANSPORTATION

The Sonoma County Junior College Police Department provides transportation of cash/checks for other District departments upon request, such as:

- Transporting of money from other departments to the Accounting Department
- Transporting of money from campus related events to the District Police Department or other designated locations
- Escort services where Department personnel escort another District staff member(s).
- Whenever a request is made for the movement of money, a CAD entry shall be made by Dispatch indicating the requestor, location, officer assigned, etc.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Cash Handling, Security and Management

704.5 PARKING METER AND PERMIT MACHINE COLLECTION PROCESS

Internal controls relating to the access of parking meter and permit machines monies are of utmost importance. The Sonoma County Junior College Police Department has established the attached procedural document that sets forth a two uniformed officer collection process providing safeguards that include:

- Two uniformed Department personnel are assigned to the event and shall remain together until the task is completed and closed out.
- All cash shall be transported in a marked Department patrol vehicle with the two assigned staff members.
- Documentation procedures for the collection of cash will include transaction printouts and/or digital verification in the system database.
- Department personnel shall notify dispatch, primarily over the radio, whenever accessing parking permit machines and meters. Dispatch shall create a CAD event.

704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Patrol supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

Adopted Chief Robert T. Brownlee 11-25-20

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Sonoma County Junior College District Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personal Protective Equipment

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

705.7 RESPIRATORY PROTECTION

The Chief of Police is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (8 CCR 5144):

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personal Protective Equipment

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (8 CCR 5144):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personal Protective Equipment

705.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for respiratory PPE shall be repeated (8 CCR 5144):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (8 CCR 5144):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Training Manager is responsible for maintaining records of all:

- (a) PPE training.
- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.
- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personal Protective Equipment

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).

Chapter 8 - Support Services

Dispatch

800.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

Adopted Chief Robert T. Brownlee 1-9-21

800.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between Dispatch and Department members in the field.

800.3 DISPATCH SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its members and its equipment must be a high priority.

Access to Dispatch shall be limited to Dispatch members, the Watch Commander, command staff and department members with a specific business-related purpose.

800.4 RESPONSIBILITIES

800.4.1 SERGEANT

The Chief of Police shall appoint and delegate certain responsibilities to a Sergeant. The Sergeant is directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the Sergeant include, but are not limited to:

- (a) Overseeing the efficient and effective operation of Dispatch in coordination with other supervisors.
- (b) Scheduling and maintaining dispatcher time records.
- (c) Supervising, training and evaluating dispatchers.
- (d) Ensuring the radio and telephone recording system is operational.
 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of Dispatch information for release.
- (f) Maintaining Dispatch database systems.
- (g) Maintaining and updating Dispatch procedures manual.
 1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Dispatch

of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring dispatcher compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (i) Maintaining a current contact list of District personnel to be notified in the event of a utility service emergency.

800.4.2 ADDITIONAL PROCEDURES

The Sergeant should establish procedures for:

- (a) Recording all telephone and radio communications and playback issues.
- (b) Storage and retention of recordings.
- (c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- (d) Availability of current information for dispatchers (e.g., Watch Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- (e) Assignment of field members and safety check intervals.
- (f) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).
- (g) With oversight from the Police Systems Administrator and Facility Operations, protection of essential equipment (e.g., surge protectors, fire suppression systems, uninterruptible power systems, generators, etc.).
- (h) With oversight from the Police Systems Administrator and Facility Operations, protection of radio transmission lines, antennas and power sources for Dispatch (e.g., security cameras, fences).
- (i) Handling misdirected, silent and hang-up calls.
- (j) Radio interoperability issues.

800.4.3 DISPATCHERS

Dispatchers report to the Sergeant. The responsibilities of the dispatcher include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
 - (a) Business and emergency telephone lines.
 - (b) Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 - (c) Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Dispatch

- (d) Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through Dispatch, department and other law enforcement database systems (CLETS, DMV, NCIC).
- (d) Monitoring the District video surveillance and security systems.
- (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (f) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:
 - 1. Vehicle pursuits.
 - 2. Foot pursuits.
 - 3. Assignment of emergency response.

800.5 CALL HANDLING

This Department is not a "Primary Service Answering Point" (PSAP) for the purposes of 9-1-1 calls. This service is handled by the municipal police jurisdiction of record. While a 9-1-1 call is not answered by this agency, dispatchers will still provide callers with emergency assistance who call into the department's main phone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Dispatch, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Dispatch

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should always be professional by being courteous, patient and respectful when dealing with all members of the public.

800.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

800.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

800.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, professional and business like manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Sergeant shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

800.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Sonoma County Junior College District Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Dispatch

800.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number (JC1), and identify the department member by his/her call sign (12-). Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

800.7 DOCUMENTATION

It shall be the responsibility of Dispatch to document in the CAD system all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.

800.8 CONFIDENTIALITY

Information that becomes available through Dispatch may be confidential or sensitive in nature. All members of Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Dispatch

800.9 TRAINING AND CERTIFICATION

Dispatchers shall receive training consistent with minimum standards established by POST (Penal Code § 13510).

Property and Evidence

801.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and identifies those persons authorized to remove and/or destroy property.

Adopted Chief Robert T. Brownlee 1-25-22

801.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

801.3 PROPERTY HANDLING

Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

801.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:

- (a) Complete the property form describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (b) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

- (c) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.
- (d) Place the case number in the upper right hand corner of the bag.
- (e) The original property form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.
- (f) When the property is too large to be placed in a locker, the item may be retained in the outside storage area. Submit the completed property record into a numbered locker indicating the location of the property.

801.3.2 PERSONAL PROPERTY OF IN CUSTODY INDIVIDUAL

The personal property of an individual in custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or housekeys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the document.

The Sonoma County Jail will not accept large personal items such as backpacks during the booking process. As such, it is the responsibility of the arresting officer to ensure that a proper inventory of the individual's property is completed and documented on the appropriate form. The officer shall remove personal items such as a wallet, drivers licence, money, checks, keys and medications. These items are to be booked as personal property with the jail staff. The remaining items not accepted by the jail are to be retained by the department and stored in accordance with the evidence and property procedures.

801.3.3 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using a separate property record. Paraphernalia as defined by Health and Safety Code § 11364 shall be digitally photographed and uploaded into the evidence management system. The items shall then be placed in the appropriate hazardous material container and disposed of properly.

The officer seizing the narcotics and dangerous drugs shall place them in a heat sealed envelope, then place the envelope in the Department of Justice (DOJ) envelope, and then the designated evidence locker. A copy of the form should be placed in the Property Officer's mailbox.

All wet or damp marijuana must be packaged in paper sacks, envelopes or cardboard boxes and not in plastic bags.

Paraphernalia, such as hypodermic needles, shall be disposed of in ashtrays container(s).

801.3.4 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The Sonoma County Sheriff's Office Bomb Squad shall be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

Explosives shall not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The Property Officer is responsible for transporting to the Fire Department or other appropriate disposal location, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

801.3.5 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- (a) Bodily fluids such as blood or semen stains shall be air dried prior to booking.
- (b) License plates found not to be stolen or connected with a known crime, should be released directly to the Property Officer, or placed in the designated container for return to the Department of Motor Vehicles. No formal property booking process is required.
- (c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the Property Officer, or placed in the bicycle storage area until the Property Officer can log the property.
- (d) All cash shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. The Watch Commander shall be contacted for cash in excess of \$1,000 for special handling procedures.

District property, unless connected to a known criminal case, should be released directly to the appropriate District department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

801.3.6 RELINQUISHED FIREARMS

Individuals who relinquish firearms pursuant to the provisions of Penal Code § 29850 shall be issued a receipt that describes the firearm, the serial number or other identification of the firearm at the time of relinquishment (Penal Code § 29810).

Relinquished firearms shall be retained for 30 days, after which time they may be destroyed, retained, sold or otherwise transferred, unless (Penal Code § 29810):

- (a) A certificate is issued by a judge of a court of record or the District Attorney stating the firearms shall be retained; or
- (b) The convicted person provides written notice of an intent to appeal the conviction that necessitated the relinquishment; or
- (c) The Automated Firearms System indicates that the firearm was reported lost or stolen.
 - 1. In such event, the firearm shall be restored to the lawful owner as soon as it is no longer needed as evidence, the lawful owner has identified the weapon

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

and provided proof of ownership, and the Department has complied with the requirements of Penal Code § 33850 et seq.

The Evidence/Property Technician shall ensure the Records Custodian is notified of the relinquished firearm for purposes of updating the Automated Firearms System and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Records Center Policy).

801.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics and dangerous drugs
- (b) Firearms (ensure they are unloaded and booked separately from ammunition)
- (c) Property with more than one known owner
- (d) Paraphernalia as described in Health and Safety Code § 11364 shall be digitally photographed and uploaded into the evidence management system
- (e) Fireworks
- (f) Contraband

801.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles and then placed into a sharps container for disposal.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

801.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker, accompanied by two copies of the property record.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available. The booking officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

801.4.3 PACKAGING FIREARMS

All firearms submitted into evidence will first be checked through AFS to determine if the weapon was stolen. A copy of the AFS printout with the FCN number indicating that SCJCDPD has possession of the weapon will be submitted with the firearm.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

Officers entering firearms into evidence will take necessary steps to assure the weapon has been cleared and is safe.

- (a) Weapons to be processed for latent prints will be packaged securely in a box.
- (b) Ammunition will be packaged in a separate container.

801.4.4 INTEGRATED BALLISTICS IDENTIFICATION SYSTEM (IBIS) ENTRIES

Handling of firearms submitted for IBIS entry:

- (a) The Primary officer shall notify the Property Officer that an IBIS entry is requested.
- (b) Magazines recovered with a weapon will be submitted to the lab along with the weapon.
- (c) A Flex-cuff or similar device will not be placed through the barrel of the firearm
- (d) When ammunition is recovered and a direct comparison is needed it shall be sent to the lab with the firearm.

801.5 RECORDING OF PROPERTY

The Property Officer receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on the property tag and the property control card.

Any changes in the location of property held by the Sonoma County Junior College District Police Department shall be noted in the property logbook.

801.6 PROPERTY CONTROL

Each time the Property Officer receives property or releases property to another person, he/she shall enter this information on the property control card. Officers desiring property for court shall contact the Property Officer at least one day prior to the court day.

801.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the evidence package shall be completed to maintain the chain of evidence. No property or evidence is to be released without first receiving written authorization from a supervisor.

Request for analysis for items other than narcotics or drugs shall be completed on the appropriate forms and submitted to the Property Officer. This request may be filled out any time after booking of the property or evidence.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

The Property Officer releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies, and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Center for filing with the case.

801.6.3 STATUS OF PROPERTY

Each person receiving property shall make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted on the property control card, stating the date, time and to whom released.

The Property Officer shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property shall be recorded on the property control card, indicating date, time, and the person who returned the property.

801.6.4 AUTHORITY TO RELEASE PROPERTY

The Property Sergeant shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

801.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Individuals may contact the department during normal daytime business hours to schedule an appointment with the Property Officer for the release of their property.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

The Property Officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property control card, the card shall be forwarded to the Records Center for filing with the case. If some items of property have not been released the property card will remain with the Property and Evidence Section. Upon release, the proper entry shall be documented in the Property Log.

Under no circumstances shall any firearm, magazine, or ammunition be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Property and Evidence Section Supervisor should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Department is not required to retain any firearm, magazine, or ammunition longer than 180 days after notice has been provided to the owner that such items are available for return. At the expiration of such period, the firearm, magazine, or ammunition may be processed for disposal in accordance with applicable law (Penal Code § 33875 and § 33865). The approval of the Chief of Police or designee is also required.

801.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

801.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Property Officer with supervisory oversight will be responsible for the storage, control and destruction of all narcotics and dangerous drugs coming into the custody of this department, including paraphernalia as described in Health & Safety Code § 11364.

801.6.8 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm or ammunition, the Evidence/Property Technician shall return the weapon or ammunition to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met, unless the firearm or ammunition is determined to be stolen, evidence in a criminal investigation, or the individual is otherwise prohibited from possessing a firearm (Family Code § 6389(g); Penal Code § 33855).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

801.6.9 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS

Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

- (a) If a petition for a hearing regarding the return of a firearm or a weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the firearm or weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) that conforms to the provisions of Penal Code § 33865.
- (b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the firearm or weapon is not retained as evidence, the Department shall make the firearm or weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ that conforms to the provisions of Penal Code § 33865.
- (c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed, or retained as provided in Welfare and Institutions Code § 8102.
- (d) The release of any firearm must be approved by the Property Sergeant or other supervisor designated by the Chief of Police.

801.6.10 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120). The Property Sergeant or other supervisor designated by the Chief of Police must authorize the release.

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the Sonoma County Junior College District Police Department determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

801.6.11 RELEASE OF FIREARMS, MAGAZINES, AND AMMUNITION

The Department shall not return any firearm, magazine, or ammunition taken into custody to any individual unless all requirements of Penal Code § 33855 are met.

801.7 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Property Officer shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor.

801.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances (Penal Code § 29300; Penal Code § 18010; Penal Code § 32750)
- Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)
- Counterfeiting equipment (Penal Code § 480)
- Gaming devices (Penal Code § 335a)
- Obscene matter ordered to be destroyed by the court (Penal Code § 312)
- Altered vehicles or component parts (Vehicle Code § 10751)
- Narcotics (Health and Safety Code § 11474 et seq.)
- Unclaimed, stolen, or embezzled property (Penal Code § 1411)
- Destructive devices (Penal Code § 19000)
- Sexual assault evidence (Penal Code § 680)

801.7.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the Department shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than \$15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of this department to fund official law enforcement operations. Money

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Property and Evidence

representing restitution collected on behalf of victims shall either be deposited into the Restitution Fund or used for purposes of victim services.

801.7.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property Officer's Supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Property/Evidence Supervisor, or until the expiration of any imposed sentence that is related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Property/Evidence supervisor.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of an applicable statute of limitations, the supervisor shall consult with the Chief of Police or his designee prior to notifying the sexual assault victim.

801.8 INSPECTIONS OF THE EVIDENCE ROOM

- (a) On a periodic basis, the Property/Evidence supervisor shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.
- (c) An annual audit of evidence held by the Department shall be conducted by the Chief of Police or designee not routinely or directly connected with evidence control.
- (d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

Records Center

802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Sonoma County Junior College District Police Department Records Center. The policy addresses department file access and internal requests for case reports.

Adopted Chief Robert T. Brownlee 1-9-21

802.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Center by Records Center personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number YY-00001 would be the first new case beginning January 1 of a new year.

802.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to maintain department records securely, professionally, and efficiently.

802.2.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Center. Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Records Custodian and then the dispatch/records supervisor. All original reports removed from the Records Center shall be recorded on the Report Check-Out Log which shall constitute the only authorized manner by which an original report may be removed from the Records Center.

802.3 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by officers of the Sonoma County Junior College District Police Department and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the Chief of Police or designee.

Upon receipt of a written opinion from the prosecuting attorney affirming factual innocence (Penal Code § 851.8), the Chief of Police or designee should forward the petition to the District's Legal Services for review. After such review and consultation with the Legal Services, the Chief of Police shall decide whether a finding of factual innocence is appropriate.

Upon determination that a finding of factual innocence is appropriate, the Chief of Police shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California Department of Justice and other law enforcement agencies (Penal Code § 851.8).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Center

The Chief of Police or designee should respond to a petition with the Department's decision within 45 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

802.4 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

The Chief of Police should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):

- (a) The individual is issued a certificate describing the action as a detention.
- (b) All references to an arrest are deleted from the arrest records of the Department and the record reflects only a detention.
- (c) The California DOJ is notified.

Records Maintenance and Release

803.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

Adopted Chief Robert T. Brownlee 1-25-22

803.2 POLICY

The Sonoma County Junior College District Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 7920.000 et seq.).

803.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule including:
 1. Identifying the minimum length of time the Department must keep records.
 2. Identifying the department division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records (Government Code § 7922.525; Government Code § 7922.530).
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 7922.530).
- (g) Determining how the department's website may be used to post public records in accordance with Government Code § 7922.545.
- (h) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.
- (i) Ensuring that public records posted on the Department website meet the requirements of Government Code § 7922.680 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.
- (j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 7922.700) is publicly available upon request and posted in

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

a prominent location on the Department's website (Government Code § 7922.710; Government Code § 7922.720).

803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

803.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 7922.530).

The processing of requests for any record is subject to the following (Government Code § 7922.530; Government Code § 7922.535):

- (a) The Department is not required to create records that do not exist.
- (b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 7923.655).
- (c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.
 1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 7922.600).
 2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.
- (d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 7922.570; Government Code § 7922.580).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

- (e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure. The written response shall also include the names, titles, or positions of each person responsible for the denial (Government Code § 7922.000; Government Code § 7922.540).

803.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Social Security numbers (Government Code § 7922.200).
- (c) Personnel records, medical records, and similar records that would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 7927.700; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).
 - 1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.
 - 2. The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police, or as required by law.
- (d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking (Penal Code § 293)). Addresses and telephone numbers of a victim or a witness shall not be disclosed to any arrested person or to any person who may be a defendant in a criminal action unless it is required by law (Government Code § 7923.615; Penal Code § 841.5).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, elder and dependent adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.
 2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).
- (e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 7923.750.
- (f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating officers (Evidence Code § 1041; Government Code § 7923.605).
1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 7923.605.
- (g) Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.
1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney, the Legal Services, or the courts pursuant to Penal Code § 1054.5.
- (h) Certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).
- (i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).
- (j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 7923.800).
- (k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.
- (l) Any record created exclusively in anticipation of potential litigation involving this department (Government Code § 7927.200).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

- (m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 7927.205).
- (n) Records relating to the security of the department's electronic technology systems (Government Code § 7929.210).
- (o) A record of a complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(9)).
- (p) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 7927.705).
- (q) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 827.95; Welfare and Institutions Code § 831).

803.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, Legal Services or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

803.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

803.8 SEALED RECORD ORDERS

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Custodian shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

803.8.1 SEALED JUVENILE ARREST RECORDS

Upon receiving notice from a probation department to seal juvenile arrest records pursuant to Welfare and Institutions Code § 786.5, the Records Custodian should ensure that the records are sealed within 60 days of that notice and that the probation department is notified once the records have been sealed (Welfare and Institutions Code § 786.5).

803.9 SECURITY BREACHES

The Records Custodian shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following (Civil Code § 1798.29):

- (a) Social Security number
 - 1. Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
 - 2. Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
 - 3. Medical information
 - 4. Health insurance information
 - 5. Information or data collected by Automated License Plate Reader (ALPR) technology
 - 6. Unique biometric data
 - 7. Genetic data
- (b) A username or email address, in combination with a password or security question and answer that permits access to an online account

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

803.9.1 FORM OF NOTICE

- (a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:
 - 1. The date of the notice.
 - 2. Name and contact information for the Sonoma County Junior College District Police Department.
 - 3. A list of the types of personal information that were or are reasonably believed to have been acquired.
 - 4. The estimated date or date range within which the security breach occurred.
 - 5. Whether the notification was delayed as a result of a law enforcement investigation.
 - 6. A general description of the security breach.
 - 7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.
- (b) The notice may also include information about what the Sonoma County Junior College District Police Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).
- (c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):
 - 1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Department in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
 - 2. When the breach involves an email address that was furnished by the Sonoma County Junior College District Police Department, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

803.9.2 MANNER OF NOTICE

- (a) Notice may be provided by one of the following methods (Civil Code § 1798.29):
 - 1. Written notice.
 - 2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

3. Substitute notice if the cost of providing notice would exceed \$250,000, the number of individuals exceeds 500,000 or the Department does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - (a) Email notice when the Department has an email address for the subject person.
 - (b) Conspicuous posting of the notice on the department's webpage for a minimum of 30 days.
4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.
 - (b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

803.10 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 7923.625).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an officer, or depicts an incident in which the use of force by an officer against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 7923.625).

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Investigator supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

803.10.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

- (a) Disclosure may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident.
- (b) Delay of disclosure may continue after the initial 45 days and up to one year if the Department demonstrates that disclosure would substantially interfere with the investigation.
- (c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 7923.625).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

803.10.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Custodian of Records shall provide written notice to the requester as follows (Government Code § 7923.625):

- (a) During the initial 45 days, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.
- (b) When delay is continued after the initial 45 days, the Custodian of Records shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records should work with the Chief of Police in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

803.10.3 REDACTION

If the Custodian of Records, in consultation with the Chief of Police or the authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 7923.625).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 7923.625).

803.10.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the Department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 7923.625):

- (a) The person in the recording whose privacy is to be protected, or the person's authorized representative.
- (b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Records Maintenance and Release

- (c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 7923.625).

The Department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 7923.625).

Animal Control

804.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

Adopted Chief Robert T. Brownlee 1-9-21

804.2 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include:

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

804.3 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine the appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
 - 1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
 - 2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
 - 3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Animal Control

804.4 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by Facility Operations when available. During times in which Facility Operations is not available, it is the responsibility of the responding member.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

When handling deceased animals, members should attempt to identify and notify the owner of the final disposition of the animal.

804.5 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a veterinarian by Sonoma County Animal Control and notice shall be given to the owner pursuant to the requirements of Penal Code § 597.1.

804.5.1 VETERINARY CARE

Sonoma County Animal Control shall be notified and will respond to incidents requiring veterinary care.

804.5.2 INJURED WILDLIFE

Injured wildlife should be referred to the Department of Fish and Wildlife or the Marine Mammal Center as applicable.

804.5.3 RESCUE OF ANIMALS IN VEHICLES

If an animal left unattended in a vehicle appears to be in distress, members may enter the vehicle for the purpose of rescuing the animal. Members should (Penal Code § 597.7(d)):

- (a) Make a reasonable effort to locate the owner before entering the vehicle.
- (b) Take steps to minimize damage to the vehicle.
- (c) Refrain from searching the vehicle or seizing items except as otherwise permitted by law.
- (d) Leave notice on or in the vehicle identifying the location where the animal has been taken and the name and Department of the member involved in the rescue.
- (e) Make reasonable efforts to contact the owner or secure the vehicle before leaving the scene.
- (f) Take the animal to an animal care facility, a place of safekeeping or, if necessary, a veterinary hospital for treatment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Animal Control

804.6 CITATIONS

It should be at the discretion of the handling officer or the watch commander as to the need for, or advisability of, the issuance of a citation for a violation.

804.7 POST-ARREST PROCEDURES

The arresting officer should make a reasonable effort to ensure that animals or pets under a person's care will be provided with adequate care when that person is arrested. This is only required when there is no person to provide care and the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animals.

Relatives or neighbors may be contacted, with the owner's consent, to care for the animals. If no persons can be found or the owner does not consent, the appropriate animal control authority should be notified.

804.8 POLICY

It is the policy of the Sonoma County Junior College District Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

804.9 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Penal Code § 597 et seq. (cruelty to animals, failure to care for animals).

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

804.10 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

- On-campus animal bite incidents shall be reported to District Health Services utilizing the approved reporting forms.
- Animal bite incidents occurring off of District property shall be referred to the law enforcement agency of jurisdiction. If unavailable, the watch commander shall be contacted for direction.

804.11 STRAY DOGS

If a stray dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate animal care facility.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Animal Control

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

804.12 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

804.13 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

804.14 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Sonoma County Junior College District Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

Adopted Robert T. Brownlee 1-9-21

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Sonoma County Junior College District Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Sonoma County Junior College District Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Protected Information

- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Sonoma County Junior College District Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Custodian for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Center to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

805.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Protected Information

805.5.2 TRANSMISSION GUIDELINES

Protected information, such as restricted Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should not be transmitted via unencrypted radio. When circumstances reasonably indicate that the immediate safety of officers, other department members, or the public is at risk, only summary information may be transmitted.

In cases where the transmission of protected information, such as Personally Identifiable Information, is necessary to accomplish a legitimate law enforcement purpose, and utilization of an encrypted radio channel is infeasible, a MDC or department-issued cellular telephone should be utilized when practicable. If neither are available, unencrypted radio transmissions shall be subject to the following:

- Elements of protected information should be broken up into multiple transmissions, to minimally separate an individual's combined last name and any identifying number associated with the individual, from either first name or first initial.
- Additional information regarding the individual, including date of birth, home address, or physical descriptors, should be relayed in separate transmissions.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Protected Information

authorized access and use of protected information, as well as its proper handling and dissemination.

805.8 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

Computers and Digital Evidence

806.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

Adopted Robert T. Brownlee 1-9-21

806.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

- (a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.
- (b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.
- (c) If the computer is off, do not turn it on.
- (d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.
 1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
 2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery).
- (e) Label each item with case number, evidence sheet number, and item number.
- (f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.
- (g) Lodge all computer items in the Property Room. Do not store computers where normal room temperature and humidity is not maintained.
- (h) At minimum, officers should document the following in related reports:
 1. Where the computer was located and whether or not it was in operation.
 2. Who was using it at the time.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Computers and Digital Evidence

3. Who claimed ownership.
 4. If it can be determined, how it was being used.
- (i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

806.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

806.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to a computer forensic examiner:

- (a) Copy of report(s) involving the computer, including the Evidence/Property sheet.
- (b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.
- (c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).
- (d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

806.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

- (a) If the media has a write-protection tab or switch, it should be activated.
- (b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation the watch commander or Property Sergeant should be consulted to determine whether an outside forensic specialist needs to be consulted prior to the contents being copied to an appropriate form of storage media.
- (c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Computers and Digital Evidence

- (d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.
- (e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

806.4 SEIZING PCDS

Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

- (a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.
- (b) Do not turn the device on or off. The device should be placed in a solid metal container such as a paint can or in a faraday bag, to prevent the device from sending or receiving information from its host network.
- (c) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

806.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

806.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

806.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

- (a) The recording media (smart card, compact flash card or any other media) shall be brought to the Property/Evidence Section as soon as possible for submission into evidence.
- (b) Officers are not authorized to review or copy memory cards. The Property Officer or designee are the only employees authorized to copy and/or distribute digital media made from the memory cards.
- (c) As soon as possible following the collection of evidence, the camera operator is to remove the memory card from their digital camera and place the card into a plastic

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Computers and Digital Evidence

carrier. The card and carrier are then to be placed into a zip-lock type baggie. The camera operator shall write their name and the related case number on the outside of the baggie before placing in the film drop box along with the evidence form.

- (d) Property Officer or designee will make a copy of the memory card using appropriate storage media. Once they have verified that the images properly transferred to the storage media, the officer will erase the memory card for re-use. The storage media will be marked as the original.
- (e) Officers requiring a copy of the digital files must request a copy on the evidence form when submitted to evidence.

806.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

- (a) Files should not be opened or reviewed prior to downloading and storage.
- (b) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

806.5.4 PRESERVATION OF DIGITAL EVIDENCE

- (a) Only the Property Officer or designee are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.
- (b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.
- (c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

Jeanne Clery Campus Security Act

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as well as applicable California Education Code requirements.

Associated duties and notifications are also found in department policy sections:

- Major Incident Notification § 325
- Public Alerts § 334
- Department Use of Social Media § 339

Adopted Chief Robert T. Brownlee 1-9-21

807.2 POLICY

The Sonoma County Junior College District Police Department encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Sonoma County Junior College District Police Department facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the Sonoma County Junior College District Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Sonoma County Junior College District Police Department and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

807.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Chief of Police will:

- (a) Ensure that the Sonoma County Junior College District Police Department establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).
- (b) Enter into written agreements as appropriate with local law enforcement agencies to (Education Code § 67381.1):
 1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).
 - (a) This includes identification of the responsibilities for sexual assault, hate crimes and Part 1 violent crime investigations (e.g., willful homicide, forcible rape, robbery or aggravated assault as defined in the FBI's

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Jeanne Clery Campus Security Act

Uniform Crime Reporting (UCR) Handbook), and establishing the specific geographical boundaries of each agency's responsibility, including maps as necessary (Education Code § 67381).

2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).
 3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).
 4. Notify the Sonoma County Junior College District Police Department of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).
 5. Notify the Sonoma County Junior College District Police Department of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).
- (d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).
- (e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and what to do if an offense occurs, including but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explains the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).
- (f) Appoint a designee to make the appropriate notifications to institution staff regarding missing person investigations in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

807.3.1 ADDITIONAL REQUIREMENTS

The Chief of Police or the authorized designee will also (Education Code § 67386):

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Jeanne Clery Campus Security Act

- (a) Assist the institution with the development of policies and procedures relating to sexual assault, domestic violence, dating violence and stalking involving a student whether it occurred on- or off-campus including:
 - (a) The differences between standards of proof and defenses in criminal investigations and administrative or disciplinary matters.
 - (b) Victim-centered protocols including privacy protection, responses to reports, interviews, investigations, required notifications and participation by victim advocates and other supporting individuals.
- (b) Assist, as appropriate, with trauma-informed training for campus personnel involved in investigating and adjudicating sexual assault, domestic violence, dating violence and stalking cases.
- (c) Assist, as appropriate, in the development of the institution's comprehensive prevention and outreach programs addressing sexual violence, domestic violence, dating violence, and stalking.
- (d) Ensure that any reported Part 1 violent crime, sexual assault or hate crime described in Penal Code § 422.55 (whether it occurred on- or off-campus), is reported as soon as practicable to any local law enforcement agency with investigation responsibilities pursuant to a written agreement with the Sonoma County Junior College District Police Department or the institution (Education Code § 67380).
 - 1. The identification of the victim shall be withheld, unless the victim consents to being identified after being informed of the right to have his/her personally identifying information withheld. If the victim does not consent to being identified, then the alleged assailant shall not be identified unless the institution determines that the alleged assailant represents a serious or ongoing threat to the safety of the students, employees or the institution, and the immediate assistance of the Sonoma County Junior College District Police Department is necessary to contact or detain the assailant (Education Code § 67380).
 - 2. If the institution discloses the identity of the alleged assailant to the Sonoma County Junior College District Police Department, the institution must immediately inform the victim of that disclosure (Education Code § 67380).

807.4 RECORDS COLLECTION AND RETENTION

The Records Custodian is responsible for maintaining Sonoma County Junior College District Police Department statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

- (a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):
 - 1. Murder

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Jeanne Clery Campus Security Act

2. Sex offenses, forcible or non-forcible
 3. Robbery
 4. Aggravated assault
 5. Burglary
 6. Motor vehicle theft
 7. Manslaughter
 8. Arson
 9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession
 10. Dating violence, domestic violence and stalking
- (b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).
1. The statistics shall be compiled using the definitions in the FBI's UCR system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur in the following places (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):
 - (a) On campus.
 - (b) In or on a non-campus building or property.
 - (c) On public property.
 - (d) In dormitories or other on-campus, residential or student facilities.
- (c) Statistics will be included by the calendar year in which the crime was reported to the Sonoma County Junior College District Police Department (34 CFR 668.46(c)(3)).
- (d) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location where the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).
- (e) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).
- (f) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Jeanne Clery Campus Security Act

807.4.1 CRIME LOG

The Records Custodian is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):

- (a) The daily crime log will record all crimes reported to the Sonoma County Junior College District Police Department, including the nature, date, time and general location of each crime, and the disposition, if known.
- (b) All log entries shall be made within two business days of the initial report being made to the Department.
- (c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.
- (d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:
 1. Disclosure of the information is prohibited by law.
 2. Disclosure would jeopardize the confidentiality of the victim.
 3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

807.4.2 COMPILING RECORDS FOR DISCLOSURE REQUIREMENTS

The Records Custodian is also responsible for compiling the following to allow the institution to comply with its disclosure requirements under Education Code § 67380:

- (a) All occurrences reported to the Sonoma County Junior College District Police Department and all arrests for crimes that are committed on campus that involve violence, hate violence, theft, destruction of property, illegal drugs, or alcohol intoxication.
- (b) All occurrences of noncriminal acts of hate violence reported to the Sonoma County Junior College District Police Department for which a written report is prepared.

807.5 INFORMATION DISSEMINATION

It is the responsibility of the Chief of Police to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Jeanne Clery Campus Security Act

- (a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e); 34 CFR 668.46 (g)).
- (b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to:
 - 1. Crime statistics and the policies for preparing the crime statistics.
 - 2. Crime and emergency reporting procedures, including the responses to such reports.
 - 3. Policies concerning security of and access to campus facilities.
 - 4. Crime, dating violence, domestic violence, sexual assault and stalking awareness and prevention programs, including
 - (a) Procedures victims should follow.
 - (b) Procedures for protecting the confidentiality of victims and other necessary parties.
 - 5. Enforcement policies related to alcohol and illegal drugs.
 - 6. Locations where the campus community can obtain information about registered sex offenders.
 - 7. Emergency response and evacuation procedures.
 - 8. Missing student notification procedures.
 - 9. Information addressing the jurisdiction and authority of campus security including any working relationships and agreements between campus security personnel and both state and local law enforcement agencies.

Chapter 9 - Custody

Custodial Searches

900.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Sonoma County Junior College District Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

Adopted Chief Robert T. Brownlee 1-13-21

900.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of the individual's property, shoes, and clothing, including pockets, cuffs, and folds on the clothing, to remove all weapons, dangerous items, and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach, rectal cavity, or vagina of an individual.

Strip search - A search that requires an individual to remove or rearrange some or all of the individual's clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus, or outer genitalia. This includes monitoring an individual who is changing clothes, where the individual's underclothing, buttocks, genitalia, or female breasts are visible.

900.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

900.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after the individual's arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Custodial Searches

900.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Sonoma County Junior College District Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

900.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Sonoma County Junior College District Police Department identification number and information regarding how and when the property may be released.

900.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place the member's initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

900.5 STRIP SEARCHES

No individual in temporary custody at any Sonoma County Junior College District Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. No individual shall be subjected to a strip search without authorization from a sergeant or the Chief of Police unless the presence of a weapon creates an officer safety exigency, of which a sergeant shall be notified as

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Custodial Searches

soon as is reasonably safe to do. Strip searches for contraband should be conducted by County Jail staff prior to booking. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

900.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.
- (c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Custodial Searches

3. The Watch Commander's approval.
 4. A copy of the search warrant.
 5. The time, date and location of the search.
 6. The medical personnel present.
 7. The names, sex and roles of any department members present.
 8. Any contraband or weapons discovered by the search.
- (f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

900.7 TRAINING

The Training Manager shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Sonoma County Junior College District Police Department and that are promulgated and maintained by the Human Resources Department.

Adopted Chief Robert T. Brownlee 2-4-22

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Sonoma County Junior College District Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Chief of Police should work with the SRJC Human Resources Department to ensure that a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Chief of Police shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Recruitment and Selection

The Department should strive to facilitate and expedite the screening and testing process and should periodically inform each candidate of their status in the recruiting process.

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A hiring committee chaired by a police sergeant to interview applicants and select those qualified to the next steps in the hiring process
- (b) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
 - 1. The personnel records of any applicant with prior peace officer experience in this state shall be requested from the appropriate law enforcement agency and reviewed prior to extending an offer of employment (Penal Code § 832.12).
 - 2. This includes review of prior law enforcement employment information maintained by POST (Penal Code § 13510.9).
- (c) Driving record
- (d) Reference checks
- (e) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (f) Information obtained from public internet sites
- (g) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (h) Local, state, and federal criminal history record checks
- (i) The administration of a polygraph examination (when legally permissible) (Labor Code § 432.2)
- (j) Medical and psychological examination (may only be given after a conditional offer of employment)
- (k) An oral interview with the Chief of Police to determine the suitability to perform law enforcement duties

1000.4.1 VETERAN'S PREFERENCE

Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Recruitment and Selection

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify their personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Sonoma County Junior College District Police Department (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information may also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

1000.5.2 STATE NOTICES

If information disclosed in a candidate's criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Chief of Police shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

The Chief of Police should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches, and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Chief of Police should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall reference the Background Investigation Dimensions and include any findings of behaviors, traits, and/or attributes relevant to bias per the Bias Assessment Framework as described in the POST Background Investigation Manual. The report shall not include any information that is prohibited from use, including that from

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Recruitment and Selection

social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file (11 CCR 1953).

The background investigator shall document proof of verification of qualification for peace officer appointment on the Verification of Qualification for Peace Officer Appointment form and forward to the Administration Chief of Police for final review and submission to POST (11 CCR 1953).

1000.5.5 RECORDS RETENTION

The background report and all supporting documentation shall be maintained for a minimum of four years and in accordance with the established records retention schedule (Government Code § 12946; 11 CCR 1953).

1000.5.6 BACKGROUND INVESTIGATION UPDATE

A background investigation update may, at the discretion of the Chief of Police, be conducted in lieu of a complete new background investigation on a peace officer candidate who is reappointed within 180 days of voluntary separation from the Sonoma County Junior College District Police Department, or who is an interim police chief meeting the requirements contained in 11 CCR 1953(f).

1000.5.7 INVESTIGATOR TRAINING

Background investigators shall complete POST-certified background investigation training prior to conducting investigations (11 CCR 1953; 11 CCR 1959).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Recruitment and Selection

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; Penal Code § 13510.1; 11 CCR 1950 et seq.). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community. The California Commission on Peace Officer Standards and Training (POST) developed a Job Dimensions list, which is used as a professional standard in background investigations.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by POST or required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.):

- (a) Free of any felony convictions
- (b) Be legally authorized to work in the United States under federal law
- (c) At least 21 years of age except as provided by Government Code § 1031.4
- (d) Fingerprinted for local, state, and national fingerprint check
- (e) Good moral character as determined by a thorough background investigation (11 CCR 1953)
- (f) High school graduate, passed the GED or other high school equivalency test, or obtained a two-year, four-year, or advanced degree from an accredited or approved institution
- (g) Free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation which might adversely affect the exercise of police powers (11 CCR 1954; 11 CCR 1955)
- (h) Free of hate group memberships, participation in hate group activities, or advocacy of public expressions of hate within the previous seven years, and since 18 years of age, as determined by a background investigation (Penal Code § 13681)
- (i) Candidates must also satisfy the POST selection requirements, including (11 CCR 1950 et seq.):
 - 1. Reading and writing ability assessment (11 CCR 1951)
 - 2. Oral interview to determine suitability for law enforcement service (11 CCR 1952)
- (j) POST certification that has not been revoked, denied, or voluntarily surrendered pursuant to Penal Code § 13510.8(f)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Recruitment and Selection

- (k) Not identified in the National Decertification Index of the International Association of Directors of Law Enforcement Standards and Training or similar federal government database that reflects revoked certification for misconduct or reflects misconduct that would result in a revoked certification in California.

In addition to the above minimum POST required standards, candidates may be subjected to additional standards established by the Department (Penal Code § 13510(d)).

1000.7.2 STANDARDS FOR DISPATCHER

Candidates shall satisfy the POST selection requirements, including (11 CCR 1956):

- (a) A verbal, reasoning, memory, and perceptual abilities assessment (11 CCR 1957)
- (b) An oral communication assessment (11 CCR 1958)
- (c) A medical evaluation (11 CCR 1960)

1000.8 PROBATIONARY PERIODS

The Chief of Police should coordinate with the Sonoma County Junior College District Human Resources Department to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement. This policy is to provide further guidance. All Department members shall adhere to the specific terms of the Agreement between SEIU Local 1021 and the Sonoma County Junior College District.

Adopted Robert T. Brownlee 2-4-22

1001.2 POLICY

The Sonoma County Junior College District Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and Professional Staff (non sworn) supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Evaluation of Employees

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

1001.4 PROBATIONARY PERIODS

Sworn Peace Officer Management members (Sergeants and Chief of Police) are on probation for 1 year before being eligible for certification as permanent employees.

Sworn Peace Officer members are on probation for 1 year before being eligible for certification as permanent employees.

Dispatcher/Records Technician members are on probation for 1 year before being eligible for certification as permanent employees.

Community Service Officer members are on probation for 6 months before being eligible for certification as permanent employees.

Other Professional Staff members are on probation for 6 months before being eligible for certification as permanent employees.

1001.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to performance evaluations.

Regular - An Employee Performance Evaluation shall be completed by the employee's immediate supervisor at an interval consistent with District Policy and/or current labor agreements.

Special - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The employee shall receive a copy of the supervisor's written evaluation at least two working days prior to the meeting. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Employees may also submit a written response to the Performance Evaluation within the specified time period as outlined in District Policy and/or the current labor agreement.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Evaluation of Employees

1001.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the rater's supervisor. The Chief of Police shall review the evaluation for fairness, impartiality, uniformity, and consistency.

1001.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file located in the District's Human Resources Department. Copies of the performance evaluation will be routed to the Chief of Police and to the employee..

Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Sonoma County Junior College District Police Department.

Adopted Robert T. Brownlee 2-4-22

1002.2 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Sonoma County Junior College District Human Resources Department.

1002.3 POLICY

The Sonoma County Junior College District Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.4 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Field Training Officer (FTO)
- (b) Communications Training Officer (CTO)
- (c) Detective
- (d) Certified Instructor (POST Defensive Tactics, POST Firearms or any other instructor position approved by the Department)
- (e) Police Cadet Coordinator
- (f) Motorcycle officer
- (g) Bicycle Patrol

1002.4.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) At least two years of relevant experience with three years preferred
- (b) Off probation
- (c) Possession of or ability to obtain any certification(s) required by POST or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

1002.4.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Special Assignments and Promotions

- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making
 4. Personal integrity and ethical conduct
 5. Leadership skills
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to department goals and objectives in a positive manner
 9. Professionalism
 10. A commitment to serving the community

1002.4.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) A request for recruitment to be sent to all eligible candidates by the Chief of Police or their designee; normally by email.
- (b) A memorandum of interest shall be submitted by each interested and qualified candidate.
- (c) Supervisor recommendations - A supervisor who has supervised or otherwise been involved with the candidate will endorse the memorandum with their recommendation and will submit it to the Chief of Police.
- (d) Chief of Police interview - The Chief of Police or designee will schedule interviews with each candidate. In the event a designee conducts the interviews, they will submit their recommendations to the Chief of Police.
- (e) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police. Renewal of assignments will be based on operational needs and at the discretion of the Chief of Police.

Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors. This policy is to provide further guidance. All Department members shall adhere to the specific terms of the Agreement between SEIU Local 1021 and the Sonoma County Junior College District.

Adopted Robert T. Brownlee 2-4-22

1003.1.1 GRIEVANCE DEFINED

A grievance is an allegation by a grievant that they have been directly or adversely affected by a misapplication, a misinterpretation, or a violation of an applicable law or specific provision of the Agreement between SEIU Local 1021 and the Sonoma County Junior College District.

A grievant is a employee covered by the terms of the Agreement, or SEIU with written approval of the grievant, with an alleged grievance.

Specifically outside the category of grievance are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state, or local law as set forth in the Personnel Complaint Policy.

1003.2 PROCEDURE

Before filing a formal grievance, the employee should utilize the chain of command and attempt to informally resolve the issue through a discussion with the immediate supervisor.

If the issue cannot be settled then the employee, supervisor, union representative or job steward, Human Resources Department representative, Vice President of Finance & Administrative Services and/or any other party agreed upon shall meet with the Chief of Police and make a sincere attempt to resolve the issue.

If the issue still cannot be resolved, the grievant shall adhere to the grievance procedures and specific terms of the Agreement between SEIU Local 1021 and the Sonoma County Junior College District.

1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group, job steward or attorney of record.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Grievance Procedure

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Human Resources Department and filed appropriately.

Reporting of Employee Convictions

1004.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

Adopted Robert T. Brownlee 2-4-22

1004.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1004.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty, or nolo contendere plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

1004.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Reporting of Employee Convictions

officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member on his/her own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1004.4.1 PETITION TO CARRY CONCEALED WEAPON (CCW) BY RETIRED OFFICERS

The issuance and renewal of a CCW permit to a Retired Police Officer shall comply with all provisions found in the Retiree Concealed Firearms Policy. As such, the following provisions shall be adhered to during the renewal process.

To ensure the Chief of Police has sufficient information on which to grant, deny or revoke a "CCW approved" endorsement, the retiree shall:

- (a) Submit a Retired Officer Petition To Carry a Concealed Weapon (CCW) form to the Chief of Police and sign an affidavit every five (5) years, under penalty of perjury, that the retiree is not prohibited from possessing a firearm by virtue of any law or order. The retiree shall successfully pass a criminal history background check indicating they are not prohibited by law from receiving or possessing a firearm.
- (b) Promptly notify the Chief of Police in writing of any past or current arrest or criminal conviction, regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any, and to immediately notify the Chief of Police if they are the subject of a domestic violence restraining order. Failure to provide immediate written notice of such an order may result in revocation of the privilege to carry a concealed weapon.
- (c) If the retirement was due to a disability, the retiree shall sign an Authorization to Release Information form, allowing the Sonoma County Junior College District Police Department to review their medical condition to determine if it would prohibit them from safely handling a firearm.

1004.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Employees shall seek relief from firearm restrictions on their own time and through their own resources.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Reporting of Employee Convictions

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm or ammunition as a part of the individual's employment. Relief from any domestic violence or other restriction shall also be pursued through the employee's own resources and on the employee's own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee's duties, the employee may be placed on administrative leave, reassigned, or disciplined. The Department may, but is not required to return an employee to any assignment, reinstate any employee, or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

1004.5.1 NOTIFICATION REQUIREMENTS

The Chief of Police or their designee shall submit within 10 days of final disposition a notice to the Commission on Peace Officer Standards and Training (POST) of a conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

The Chief of Police or their designee shall submit within 10 days a notice to POST of any appointment, termination, reinstatement, name change, or status change regarding any peace officer, reserve peace officer, public safety dispatcher, and records supervisor employed by this department (11 CCR 1003).

Drug and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

Adopted Robert T. Brownlee 2-4-22

1005.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1005.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1005.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair the member's abilities, without a written release from the member's physician.

1005.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1005.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Drug and Alcohol-Free Workplace

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1005.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1005.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1005.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any of the following circumstances:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) The employee discharges a firearm in the performance of the employee's duties (excluding training or authorized euthanizing of an animal).
- (c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.
- (d) The employee drives a motor vehicle in the performance of the employee's duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Drug and Alcohol-Free Workplace

1005.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written memorandum documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1005.7.2 DISCIPLINE

An employee may be subject to disciplinary action if the employee:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that the employee took the controlled substance as directed, pursuant to a current and lawful prescription issued in the employee's name.

1005.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1005.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

Sick Leave

1006.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the Agreement between SEIU Local 1021 and the Sonoma County Junior College District.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.), the California Family Rights Act, leave for victims of crime or abuse, or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

Adopted Robert T. Brownlee 2-4-22

1006.2 EMPLOYEE RESPONSIBILITIES

Sick leave may be used for absences caused by illness, injury, diagnosis, care or treatment for existing health conditions, temporary disability (including pregnancy/maternity), or for medical, dental or vision exams or medical treatment of the employee or the employee's immediate family when it is not possible to schedule such appointments during non-working hours.

Sick leave is not considered vacation, and abuse of sick leave may result in discipline and/or denial of sick-leave benefits. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational or other activity which may impede recovery from the injury or illness.

Upon return to work, employees shall complete and submit a notice of absence form describing the type of leave used and the specific amount of time taken.

1006.2.1 NOTIFICATION

Employees shall notify the on-duty dispatcher as soon as they are aware that they will not be able to report to work. The on-duty dispatcher will have the responsibility to contact the appropriate supervisor. If an employee is unable to contact the on-duty dispatcher in the case of an emergency, every effort should be made to have a representative contact the on-duty dispatcher.

When the necessity for leave is foreseeable, such as an expected birth or planned medical treatment, the employee shall, whenever possible, provide the Department with no less than 30-days notice of the intent to take leave (Labor Code § 246).

1006.3 EXTENDED ILLNESS

Employees on extended absences shall, if possible, contact their unit supervisor as necessary to provide an update on their absence and expected date of return. Employees absent from duty due to personal illness in excess of five (5) consecutive days or as specified in the current labor agreement may be required to furnish a statement from their health care provider supporting the use of sick leave and/or the ability to return to work.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Sick Leave

1006.4 SUPERVISOR RESPONSIBILITY

Supervisors should monitor sick leave usage and regularly review the attendance of employees under their command to ensure that the use of sick leave is consistent with this policy and the Agreement. Supervisors should address sick-leave use in the employee's performance evaluation when it has negatively affected the employee's performance or ability to complete assigned duties, and when unusual amounts of sick leave by the employee has had a negative impact on department operations. When appropriate, supervisors should counsel employees regarding the excessive use of sick leave and should consider referring the employee to the Employee Assistance Program.

1006.5 REQUIRED NOTICES

The Vice President of Human Resources shall ensure:

- (a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.
- (b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

Communicable Diseases

1007.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

Adopted Robert T. Brownlee 2-4-22

1007.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, COVID-19, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Sonoma County Junior College District Police Department.

Exposure Control Officer (ECO) - The District's Environmental Health and Safety Program representative who is responsible for the management and development of procedures related to Communicable Disease Control.

1007.2 POLICY

The Sonoma County Junior College District Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1007.3 DISPOSAL AND DECONTAMINATION

The following procedures will apply to the disposal and decontamination after responding to an event that involved contact with a person's blood or body fluids:

1007.3.1 USE OF WASTE CONTAINERS

Officers shall dispose of biohazard with the on-scene fire response vehicle, or at the attending clinic/hospital with their approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival. The biohazard waste container located at the station shall be collapsible, leak-proof, red in color or appropriately labeled with a biohazard warning and routinely emptied.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

1007.3.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Personnel shall wash their hands immediately (on-scene if possible), or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails. If an employee's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the employee shall immediately wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant, as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the employee's skin are contaminated, the employee shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained. Contaminated non-intact skin (e.g., injured skin, open wound) shall be cleaned using an approved disinfectant and then dressed or bandaged as required. Medical treatment is required. All hand, skin, and mucous membrane washing that takes place in the station shall be done in a designated cleaning or decontamination area.

1007.3.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

All personnel shall avoid using or holding sharps (needles) unless needed to do so while assisting a paramedic, or collecting them for evidence. Unless required for evidentiary reasons related to evidence preservation, employees are not to recap sharps. If recapping is necessary, a one handed method shall be employed to avoid a finger prick. Disposal, when practicable, shall be into a puncture proof biohazard container. All sharps and items that cut or puncture (e.g., broken glass, razors, and knives) shall be treated cautiously to avoid cutting, stabbing, or puncturing one's self or any other person. In addition, if a sharp object contains known or suspected blood or other bodily fluids, that item is to be treated as a contaminated item. If the item is not evidence, touching it with the hands shall be avoided. Rather, use a device such as tongs, or a broom and a dust pan to clean up debris. If the material must be hand held, protective gloves must be worn.

1007.3.4 DISPOSABLE PROTECTIVE EQUIPMENT

Contaminated disposable supplies (gloves, dressings, CPR mask) shall be transported with the patient or suspect in the ambulance or police vehicle. The waste material shall then be disposed of in a biohazard waste container at the hospital or police station. Disposable gloves are to be worn while placing the waste into the waste biohazard container, placing the gloves in with the waste when through.

1007.3.5 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT

After using any reusable personal protective equipment, it shall be washed or disinfected and stored appropriately. If the personal protective equipment is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container. Any personal protective equipment that becomes punctured, torn, or loses its integrity, shall be removed as soon as feasible. The employee shall wash up and replace the personal protective equipment at his/her earliest occasion. If this situation resulted in a contaminated non-intact skin event, procedures as defined in this policy shall be implemented. Contaminated reusable personal protective equipment that must be transported prior to cleaning it shall be placed into a biohazard waste bag and transported

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

in the ambulance, paramedic or police vehicle. Gloves shall be worn while handling the biohazard waste bag and during placement into the biohazard waste container, and then included with the waste.

1007.3.6 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment (e.g., flashlight, gun, baton, clothing, portable radio) shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag. Grossly contaminated non-disposable equipment items shall be transported to a hospital, fire station, or police station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed, and allowed to dry. Delicate equipment (e.g., radios) should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by Environmental Protection Agency (EPA). While cleaning equipment, pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in a designated cleaning/decontamination area. Contaminated equipment should be cleaned using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter-cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants such as, vomit, feces, blood clots, etc. should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed of.

1007.3.7 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the Exposure Control Officer. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing, and inform them of the potential contamination. This dry cleaning will be done at the Department's expense. Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded as biohazard waste.

1007.3.8 DECONTAMINATION OF VEHICLES

Contaminated vehicles and components such as the seats, radios, and doors shall be washed with soap and warm water and disinfected with an approved germicide as soon as feasible. This process may be conducted by the employee or the on-call custodial staff. In cases of major contamination, the vehicle should be decommissioned and facility operations notified.

1007.3.9 DECONTAMINATION OF STATION AND CLEANING AREA

The ECO shall designate a location at the station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for the employees to wash any potential contamination from their bodies. This area is to be thoroughly

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

cleaned after each use and to be maintained in a clean and sanitary order at all times between each use.

1007.4 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 2. Bloodborne pathogen mandates including (8 CCR 5193):
 - (a) Sharps injury log.
 - (b) Needleless systems and sharps injury protection.
 3. Airborne transmissible disease mandates including (8 CCR 5199):
 - (a) Engineering and work practice controls related to airborne transmissible diseases.
 - (b) Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.
 4. Promptly notifying the county health officer regarding member exposures (Penal Code § 7510).
 5. Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person that may have a communicable disease and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
 6. Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (f) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other department members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the Department website (Health and Safety Code § 1797.188).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

- (g) Coordination with the Human Resources Department to provide required notices to members regarding COVID-19 exposures (Labor Code § 6409.6).

The ECO should also act as the liaison with the Division of Occupational Safety and Health (Cal/ OSHA) and may request voluntary compliance inspections. The ECO shall annually review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1007.5 EXPOSURE PREVENTION AND MITIGATION

1007.5.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1007.5.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

1007.6 POST EXPOSURE

1007.6.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

1007.6.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

- (a) Name and Social Security number of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1007.6.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

1007.6.4 COUNSELING

The Department shall provide the member and their family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1007.6.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate (8 CCR 5193). Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).
- (d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the Legal Services to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1007.7 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1007.8 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communicable Diseases

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1008.1 PURPOSE AND SCOPE

The purpose of this No Smoking Policy is to provide a healthy, clean, and safe environment for all students, staff, and general public who use the District facilities.

Adopted Robert T. Brownlee 2-4-22

1008.2 DISTRICT POLICY

District Policy, Section 6.8.6 reads, "The Sonoma County Junior College District promotes a safe and healthful atmosphere for students, faculty, staff and visitors on its campuses, centers and other off-campus sites by reducing the health risks associated with tobacco smoke and related products. Therefore, the District is a tobacco- and smoke-free environment.

Smoking of any kind, including use of e-cigarettes or electronic cigarettes, and all uses of tobacco are prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the District, and in all District-owned vehicles."

In addition to the District Policy as outlined in this section, smoking and tobacco use also presents an unprofessional image. Smoking of any kind or tobacco use while in public view is strictly prohibited for Department members.

1008.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Sonoma County Junior College District Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product on or inside District facilities and vehicles.

1008.4 CONSENT AGREEMENT BETWEEN SRJC AND CITY OF SANTA ROSA

On November 10, 2009, a consent agreement between the City of Santa Rosa and the Sonoma County Junior College District authorizing enforcement of City Code Chapter 9-20 by Peace Officers Employed by the Sonoma County Junior College District.

The agreement outlines the scope of authority, which reads, "In exercising the authority provided under this agreement, police officers employed by the District shall only issue citations for violations of Chapter 9.20 that occur on or near property owned by the District, and within the minimum reasonable distance of 20 feet of District's property as set forth in the code, which include the sidewalks, streets and other rights of way adjacent to the College's property. The citation shall be issued in the same manner that it would have been issued by a City police officer for a violation of the ordinance, or by a District police officer for a violation of a provision of California state law."

City of Santa Rosa Resolution No. 27517

A resolution of the council of the City of Santa Rosa approving the agreement between the City of Santa Rosa and the Sonoma County Junior College District authorizing enforcement of City

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Smoking and Tobacco Use

Code Chapter 9-20 (Smoking Ordinance) by Peace Officers employed by the Sonoma County Junior College District.

Sonoma County Junior College District Resolution #21-09

A resolution of the Board of Trustees of Sonoma County Junior College District Authorizing the Superintendent/President to sign an agreement authorizing enforcement of City Council Chapter 9-20, non-smoking ordinance, by peace officers employed by the Sonoma County Junior College District.

Santa Rosa City Code - Chapter 9-20

Section 9-20.040 – Prohibition of Smoking in Enclosed Places

Section 9-20-040 (B) reads, "Smoking shall be prohibited within a reasonable distance (minimum of 20 feet), as defined in this chapter, from any main entrance into an enclosed area in which smoking is prohibited except while actively passing on the way to another destination and without entering or crossing any area in which smoking is prohibited."

Section 9-20-040 (C) reads, "Notwithstanding any other provision of this chapter, any owner, operator, manager or other person who controls any property may prohibit smoking within the entire property, or any portion of the entire property."

Section 9-20.050 - Prohibition of Smoking in Unenclosed Places

Section 9-20-050 (B) reads, "Smoking shall be prohibited within a reasonable distance (minimum of 20 feet), as defined in this chapter, from any unenclosed area in which smoking is prohibited except while actively passing on the way to another destination and without entering or crossing any area in which smoking is prohibited."

1008.4.1 ENFORCEMENT- SANTA ROSA CAMPUS

In accordance with Sonoma County Junior College District Policy, section 6.8.6P, the District Police have the responsibility for enforcing all state, county and city ordinances that prohibit smoking on or near District property. All District Police Officers are responsible for the enforcement of this policy in the same manner as any other illegal activity.

1008.4.2 STUDENT CODE OF CONDUCT VIOLATION

Students shall be subject to discipline in accordance with District Policy 8.2.8 (R) for willful or persistent smoking or use of electronic or vapor smoking device in any area on District property where smoking has been prohibited by law or by regulation of the Board of Trustees of Sonoma County Junior College District.

1008.4.3 NOTICE

The Chief of Police should work with the District Facility Operations Department to ensure proper signage is posted at entrances to the District facilities (Labor Code § 6404.5).

Personnel Complaints

1009.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Sonoma County Junior College District Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

Adopted Robert T. Brownlee 2-4-22

1009.2 POLICY

The Sonoma County Junior College District Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1009.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1009.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

- **Informal** - A matter in which the complaining party is satisfied that appropriate action has been taken by a Department supervisor of rank greater than the accused employee. Informal complaints need not be documented on a personnel complaint form and the responsible supervisor shall have the discretion to handle the complaint in any manner consistent with this policy.
- **Formal** - A matter in which the complaining party requests further investigation or which a Department supervisor determines that further action is warranted. Such complaints may be investigated by a Department supervisor of rank greater than the accused employee or assigned for investigation as deemed appropriate by the Chief of Police, depending on the seriousness and complexity of the investigation.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

- **Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Chief of Police, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1009.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1009.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1009.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other District facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

The Sonoma County Junior College District Police Department Citizen Complaint and Commendation forms are available in English and Spanish:

- [See attachment: Citizen Complaint Commendation Form English.pdf](#)
- [See attachment: Citizen Complaint Commendation Form Spanish.pdf](#)

1009.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

A complainant shall be provided with a copy of the complaining party's statement at the time it is filed with the Department (Penal Code § 832.7).

1009.4.3 AVAILABILITY OF WRITTEN PROCEDURES

The Department shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

1009.4.4 HATE COMPLAINTS AGAINST PEACE OFFICERS

Internal complaints or complaints from the public shall be accepted and investigated in accordance with this policy where it is alleged that an officer has in the previous seven years, and since 18 years of age, engaged in membership in a hate group, participated in a hate group activity, or advocated any public expression of hate (Penal Code § 13682).

1009.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1009.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1009.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
- (a) The original complaint form will be directed to the Chief of Police who will take appropriate action and/or determine who will have responsibility for the investigation.
- (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the the Chief of Police, who will initiate appropriate action.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

- (b) Responding to all complainants in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - (a) Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
 - (b) If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Chief of Police.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Chief of Police is notified via the chain of command as soon as practicable.
- (e) Promptly contacting the Chief of Police for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Chief of Police, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed (Government Code § 3303 et seq.).
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1009.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or an administrative investigator, the following applies to members covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3303):

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated.
- (b) Unless waived by the member, interviews of an accused member shall be at the Sonoma County Junior College District Police Department or other reasonable and appropriate place.
- (c) No more than two interviewers should ask questions of an accused member.
- (d) Prior to any interview, a member shall be informed of the nature of the investigation, the name, rank and command of the officer in charge of the investigation, the interviewing officers and all other persons to be present during the interview.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

- (e) All interviews shall be for a reasonable period and the member's personal needs should be accommodated.
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Lybarger* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 - 2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview.
- (i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (j) All members shall provide complete and truthful responses to questions posed during interviews.
- (k) No member may be requested or compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

No investigation shall be undertaken against any officer solely because the officer has been placed on a prosecutor's *Brady* list or the name of the officer may otherwise be subject to disclosure pursuant to *Brady v. Maryland*. However, an investigation may be based on the underlying acts or omissions for which the officer has been placed on a *Brady* list or may otherwise be subject to disclosure pursuant to *Brady v. Maryland* (Government Code § 3305.5).

1009.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

- **Introduction** - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.
- **Synopsis** - Provide a brief summary of the facts giving rise to the investigation.
- **Summary** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.
- **Evidence** - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.
- **Conclusion** - A recommendation regarding further action or disposition should be provided.
- **Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1009.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

- **Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).
- **Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.
- **Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.
- **Sustained** - A final determination by an investigating agency, commission, board, hearing officer, or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Government Code § 3304 and Government Code § 3304.5 that the actions of an officer were found to violate law or department policy (Penal Code § 832.8).

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1009.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304).

In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

1009.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1009.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Lockers and storage spaces may only be administratively searched in the member's presence, with the member's consent, with a valid search warrant or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

1009.7.1 DISCLOSURE OF FINANCIAL INFORMATION

An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

- (a) Pursuant to a state law or proper legal process
- (b) Information exists that tends to indicate a conflict of interest with official duties
- (c) If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements

1009.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1009.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, the appropriate law enforcement agency which has jurisdiction where the crime allegedly occurred should be contacted to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be advised of their constitutional rights (Government Code § 3303(h)). The member should not be administratively ordered to provide any information in the criminal investigation.

The Sonoma County Junior College District Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1009.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1009.10.1 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Investigator for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a pre-disciplinary procedural due process hearing (*Skelly*) by providing written notice of the charges, proposed action and reasons for the proposed action. Written notice shall be provided within one year from the date of discovery of the misconduct (Government Code § 3304(d)). The Chief of Police shall also provide the member with:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
 - (a) Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
 - (b) If the member elects to respond orally, the presentation may be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1009.10.2 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint (Penal Code § 832.7(f)).

1009.10.3 NOTICE REQUIREMENTS

The disposition of any civilian's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed (Penal Code § 832.7(f)).

1009.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1009.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline (Penal Code § 13510.8).

1009.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding and/or personnel rules.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that an officer has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

1009.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary officer subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief of Police or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief of Police shall be final.

1009.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1009.16 REQUIRED REPORTING TO POST

The Chief of Police or the authorized designee shall notify POST on the appropriate POST form within 10 days of certain officer personnel events, including but not limited to (Penal Code § 13510.9):

- (a) Termination or separation from employment or appointment. Separation from employment or appointment includes any involuntary termination, resignation, or retirement.
 1. A POST affidavit-of-separation form shall be executed and maintained by the Department and submitted to POST as required by Penal Code § 13510.9 and 11 CCR 1003.
- (b) Events that could affect an officer's POST certification, such as:
 1. Complaints, charges, or allegations of misconduct
 2. Findings of civilian review boards
 3. Final dispositions of any investigations

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Complaints

4. Civil judgments or court findings based on conduct, or settlement of a civil claim against an officer or the Sonoma County Junior College District Police Department based on allegations of conduct by an officer

The Chief of Police or the authorized designee shall be responsible for providing POST access to or duplication of investigation documentation (e.g., physical or documentary evidence, witness statements, analysis, conclusions) for up to two years after reporting of the disposition of an investigation (Penal Code § 13510.9).

Seat Belts

1010.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

1010.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1010.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1010.3 TRANSPORTING PERSONS IN CUSTODY

Persons who are in custody should be in a seated position and secured in the rear seat of any department vehicle with a restraint system or, when a restraint system is not available, by seat belts provided by the vehicle manufacturer. The restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

An incarcerated person in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1010.4 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1010.5 POLICY

It is the policy of the Sonoma County Junior College District Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Seat Belts

1010.6 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

1010.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1010.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

Adopted Robert T. Brownlee 2-4-22

1011.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1011.3 ISSUANCE OF BODY ARMOR

The equipment supervisor shall ensure that body armor is issued to all officers when the officer begins service at the Sonoma County Junior College District Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The equipment supervisor shall establish a body armor replacement schedule and at the onset to each fiscal year shall ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1011.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer is working in uniform, taking part in Department range training or while attending court while in uniform.
- (e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Body Armor

1011.3.2 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1011.4 RANGEMASTER AND SUPERVISOR RESPONSIBILITIES

The Rangemaster should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

Personnel Records

1012.1 PURPOSE AND SCOPE

This policy governs maintenance and access to law enforcement personnel records. Personnel records include any file maintained under an individual member's name. All Department members shall adhere to any specific terms of the Agreement between SEIU Local 1021 and the Sonoma County Junior College District.

Adopted Robert T. Brownlee 2-4-22

1012.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1012.3 PERSONNEL FILE

The personnel file shall be maintained as a record of a person's employment/appointment with this department. All personnel files within the Sonoma County Junior College District are maintained by and in the Human Resources Department The file should contain,:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history, or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions, and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently retained.
- (e) Discipline records, including copies of sustained personnel complaints (see the Personnel Complaints Policy).
 1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least four years (Government Code § 12946).
 2. Disciplinary action resulting from a sustained civilian's complaint involving misconduct shall be maintained pursuant to the established records retention schedule and at least 15 years (Penal Code § 832.5).
 3. A civilian's complaint involving misconduct that was not sustained shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).
 2. Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).
 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the member should sign or initial the noted refusal. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).
- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1012.4 SUPERVISOR'S WORK FILE

Work files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The work file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

1012.5 TRAINING FILE

An individual training file shall be maintained internally by the Training Manager for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Training Manager or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Training Manager or supervisor shall ensure that copies of such training records are placed in the member's training file.

1012.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Investigator in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the member's personnel file but will be maintained in the internal affairs file:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

Investigation files arising out of sustained civilian's complaints involving misconduct shall be maintained pursuant to the established records retention schedule and for a period of at least 15 years. Investigations that resulted in other than a sustained finding may not be used by the Department to adversely affect an employee's career (Penal Code § 832.5).

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least four years (Government Code § 12946).

Investigation files arising out of a civilian complaint involving misconduct that was not sustained shall be maintained pursuant to the established records retention schedule and for at least five years (Penal Code § 832.5).

1012.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records by the Human Resources Department and should contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1012.7.1 PERSONNEL FILE (ORIGINAL DOCUMENTS)

The original documents relating to an employee's employment are maintained by the the Department of Human Resources. This file may contain the following:

- (a) Personal data, including marital status, family members, educational and employment history, or similar information.
- (b) Medical history including medical leave of absence forms, fitness for duty examinations, workers compensation records, medical releases and all other records which reveal an employee's past, current or anticipated future medical conditions.
- (c) Election of employee benefits.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

(d) Employee advancement, appraisal, or discipline.

(e) Final disciplinary documents relating to complaints, or investigations of complaints, concerning an event or transaction in which the officer participated, or which the officer perceived, and pertaining to the manner in which the officer performed official duties.

1012.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Vice President of Finance & Administrative Services, Legal Services or other attorneys or representatives of the District in connection with official business.

1012.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Chief of Police and Custodian of Records or other person charged with the maintenance of such records at the Human Resources Department.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1012.8.2 RELEASE OF PERSONNEL INFORMATION

Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of the Sonoma County Junior College District may be guilty of a misdemeanor (Penal Code § 146e).

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

1012.8.3 RELEASE OF LAW ENFORCEMENT GANG INFORMATION

Information relating to the termination of an officer from this department for participation in a law enforcement gang shall be disclosed to another law enforcement agency that is conducting a pre-employment background investigation except where specifically prohibited by law (Penal Code § 13670).

1012.8.4 RELEASE OF PEACE OFFICER RECORDS RELATING TO HATE COMPLAINTS

Records relating to an officer for an investigation of a hate complaint described in Penal Code § 13682 with a sustained finding that the officer engaged in membership in a hate group, participated in a hate group activity, or advocacy of public expressions of hate are not confidential and shall be made available for public inspection through a public records request (Penal Code § 13683).

Records disclosed may be redacted as provided in Penal Code § 13683.

1012.9 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF OFFICERS

Personnel records and records related to certain incidents, complaints, and investigations of officers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief of Police, Vice President of Finance & Administrative Services, Vice President of Human Resources, and/or Legal Services in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(3)):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.
- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, whether the officer's action was consistent with law and department policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(8) or other law, the following records (hereinafter qualifying records) shall

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

be made available for public inspection no later than 45 days from the date of a request (Penal Code § 832.7(b)(1)):

- (a) Records relating to the report, investigation, or findings of:
 - 1. The discharge of a firearm at another person by an officer.
 - 2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by an officer.
 - 3. A sustained finding involving a complaint that alleges unreasonable or excessive force.
 - 4. A sustained finding that an officer failed to intervene against another officer using force that is clearly unreasonable or excessive.
- (b) Records relating to an incident where a sustained finding was made by the Department or oversight agency regarding:
 - 1. An officer engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
 - 2. Dishonesty of an officer relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another officer, including but not limited to any false statements, filing false reports, destruction, falsifying, or concealing of evidence, or perjury.
 - 3. An officer engaged in conduct including but not limited to verbal statements, writings, online posts, recordings, and gestures involving prejudice or discrimination against a person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
 - 4. An officer made an unlawful arrest or conducted an unlawful search.

Qualifying records will be made available regardless of whether the officer resigns before the Department or an oversight agency concludes its investigation (Penal Code § 832.7(b)(3)).

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(4)).

When an investigation involves multiple officers, the Department shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an officer unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(5). However, factual information about the action of the officer during an incident or the statements of an officer shall be released if the statements are relevant to a finding of the qualified allegation against another officer that is subject to release (Penal Code § 832.7(b)(5)).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

1012.9.1 REDACTION

The Custodian of Records, in consultation with the Chief of Police or authorized designee, shall redact the following portions of qualifying records made available for release (Penal Code § 832.7(b)(6)):

- (a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of officers
- (b) Information that would compromise the anonymity of whistleblowers, complainants, victims, and witnesses
- (c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about possible misconduct and use of force
- (d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the officer or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(7)).

1012.9.2 DELAY OF RELEASE

Unless otherwise directed by the Chief of Police, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of qualifying records due to any of the following conditions (Penal Code § 832.7):

- (a) Active criminal investigations
 1. Disclosure may be delayed 60 days from the date the misconduct or use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.
 2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against an officer or against someone other than an officer who engaged in misconduct or used the force.
- (b) Filed criminal charges
 1. When charges are filed related to an incident in which misconduct occurred or force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.
- (c) Administrative investigations
 1. Disclosure may be delayed until:
 - (a) There is a determination from the investigation whether the misconduct or use of force violated law or department policy, but no longer than 180 days

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

after the date of the department's discovery of the misconduct or use of force or allegation of misconduct or use of force

1012.9.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of qualifying records, the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

- (a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.
- (b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.
 1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:
 - (a) When the criminal proceeding is against someone other than an officer and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Department must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about misconduct or use of force by officers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 7923.000, the Department may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(8)).

1012.10 MEMBERS' ACCESS TO THEIR PERSONNEL RECORDS

Any member may request access to the member's own personnel records during the normal business hours of the Human Resources Department. Any member seeking the removal of any item from the member's personnel records shall file a written request to the Chief of Police through the chain of command. The Human Resources Department shall remove any such item if appropriate, or provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Human Resources Department shall be retained with the contested item in the member's corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personnel Records

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing, or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for department planning purposes.
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1012.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Line-of-Duty Deaths

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Sonoma County Junior College District Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

Adopted Chief Robert T. Brownlee 12-1-21

1013.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a Professional Staff (non sworn) member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1013.2 POLICY

It is the policy of the Sonoma County Junior College District Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1013.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and Dispatch.
 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) The Watch Commander should ensure that notifications are made in accordance with the Law Enforcement Employee Involved Critical Incident Protocol and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Watch Commander or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable.

1013.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.
- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Sonoma County Junior College District Police Department members may be apprised that survivor notifications are complete.

1013.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1013.5 NOTIFYING DEPARTMENT MEMBERS

The Chief of Police or his designee is responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1013.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Wellness Support Liaison.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1013.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Chief of Police or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that department members are reminded of appropriate information—sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

1013.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 1. The survivors and others whose presence is requested by the survivors.
 2. Department members and friends of the deceased member.
 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Sonoma County Junior College District Police Department members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1013.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Chief of Police. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 1. Items should not be delivered to the survivors until they are ready to receive the items.
 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the Wellness Support Liaison to ensure that survivors have access to available counseling services.
- (h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

- (k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services, or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1013.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive wellness support.
- (c) Ensuring that wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available wellness support and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

1013.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 2. Bagpipers/bugler
 3. Uniform for burial
 4. Flag presentation
 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1013.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Sonoma County Junior College District Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform the coordinator's duties in accordance with the Outside Agency Assistance Policy.

1013.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 - 1. Public Safety Officers' Benefits (PSOB) Programs.
 - 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 - 3. Social Security Administration.
 - 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits, such as:
 - 1. Education benefits (Education Code § 68120).
 - 2. Health benefits (Labor Code § 4856).
 - 3. Worker's compensation death benefit (Labor Code § 4702).
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1013.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
 - 1. Paying survivors' travel costs if authorized.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

2. Transportation costs for the deceased.
 3. Funeral and memorial costs.
 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1013.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that department members are instructed to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
 1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.
- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Line-of-Duty Deaths

1013.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1013.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1013.10 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Employee Commendations

1014.1 PURPOSE AND SCOPE

Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

Adopted Chief Robert T. Brownlee 12-1-21

1014.2 WHO MAY MAKE COMMENDATIONS

A written commendation may be made by any supervisor regarding any other employee of the Department, provided the reporting person is superior in rank or is the person-in-charge of the individual being commended. Additionally, investigating officers may commend uniformed officers for exceptional assistance in investigative functions, with approval from the investigator's supervisor. Any employee may recommend a commendation to the supervisor of the employee subject to commendation. All commendations shall be properly vetted through the Chain of Command.

1014.3 COMMENDABLE ACTIONS

A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

- Superior handling of a difficult situation by an employee
- Conspicuous bravery or outstanding performance by any employee of the Department
- Any action or performance that is above and beyond the typical duties of an employee

1014.3.1 COMMENDATION INCIDENT REPORT

The Commendation Incident Report shall be used to document the commendation of the employee and shall contain the following:

- (a) Employee name and assignment at the date and time of the commendation
- (b) A brief account of the commendable action shall be documented on the form with report numbers, as appropriate
- (c) Signature of the commending supervisor

Completed reports shall be forwarded through the chain of command to the Chief of Police.

The Chief of Police or designee will present the commendation to the employee and assure that a copy is placed in the employee's personnel file.

Fitness for Duty

1015.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

Adopted Chief Robert T. Brownlee 12-1-21

1015.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1015.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the Watch Commander or supervisor, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1015.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Fitness for Duty

1015.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or Supervisor and in concurrence with the Chief of Police, any employee whose actions or use of force in an official capacity result in a serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

- (a) The employee may be required or may request necessary counseling and/or psychological clearance to return to full duty.

1015.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Human Resources Department to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The District's authorized examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1015.7 LIMITATION ON HOURS WORKED

Absent emergency operations members should not work more than:

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Fitness for Duty

- 16 hours in one day (24 hour) period or
- 30 hours in any 2 day (48 hour) period or
- 84 hours in any 7 day (168 hour) period

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1015.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

Meal Periods and Breaks

1016.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all District employees.

Adopted Chief Robert T. Brownlee 12-1-21

1016.1.1 MEAL AND BREAK PERIODS

Sworn police officers, police dispatchers and Community Service Officers (CSO) shall remain on duty and are subject to answer and respond to calls for service during meals and breaks. All other employees are not on call during meals or breaks unless otherwise directed by a supervisor.

All uniformed patrol units and other field related positions shall request clearance from Dispatch prior to taking a meal period or break. Uniformed patrol units shall take their meals and breaks within a 5 minute, non-Code 3, response time back to their assigned work area unless supervisory approval has been granted or when on assignment outside of the District.

During meal periods, sworn police officers and CSO's are considered out of service, but subject to calls for service; reasonable efforts shall be made to utilize in-service, sworn unit members to handle routine calls for service during the meal period. Although sworn police officers and CSO's are paid for their meal periods, they shall be allowed the meal period away from their patrol vehicles and common work stations.

During meal periods, police dispatchers are considered out of service, but subject to call-back in the event of an emergency or routine incident; they will monitor their radio and stay in close proximity to their work stations. Although police dispatchers are paid for their meal periods, they shall be allowed the meal period away from the communications center and common work stations, but shall remain within the premises of the Police Department, unless authorized by a supervisor. The paid meal periods for Police Dispatcher/Records Technicians shall be covered by other Police Dispatcher/Records Technicians, sworn unit members, or other unit members authorized by the Chief of Police.

Police dispatchers may be granted approval by a supervisor to leave the Police Department during a meal period but must remain accessible via phone and/or radio and have no longer that a 10 minute response time back to their assigned work area.

Paid meal periods shall be governed under state law according to the provisions of California Labor Code Section 512(a).

1016.1.2 MEALS/BREAKS

Each employee is entitled to a 15 minute break, near the mid point, for each four-hour (4) work period. Only one 15 minute break shall be taken during each four (4) hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor. Generally, employees working a 10 hour shift are allowed a maximum of a one (1) hour meal

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Meal Periods and Breaks

period and two (2) 15 minute breaks. These breaks cannot be combined with the meal period. The time spent for the meal period shall not exceed the authorized time allowed by the employee's supervisor or as specified by current labor agreements.

Lactation Break Policy

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (Labor Code § 1034).

Adopted Chief Robert T. Brownlee 12-1-21

1017.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207; Labor Code § 1030).

1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify Dispatch or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1017.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Lactation Break Policy

1017.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

1017.5.1 STATE REQUIREMENTS

Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy or have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

Anti-Retaliation

1018.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

Adopted Chief Robert T. Brownlee 1-30-22

1018.2 POLICY

The Sonoma County Junior College District Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1018.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Anti-Retaliation

- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

1018.3.1 RETALIATION PROHIBITED FOR REPORTING VIOLATIONS

An officer shall not be retaliated against for reporting a suspected violation of a law or regulation of another officer to a supervisor or other person in the Department who has the authority to investigate the violation (Government Code § 7286(b)).

1018.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the District Vice President of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1018.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Anti-Retaliation

- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1018.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1018.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority, or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of a person who has engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Investigator for investigation pursuant to the Personnel Complaints Policy.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Anti-Retaliation

1018.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Department shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1018.8 RECORDS RETENTION AND RELEASE

The Records Custodian shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1018.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Overtime Compensation Requests

1019.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed upon and in effect through the most recent *Agreement Between the District and SEIU*, or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete the appropriate monthly timesheet from Payroll and submit it to a supervisor by the date directed on the timesheet.

Adopted Chief Robert T. Brownlee 12-1-21

1019.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed 480 hours of compensatory time.

1019.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Chief of Police or designee.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1019.2.1 EMPLOYEES RESPONSIBILITY

Depending on the type of overtime worked, employees shall complete the requests immediately after working the overtime or their first day returning to work or by completing the appropriate monthly timesheet from Payroll and submitting to a supervisor on the form's directed date.

1019.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's timesheet, the overtime form is forwarded to the Chief of Police or his designee for final approval.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Overtime Compensation Requests

1019.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the Agreement provides that a minimum number of hours will be paid, (e.g., two hours for Court, four hours for outside overtime). The supervisor will enter the actual time worked.

1019.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

<u>TIME WORKED</u>	<u>INDICATE ON CARD</u>
1 to 15 minutes	.25
16 to 30 minutes	.50
31 to 45 minutes	.75
46 to 60 minutes	1 hour

1019.3.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.

Outside Employment

1020.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

Adopted Chief Robert T. Brownlee 12-1-21

1020.1.1 DEFINITIONS

Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1020.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete an Outside Employment Memorandum, which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through the chain of command to the Chief of Police for consideration.

If approved, the employee will be provided with a copy of the approved memorandum. Unless otherwise indicated in writing on the approved memorandum, it will be valid through the end of the calendar year in which the permit is approved. Any employee seeking to renew a permit shall submit a new Outside Employment Memorandum in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).

See attachment: [TemplateMemoOutsideEmployment.pdf](#)

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Outside Employment

1020.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Memorandum is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief of Police within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

1020.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

- (a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his or her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit
- (b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline
- (c) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subject to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status

1020.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

- (a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Outside Employment

- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient

1020.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Consistent with the provisions of Penal Code § 70, and because it would further create a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard. Members who are licensed pursuant to the California Bureau of Security and Investigative Services are restricted to the following conditions while performing Private Investigative Services in a secondary employment status:

1. Must receive written authorization from the Chief of Police or his designee.
2. Must be fully licensed and insured pursuant to the California Bureau of Security and Investigative Services.
3. No criminal investigations shall be conducted.
4. Civil cases shall not be a conflict of interest within the District.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such outside extra duty overtime assignments will be assigned, monitored and paid through the Department.

- (a) The applicant will be required to enter into an indemnification agreement prior to approval.
- (b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.
- (c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:
 1. The officer(s) shall wear the departmental uniform/identification.
 2. The officer(s) shall be subject to the rules and regulations of this department.
 3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
 4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
 5. Outside security services shall not be subject to the collective bargaining process.
 6. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Outside Employment

1020.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

1020.3.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Chief of Police, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1020.4 DEPARTMENT RESOURCES

Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1020.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest (Government Code § 3308; Government Code § 1126). Prior to providing written approval for an outside employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to the Revocation/Suspension of Outside Employment Permits section of this policy.

1020.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Outside Employment

1020.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the District's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Sonoma County Junior College District Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

Occupational Disease and Work-Related Injury Reporting

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues, and work-related injuries.

Adopted Robert T. Brownlee 1-30-22

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, or mental health issue arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1021.2 POLICY

The Sonoma County Junior College District Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

1021.3 RESPONSIBILITIES

1021.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35).

1021.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that a SRJC Supervisor's Report of Injury Form is completed and forwarded to Human Resources within 8 hours of injury. Any related District-wide disease- or injury reporting protocol shall also be followed. A copy of the Supervisor's Report of Injury Form shall be routed to the Chief of Police.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

[See attachment: SRJC Supervisors Report Of Injury.pdf](#)

1021.3.3 CHIEF OF POLICE RESPONSIBILITIES

The supervisor who receives a report of an occupational disease or work-related injury shall review the report for accuracy and recommend, when appropriate what additional action should be taken. The report and any supervisory comments shall then be forwarded to the Chief of Police via the chain of command and to the District's Department of Environmental Health and Safety. The Chief

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Occupational Disease and Work-Related Injury Reporting

of Police or his designee will ensure any required Division of Occupational Health and Safety Administration (Cal/OSHA) reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1021.3.4 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police shall review and forward copies of the report to the Department of Environmental Health and Safety. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1021.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the Supervisor's Report of Injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Chief of Police through the chain of command and to Human Resources for review.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1021.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1021.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

Adopted Robert T. Brownlee 1-30-22

1022.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1022.2.1 HAIR

Hairstyles of all members shall be neat in appearance.

- For male uniformed members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.
- For female uniformed members hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1022.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1022.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1022.2.4 FACIAL HAIR

Beards, goatees, and mustaches are authorized. They must have a natural human hair color appearance and be neatly trimmed with no exotic patterns or designs. No portion of the beard or goatee shall be exceptionally longer than the rest and hair length shall not exceed 1/4 of an inch. The neck and area above the cheek bones must remain cleanly shaven and the perimeter lines of the beard and goatee must be neatly trimmed and defined. Beards and goatees shall not extend beyond the area below the jawline where the neck naturally begins. If only a mustache is worn, the requirements remain as defined in 1022.2. Clumps of facial hair, i.e. anchor patches, soul patches or any other patch style facial hair, are prohibited. Goatees must be contiguous with mustaches.

For Student Police Cadets, facial hair other than sideburns, mustaches and eyebrows shall not be worn unless authorized by the Chief of Police or their designee.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personal Appearance Standards

The wearing of facial hair as defined by this policy shall remain at the sole discretion of the Chief of Police or their designee.

1022.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails on Peace Officers, Community Service Officers and Cadets who work in the field shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1022.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1022.3 TATTOOS

It is the policy of the Sonoma County Junior College District Police Department to present a professional image and appearance to the citizens of our community while in the performance of our official duties. In order to maintain this professional image and appearance, restrictions will be placed on tattoos.

Employees with tattoos shall not allow their tattoos to be visible while the employee is on duty. Current employees who have visible tattoos obtained prior to the adoption of this policy that cannot be covered by clothing or uniform will be exempt from this provision, unless the tattoos are deemed to be offensive by the Chief of Police. Employees attending District related functions must maintain a professional appearance as outlined in this policy.

- Current employees are prohibited from obtaining tattoos that would be visible while wearing a uniform after the adoption of this policy.
- All current and new employees shall sign an acknowledgement form that they have reviewed and understand the provisions of this policy. See attachment.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Personal Appearance Standards

- All current employees and those employed after the adoption of this policy will be required to submit to photographs of any tattoos that would be visible while donning normal street or uniform clothing. The photograph(s) shall be maintained in the employees department personnel file.
- New employees hired after the adoption of this policy will be prohibited from displaying or obtaining visible tattoos. Tattoos that are visible must be covered by the employees uniform.
- Tattoos on the hands, fingers, neck and face are disqualifiers for employment.

Inappropriate and Offensive tattoos are defined but not limited to depicting gang related images, racially inappropriate images, obscene language, sexually suggestive or explicit images, is extremist, depicts intolerance or discrimination against any race, color, preference, creed religion, gender, national origin, sexual orientation or, it is commonly associated with any organization or group which advocates such intolerance or discrimination or violates a reasonable person's standard of decency or morality. In these cases the tattoos shall be covered at all times while in the performance of duties and while on District property.

1022.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification.

1022.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

Uniform Regulations

1023.1 PURPOSE AND SCOPE

The uniform policy of the Sonoma County Junior College District Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Sonoma County Junior College District Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

Adopted Robert T. Brownlee 1-31-22

1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis, or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers, dispatchers, community service officers (CSO) and cadets of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment (Penal Code § 13655).
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform unless authorized by the Chief of Police.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (j) Mirrored sunglasses will not be worn with any Department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.
 - 1. Wrist watch
 - 2. Wedding ring, class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet

1023.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Chief of Police.

1023.3 UNIFORM CLASSES

A supervisor may designate a "Uniform of the Day."

1023.3.1 CLASS A UNIFORM (SWORN- FORMAL)

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform as outlined below and shall conform to the following appearance standards with:

- An acceptable uniform manufacturer of high quality will be used;
- Uniforms shall be dark navy blue in color (LAPD blue), wool or wool/polyester blend fabric, military creases front and back, hemmed straight pant leg;
- Long sleeve shirt;
- Uniform shirts shall match the uniform pants in that, wool or poly/wool blend shirt must be worn with wool or poly wool blend pants
- Eisenhower dress jacket (optional for the rank of Sergeants and below)
- Eisenhower dress jacket with Gold P buttons for rank of Chief;

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- Department Issued Metal Badge;
- Bronze or gold medal name plate (black lettering);
- Leather or synthetic leather basket weave duty belt (only items worn -duty weapon in holster, magazines, cuff case);
- Leather or synthetic gear shall be black basket weave with brass or solid basket weave snaps;
- Navy tie (breakaway) with bronze or gold tie clip;
- White gloves (only when authorized by the Chief of Police);
- Black or dark navy blue socks.
- Black highly polished shoes or boots.

1023.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times and conform to the following appearance standards;

- An acceptable uniform manufacturer of high quality will be used:
- Dark navy blue (LAPD Blue);
- Wool or poly wool blend;
- Long sleeve or short sleeve shirt (break away necktie optional with long sleeve shirt only);
- Department Issued Metal Badge;
- Bronze or gold name plate (black lettering);
- Embroidered name (first initial, period, last name) with 3/8" block lettering/ yellow thread and embroidered badge;
- Leather or synthetic gear may be black basket weave or with brass or solid basket weave snaps;
- Black nylon/synthetic type gear must be matching if used;
- Approved duty jacket, black Flying Cross brand;
- Baseball style cap, solid black, no visible logos with an approximate 2" department issued star patch, only to be worn while wearing approved duty jacket;
- White or black crew neck style tee shirt
- Black turtleneck or dickey:
- Black socks;
- Polished black hybrid style shoes or boots;
- Black beanie with department issued star patch to be worn in inclement weather and only while wearing the approved duty jacket.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

1023.3.3 CLASS C UNIFORM / LOAD BEARING VEST

A Class C (BDU) uniform is optional for employees and must conform to the following appearance standards:

- A Department approved uniform manufacturer of high quality shall be used such as Flying Cross, Blauer or 5.11;
- Prior to purchase, the employees must receive supervisory approval of the type and style of (BDU) to ensure conformity with department uniform standards:
- Dark navy blue (LAPD blue);
- Quality fabric, must be able to hold a military crease;
- Long sleeve or short sleeve shirt (no necktie);
- White, black or dark navy blue crew neck style undershirt:
- Black or dark navy blue turtleneck or dickey with long sleeve only;
- BDU pants, will have flat cargo pockets and have hemmed straight pant legs which shall not be bloused, tucked in or have the appearance of being bloused;
- The shirt and pants shall be of the same material (no mixing);
- Department issued cloth patch, embroidered or metal gold badge;
- Bronze or gold name tag (
- Navy black lettering or embroidered name (first initial, period, last name) with 3/8"block lettering/ yellow thread;
- Leather or synthetic duty gear shall be black basket weave;
- Approved duty jacket, black or dark navy blue (BDUs shall not be worn with a dress Jacket);
- Department approved duty style black boots or hybrid type shoe resembling boots and not having the appearance of a tennis shoe.

For peace officers, the approved Department load bearing vest is the Point Blank ODG Guardian which is similar in appearance to the uniform shirt; dark navy blue, tailored pockets with buttons, zippered front with buttons down center of jacket, shoulder epaulettes and molle across the abdomen area. The Class C (BDU) uniform is the only uniform authorized when the load bearing vest is worn. The BDU 'rapid' style breathable undershirts with shoulder patches are authorized for use with the load bearing vest. The BDU 'rapid' style breathable undershirt shall only be worn without the load bearing vest in secure locations such as the police station and not in any public setting. Only Department approved molle pouches are to be worn on the vest and officers shall keep the vest's appearance as close to a uniform shirt as reasonable.

- An acceptable uniform manufacturer of high quality will be used;

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

1023.3.4 ISSUED UNIFORMS AND EQUIPMENT

The Department issues the following uniforms and equipment to sworn employees at the onset of employment. All uniforms and equipment must conform to the specifications set forth by the department and must be maintained in serviceable condition.

PEACE OFFICER ISSUED EQUIPMENT

- One (1) Long Sleeve Shirt, Wool, LAPD Blue
- One (1) Short Sleeve Shirt, Wool, LAPD Blue
- One (1) pant, Wool, LAPD Blue
- Two (2) BDU Shirts, LAPD Blue (officer's choice of long or short sleeve)
- Two (2) BDU Pants, LAPD Blue
- One (1) Jacket (Zip in Liner)
- One (1) Tie-Wool, Black with Tie Bar, Brass
- One (1) Duty Belt, Black, Basket Weave, (Inner and Outer)
- Two (2) Handcuff Holders or One (1) Double Cuff Holder, Black, Basket Weave
- Two (2) Handcuffs
- One (1) O/C Holder, Black, Basket Weave
- One (1) O/C Spray
- One (1) Key Holder, Black, Basket Weave
- Four (4) Belt Keepers, Black, Basket Weave with Brass Snap
- One (1) Baton Holder, Black, Basket Weave
- One (1) ASP Holder, Black, Basket Weave
- Three (3) Batons, (Standard, Collapsible [ASP], Long [Riot])
- One (1) Body Armor
- One (1) Pistol Holster, Black, Basket Weave, Three Level Retention
- One (1) Double Magazine Pouch, Basket Weave
- One (1) Glock 22.40 S&W Duty Pistol or other designated firearm
- One (1) Electronic Control Device, Taser
- One (1) Electronic Control Device Holster, Black, Basket Weave
- One (1) Riot Helmet with Face Shield
- One (1) Gas Mask with Canister
- One (1) Portable Radio
- One (1) Radio Holder, Black, Basket Weave

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- One (1) Traffic Safety Vest
- One (1) Department Cellular Smart Phone
- One Lapel Microphone for Radio
- One (1) Load Bearing Vest with Approved Molle Utility Pouches; (1) Double Handcuff, (1) Flashlight, (1) Radio, (1) Taser, (1) Double Pistol Magazine, (1) ASP
- One (1) Body Worn Camera

1023.3.5 SPECIALIZED UNIT OR SPECIAL DUTY UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1023.3.6 FOUL WEATHER GEAR

Rain gear is provided by the department for personnel with outside assignments. Employees choosing to purchase their own rain gear must comply with standards approved by the department. All rain gear shall be black or dark navy blue and will display department shoulder patches as well as a metal or embroidered or patch badge. A department issued reflective vest shall be worn over the rain gear while performing traffic related duties.

1023.3.7 NON SWORN EMPLOYEE UNIFORM

Community Service Officers (CSO)

All CSO's shall possess and maintain a serviceable uniform at all times. The uniform class (A, B and C) will consist of the same standards as the police officer uniform. CSO's shall wear the designated French Blue collared button up uniform shirt while on duty. Additionally, the CSO may wear a Department approved jacket with Department shoulder patches, embroidered name badge and Department embroidered or patched badge on the front. The Department issues the following uniforms and equipment to the CSO's at the onset of employment.

- (1) Long Sleeve Shirt, French Blue
- (1) Short Sleeve Shirt, French Blue
- (1) Pant, Wool, Dark Navy Blue (LAPD)
- (1) BDU Pant, Dark Navy Blue (LAPD)
- (1) Flying Cross Patrol Jacket, Black or Dark Navy Blue
- (1) Tie, Wool, Black with Tie Bar, Brass
- (1) Name Tag, Brass with Black Lettering
- (1) Duty Belt, Black Basket Weave (inner and outer)
- (1) Key Holder, Black, Basket Weave
- (4) Belt Keepers, Black Basket Weave with Brass Snap

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- (1) Radio Holder, Black, Basket Weave
- (1) Handcuff Case, Black, Basket Weave
- (1) Handcuff
- Badge
- Portable Radio
- Rain Jacket

Police Dispatchers

Dispatchers will possess and maintain a serviceable uniform at all times. The uniform class (A, B and C) will consist of the same standards as the police officers uniform. While on duty Dispatchers shall either wear the designated French Blue collared button up shirt or the designated navy blue polo style shirt with their name and badge embroidered on the front. Department approved outer apparel are authorized to be worn over the uniform. The Department issues the following uniforms and equipment to Dispatchers at the onset of employment:

- (1) Long sleeve shirt, French Blue
- (2) Dept. Polo Shirts
- (1) Pant, Wool, Dark Navy Blue (LAPD)
- (1) BDU Pants, Dark Navy Blue (LAPD)
- (1) Badge
- (1) Tie, Wool, with Tie Bar, Brass
- (1) Name Tag, Brass with Black Lettering
- (1) Duty Belt, Black Basket Weave (inner and outer)
- (4) Belt Keepers, Black Basket Weave with Brass Snap

Student Cadets

All student police cadets will possess and maintain a serviceable uniform at all times. The uniform class (A, B and C) will consist of the same standards as the police officer uniform. Student police cadets will wear the designated light/sky blue collared button up uniform shirt with Department approved shoulder patches, silver name plate and the leather gear shall have silver snaps.

Certain Cadet uniforms items such as rain gear and jackets are to be shared and kept in a station locker and accessible to all Cadets. Shared equipment such as radios, key sets and flashlights shall be kept at the Cadet Station, checked out and returned each shift. Duty gear such as duty belts, handcuffs, and various equipment holders are to be issued and turned in at the completion of the program. Duty gear will be reassigned to incoming cadets. It is the responsibility of the Cadet Staff Officers and the Cadet Coordinators to manage all equipment inventory. Requests for replacement gear due to damage or wear shall be made to the Chief of Police through their Administrative Assistant.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- (1) Long sleeve shirt, light/sky blue with cloth badge
- (1) Short sleeve shirt, light/sky blue with cloth badge
- (1) Pants, Dark Navy Blue (LAPD)
- (1) BDU Pants, Dark Navy Blue (LAPD)

1023.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes - Service stripes are indicators for length of service and may be worn on the left sleeve of long sleeved shirts and jackets only. Each stripe indicates a 5 year interval of service as a sworn peace officer, dispatcher or CSO and are to be machine stitched onto the uniform. The years of service stripes are not to be combined between different positions. The stripes shall be for years of service in that specific position. Of note, all years of service count even those from other departments. The service stripe will be the gold with LAPD blue border - three eighths inches wide and two inches long stripes shall be placed at a forty-five degree angle beginning at one and one-half inches above the cuff seam. The Chief of Police may wear gold service stripes.
- (c) The regulation nameplate is bronze or brass with black lettering. The authorized embroidered name shall have 3/8" block lettering with yellow thread. Nameplates shall be worn at all times while in uniform. The nameplate shall display the employee's first initial, period and last name. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) Flag Pin - A flag pin may be worn, centered above the nameplate.
- (g) Department Recognition pins such as DRE or DUI may be worn but are limited to one per uniform unless authorized by the Chief of Police or his designee.
- (h) Badge - The department issued badge, or an authorized embroidered or patch sewn on cloth replica, must be worn and visible at all times while in uniform.
- (i) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions. Ranking officers such as Sergeants shall wear shoulder patches commensurate with their rank. The Chief of Police shall wear gold collar insignias designating their rank

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

1023.4.1 MOURNING BAND

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty and at the direction of the Chief of Police. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from the State of California - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

The mourning pin, rectangular black with blue stripe, is authorized to be worn on uniforms which have a permanent patch for a badge in lieu of the fabric band across a metal badge. The pin shall be worn $\frac{1}{4}$ " above the stitched name and centered along the button line pocket on the right side of the uniform. Civilian staff and staff authorized to wear polo style shirts are authorized to wear the pin in a similar area. The mourning pin is authorized for cadet uniforms.

1023.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
 - 1. T-shirt alone
 - 2. Open toed sandals or thongs
 - 3. Swimsuit, tube tops, or halter-tops
 - 4. Spandex type pants or see-through clothing
 - 5. Distasteful printed slogans, buttons or pins
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Sonoma County Junior College District Police Department or the morale of the employees.

1023.6 DETECTIVE/COURT/PUBLIC APPEARANCE

Persons assigned to investigations and or attending court shall wear business attire clothing or a Class A or B uniform.

1023.6.1 TRAINING ATTIRE

Employees shall generally wear business casual attire while attending training unless otherwise directed. P.O.S.T. courses when announced generally describe the appropriate dress code for the class. Employees taking part in courses which involve physical activity may be instructed to wear specific clothing appropriate to the training.

1023.7 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Sonoma County Junior College District Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Sonoma County Junior College District Police Department to do any of the following (Government Code §§ 3206 and 3302):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website without the approval of the Chief of Police or designee.

1023.8 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Uniform Regulations

- (d) Clothing or equipment damaged or lost in the performance of duty will be replaced by the Department separate from the employees' uniform allowance.

1023.8.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Sonoma County Junior College District Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words "Honorably Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Sonoma County Junior College District Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1023.9 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Sonoma County Junior College District Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Sonoma County Junior College District Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Police Cadets

1024.1 PURPOSE AND SCOPE

Police cadets are student employees vetted by the Department who must complete a field training program to earn an internship. Cadets work under direct supervision of the cadet coordinators who are classified employees. Cadets perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

- a. The uniformed Cadet Program provides security to primarily Santa Rosa and Petaluma Campuses. The program gives SRJC Administration of Justice students and students of other disciplines a unique opportunity to apply what they learn in the classroom to real life situations under the direction and supervision of District police employees.
- b. The Police Cadet Program is the responsibility of the Chief of Police. The Police Sergeants follow in the chain of command in oversight of the program. The Chief of Police designates Cadet Program Coordinators, classified Department employees, who provide oversight and supervision over the program.

Adopted Chief Robert T. Brownlee 1-27-22

1024.1.1 DUTIES AND RESPONSIBILITIES

Police Cadets will assist the Police Department with its mission in providing services to the college community. Those services include:

- Responding to calls for service on District property;
- Responding to medical calls;
- Providing uniform security and assisting with event management;
- Providing traffic control;
- Enforcing District rules, regulations, and policies;
- Writing required documentation;
- Providing battery jumps, escort services, message delivery, locking and unlocking of doors, reporting safety hazards, and other community related activities; and
- Assisting Police Officers and Community Service Officers as needed.

Police Cadets shall attend a weekly class facilitated by the Cadet Program Coordinator and must enroll in the Work Experience program over the fall and spring semesters. Police Cadets receive ongoing training. Cadet Recruits shall accompany a Field Training Officer until they successfully pass the Field Training Program. Police Cadets may apply for Cadet Sergeant, Cadet Lieutenant, and Cadet Captain as directed by the Chief of Police.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Police Cadets

1024.2 PROGRAM SUPERVISOR

The Chief of Police will designate a Sergeant as a Program Supervisor. This supervisor will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. They will also monitor the training provided for all cadets, review all decisions affecting job assignments, status for compensation, school attendance and any performance evaluations.

1024.2.1 PROGRAM COORDINATORS

The Chief of Police shall select officers, CSOs or dispatchers to serve as Cadet Coordinators for the Program. They will serve as mentors and instructors for the cadets. Cadets shall utilize the chain of command and route requests, concerns, and/or suggestions to their coordinator for advice or direction. OCoordinator shall lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each coordinator. Coordinators are the initial link in the established chain of command. Any issues that may be a concern should be referred back to the a police Sergeant.

1024.3 ORIENTATION AND TRAINING

Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the selection process in any law enforcement position, as well as any future academy training. Training will focus on improving job performance, as well as preparation to become successful candidates in the law enforcement profession.

1024.4 CADET TRAINING

The Chief of Police, or designee, must approve all training, at least two (2) weeks before the training takes effect.

a. The training topic and all related material shall be submitted in writing to the Chief of Police, or designee, at least two (2) weeks prior to the scheduled training date for review. This applies to both classroom lectures and field training exercises.

- This two-week requirement can be modified when approved in writing by the Chief of Police when extenuating circumstances can be demonstrated.

b. Approval process:

The request for approval shall be submitted to the Chief of Police, or designee, in writing and will include a copy of all material including the following:

- Course topic
- Course outline
- Name of all instructors, including background and experience

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Police Cadets

- All equipment, visual aids, demonstrative aids, etc., shall be identified
- The name and classification of the person responsible for the training session, who will be identified as “Training Coordinator” throughout this directive.
- Once approved, the identified coordinator shall be present during the entire training session and shall remain at the training site until the training is complete and the students have departed.
- The coordinator shall make sure that all training is conducted in a safe and acceptable manner and will take immediate steps to stop any training that is deemed unsafe and/or exposes the District to unnecessary liability.

c. Under no circumstances will any illegal or unauthorized material, such as narcotics, alcohol, weapons, explosives, etc., be brought onto District Property without first receiving written approval from the following:

- The Chief of Police,
- The Vice President of Finance and Administrative Services, and/or
- The President/ Superintendent.

d. If a cadet is under the age of 18 years of age, that cadet will not participate in any scenario training, unless approved, in writing, by the Chief of Police or designee. If an exception is granted, the minor must provide a release of liability waiver signed by both parents, prior to the training-taking place.

e. If a cadet becomes ill or injured during a training session, the coordinator shall immediately notify the the Watch Commander who will then brief the Chief of Police as soon as reasonable. A supervisor shall do a Supervisor Report of Injury Form and route to the SRJC Human Relations Department with a copy to the Chief of Police.

f. All training shall be conducted in a professional and safe manner. On-duty personnel will not participate in training sessions unless their participation was approved as part of the review and approval process by the Chief of Police or designee.

- Horseplay and inappropriate behavior of any type shall not be tolerated during any training exercise. It will be the responsibility of the Cadet Coordinator to immediately stop inappropriate behavior.

g. In the event the approved coordinator is not available on the day of the training session, due to unforeseen circumstances, the training session will be canceled unless another staff member is approved by the Chief of Police or designee, prior to the training taking place.

1024.5 CADET UNIFORMS

Each cadet will be provided uniforms meeting the specifications described in the section 1023 Uniform Regulations.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Police Cadets

1024.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur at the discretion of the Cadet Coordinators to enhance the career development for each cadet.

1024.7 RIDE-ALONG PROCEDURES

An initial ride-along application shall be completed and signed by the cadet that shall span their period of employment. All cadets are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the Watch Commander. Cadets shall wear their uniform while participating on a ride-along.

1024.8 PERFORMANCE EVALUATIONS

Verbal performance evaluations for all cadets shall be completed as reasonably needed during their first year. Senior cadets will be evaluated on a yearly basis to assess their current job performance and their potential as future law enforcement professionals.

Nepotism and Conflicting Relationships

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

This policy also reflects and is compliant with the District's Nepotism policy § 4.3.4.

Adopted Robert T. Brownlee 1-30-22

1025.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Department employee's annual interest, compensation, investment or obligation is greater than \$250.

Close Relative - Is defined by District policy as including but is not limited to a parent, child, husband, wife, brother, sister, son-in-law, or daughter-in-law of a person presently employed by the District. Close relatives of employees will be ineligible for appointment under the following conditions:

1. If he or she would be supervising or supervised by a close relative.
2. If the employment of a close relative would involve potential conflicts of interest.*

No employee shall participate in the review and decision-making processes or other matters concerning employment, promotion, evaluation, retention, discipline or termination of another employee who is a close relative.

* All exceptions must have prior approval by the Board of Trustees upon the recommendation of the Superintendent/President.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Nepotism and Conflicting Relationships

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1025.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940):

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, FTOs/CTOs and other trainers will not be assigned to train relatives. FTOs/CTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender or who engages in serious violations of state or federal laws.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Nepotism and Conflicting Relationships

1025.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninformed, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninformed, immediate supervisor. In the event that no uninformed supervisor is immediately available, the employee shall promptly notify dispatch to have another uninformed employee either relieve the involved employee or minimally remain present to witness the action.

1025.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

Department Badges

1026.1 PURPOSE AND SCOPE

The Sonoma County Junior College District Police Department badge and uniform patch as well as the likeness of these items and the name of the Sonoma County Junior College District Police Department are property of the Department and their use shall be restricted as set forth in this policy.

Adopted Robert T. Brownlee 1-30-22

1026.2 POLICY

The uniform badge shall be issued to Department members as a symbol of authority and the use and display of Departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1026.2.1 PEACE OFFICER FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at their own expense, a flat metal badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within the Sonoma County Junior College District Police Department with the written approval of the Chief of Police.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- (c) An honorably retired officer may keep his/her flat badge upon retirement. At the employees expense a "rocker" shall be affixed to the badge with the wording "Honorably Retired."
- (d) An officer who is terminated or resigns in lieu of termination may not possess a flat badge.
- (e) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1026.2.2 PROFESSIONAL STAFF (NON-SWORN) PERSONNEL

Badges and Departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Community Service Officer,, Dispatcher, Cadet).

- (a) Non-sworn personnel shall not display any Department badge except as a part of their uniform and while on duty, or otherwise acting in an official and authorized capacity.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Department Badges

- (b) Non-sworn personnel shall not display any Department badge or represent themselves on or off duty, in such a manner which would cause a reasonable person to believe that they are a sworn peace officer.

1026.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

- a. At the employees expense a "rocker" shall be affixed to the badge with the wording "Honorably Retired."
- b. An Officer who is terminated or resigns in lieu of termination may not possess a uniform badge.
- (a) An officer who is terminated or resigns in lieu of termination may not possess a flat badge.

1026.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and Professional Staff (non sworn) uniformed employees for official use only. The Department badge, shoulder patch, logo or the likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch, logo and Department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her Department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1026.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the Department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations and the cadet program may use the likeness of the Department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Sonoma County Junior College District Police Department. The following modifications shall be included:
 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 2. The badge number portion displays the acronym of the employee association.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Department Badges

- (b) The likeness of the Department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

Temporary Modified-Duty Assignments

1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

Adopted Robert T. Brownlee 1-30-22

1027.2 POLICY

Subject to operational considerations, the Sonoma County Junior College District Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1027.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Sonoma County Junior College District Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1027.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Modified-Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to the Chief of Police via the chain of command. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The employee's immediate supervisor will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources Department or the Legal Services as appropriate.

1027.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Chief of Police.

1027.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors and the Human Resources Department of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Working collaboratively with the Human Resources Department to provide a status update every 30 days while assigned to modified duty.

1027.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Chief of Police of the status and performance of employees assigned to temporary modified duty.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Temporary Modified-Duty Assignments

- (b) Notifying the Chief of Police and ensuring that the required documentation facilitating a return to full duty is received from the employee. The Human Resources Department will facilitate this.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1027.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations. The certification shall be provided to the Human Resources Department who will then communicate only the necessary and required information to the Department's management.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1027.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment. Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under Government Code § 12945.

1027.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

1027.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended while on temporary modified duty as outlined in collective bargaining agreements and District policy.

1027.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Employee Speech, Expression and Social Networking

1028.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

Adopted Robert T. Brownlee 1-30-22

1028.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1028.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Sonoma County Junior College District Police Department will carefully balance the individual employee's rights against the Department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1028.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Sonoma County Junior College District Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Employee Speech, Expression and Social Networking

employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located on or off-duty without the approval of the affected employee.

1028.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Sonoma County Junior College District Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Sonoma County Junior College District Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Sonoma County Junior College District Police Department or its employees. Examples may include:
 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Sonoma County Junior College District Police Department.

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Employee Speech, Expression and Social Networking

- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Sonoma County Junior College District Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - 2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1028.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Sonoma County Junior College District Police Department or identify themselves in any way that could be reasonably perceived as representing the Sonoma County Junior College District Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Government Code § 3206; Government Code § 3302):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or officer associations), is affiliated with this department, the employee shall give a specific disclaiming

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Employee Speech, Expression and Social Networking

statement that any such speech or expression is not representative of the Sonoma County Junior College District Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1028.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook) that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

The Department shall not require an employee to disclose a personal user name or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

1028.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1028.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

Sonoma County Junior College
District Police Policy Manual
Sonoma County Junior College District Police Policy Manual

Attachments

Discriminatory Harassment Acknowledgement.pdf



SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

1501 MENDOCINO AVE., SANTA ROSA CA 95401 MAIN: (707) 527-1000 FAX: (707) 524-1695

Acknowledgement

Discriminatory Harassment Policy

I, _____, have read and understand the Sonoma County Junior College District Police Department's policy relating to the **Discriminatory Harassment Policy**.

By signing below, I acknowledge my understanding of the policy and agree that I will abide by its provisions.

Furthermore, I understand that if at any time I am found to be in violation of this policy, I am subject to disciplinary action up to and including termination.

Signature

Date

Witness

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

gv100info.pdf

These instructions cannot cover all of the questions that may arise in a particular case. If you do not know what to do to protect your rights, you should see a lawyer or a self-help center.

What is a gun violence restraining order?

It is a court order that prohibits someone from having any guns, ammunition, or magazines (ammunition feeding devices). The person must surrender all guns, ammunition, and magazines that he or she currently owns.

Can I get a gun violence restraining order against someone?

You can ask for one against a person who is an immediate family member. Immediate family members include:

- (1) your spouse or domestic partner;
- (2) your parents, children, siblings, grandparents, and grandchildren and their spouses, including any stepparent or stepgrandparent;
- (3) your spouse's parents, children (your stepchildren), siblings, grandparents, and grandchildren; and
- (4) any other person who regularly resides in the household, or who, within the last six months, regularly resided in the household.

If you do not have the necessary relationship, advise a law enforcement officer of the situation. The officer may investigate and file the petition if he or she finds that the grounds exist.

Will the order protect me in other ways, such as keeping the person from coming near me?

No, the only order the court can make is to force the person to not have firearms, ammunition, or magazines. If you need personal protection from a family member, you should proceed under the Domestic Violence Prevention Act. See Form DV-500-INFO, *Can a Domestic Violence Restraining Order Help Me?*, for information on how to proceed.

Will I have to pay a filing fee to request the order?

No.

What forms do I need to get the order?

You must fill out all of Form GV-100, *Petition for Gun Violence Restraining Order*, and Form CLETS-001, *Confidential CLETS Information*. You must also fill out items 1 and 2 on Form GV-109, *Notice of Court Hearing*, and items 1 and 2 on Form GV-110, *Temporary Gun Violence Restraining Order*.

Where can I get these forms?

You can get the forms from legal publishers or on the Internet at www.courts.ca.gov. You also may be able to find them at your local courthouse or county law library.

What do I need to do to get the order?

You must go to the superior court in the county where the person to be restrained lives. At the court, ask where you should file your request for a gun violence restraining order. (A self-help center or legal aid association may be able to assist you in filing your request.) Give your forms to the clerk of the court. The clerk will give you a hearing date on the *Notice of Court Hearing* form.

How soon can I get the order?

You can ask for a *Temporary Gun Violence Restraining Order*, which will be effective right away if granted. The court may decide whether or not to grant the temporary order based only on the facts that you have stated in your petition. If so, the court will decide within 24 hours whether or not to make the temporary order. Sometimes the court will want to examine you personally under oath. The clerk will tell you whether you should wait to talk to the judge or come back later to find out if the court has signed a temporary order.

If you don't ask for a temporary restraining order, you will have to wait until the hearing, at which the court will decide whether to make an order that will last for one year.

How will the person to be restrained know about the order?

If the court issues a temporary restraining order, someone age 18 or older—**not you**—must personally “serve” (give) the person to be restrained a copy of the order. The server must then fill out Form GV-200, *Proof of Personal Service*, and give it to you to file with the court. If the person to be restrained attends the hearing, no further proof of service is required. But if he or she does not attend the hearing, then any order issued at the hearing must also be personally served. For help with service, ask the court clerk for Form GV-200-INFO, *What Is “Proof of Personal Service?”* Note: A sheriff or marshal can serve the order at no cost to you.



What do I have to prove to get the order?

You will have to convince the judge that the person to be restrained poses a significant danger in the near future of causing personal injury to himself, herself, or another person by having in his or her custody or control, owning, purchasing, possessing, or receiving any firearms, ammunition, or magazines.

You will also have to convince the judge that a gun violence restraining order is needed to prevent personal injury to the person to be restrained or to another person because less restrictive alternatives either have been tried and haven't worked, or are inadequate or inappropriate for the current circumstances.

How can I convince the judge?

You will need to give the judge specific information. You should tell the judge everything that you know about the firearms, ammunition or magazines that the person to be restrained currently owns, including how many the person owns, the types, and where they are kept.

Then you will need to present facts to show that the person to be restrained is dangerous. This could be information about any threat of violence that the person to be restrained has made, any violent incident in which the person has been involved, or any crime of violence the person has committed. It could also be evidence that the person to be restrained has violated a protective order or abuses controlled substances or alcohol. It could also be evidence of the unlawful and reckless use, display, or brandishing of a firearm or the recent acquisition of a firearm. Or it could be evidence that the person to be restrained has been identified by a mental health provider as someone prohibited from purchasing, possessing or controlling any firearms.

You should include all of this information in your Petition and also be prepared to present it to the judge at the hearing.

Do I have to go to court?

Yes. Go to court on the date the clerk gives you.

Will I see the restrained person at the court hearing?

If the person comes to the hearing, yes. If you are afraid, tell the court officer.

Can I bring someone with me to court?

Yes. You can bring someone to sit with you during the hearing, but that person cannot speak for you in court. Only you or your lawyer (if you have one) can speak for you.

Do I need to bring a witness to the hearing?

Witnesses are not required, but it helps to have more proof than just your word. For example, consider bringing:

- Witnesses
- Written statements from witnesses made under oath
- Photos
- Medical or police reports
- Damaged property
- Threatening letters, e-mails, or telephone messages

The court may or may not let witnesses speak at the hearing. So, if possible, you should bring their written statements under oath to the hearing. (You can use Form MC-030, *Declaration*, for this purpose.)

GV-109 Notice of Court Hearing Clerk stamps date here when form is filed.

1 Petitioner

a. Your Full Name: _____

I am: A family member of the Respondent
 A law enforcement officer employed by _____
(name of law enforcement agency):

b. Your Lawyer (if you have one for this case):
Name: _____ State Bar No.: _____
Firm Name: _____

c. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail. Law enforcement officer, give agency information.)
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

Fill in court name and street address:
Superior Court of California, County of _____

Court fills in case number when form is filed.
Case Number: _____

2 Respondent
Full Name: _____

3 Hearing
The court will complete the rest of this form.
Name and address of court if different from above: _____

Hearing Date: _____ Time: _____
Dept.: _____ Room: _____

4 Temporary Gun Violence Restraining Order (Any order granted is on Form GV-110, served with this notice.)

a. A Temporary Gun Violence Restraining Order as requested in Form GV-100, *Petition for Gun Violence Restraining Order*, is (check only one box below):
(1) GRANTED until the court hearing.
(2) DENIED until the court hearing. (Specify reasons for denial in b, below.)

Judicial Council of California, www.courts.ca.gov
Rev. January 1, 2019, Mandatory Form
Panel Code: 310100-01-000
Approved by DOJ. **Notice of Court Hearing (Gun Violence Prevention)** GV-109, Page 1 of 3 →



Do I need a lawyer?

Having a lawyer is always a good idea, but it is not required and you are not entitled to a free, court-appointed attorney. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

How long does the order last?

If the court makes a temporary order, it will last until your hearing date, which must be within 21 days of the date of the temporary order. If at the hearing the court issues a more permanent order, it will last for one year. It may be renewed for additional one-year periods.

What if the restrained person does not obey the order?

Call the police. The restrained person can be arrested and charged with a crime.

Can I agree with the restrained person to terminate the order?

No. Once the order is issued, only the judge can change or terminate it. The restrained person would have to file a request with the court to terminate the order.

What if I need help to understand English?

When you file your papers, ask your court's clerk or [self-help center](#) if your court will provide an interpreter for you at no cost. If not, you will have to pay a fee for the interpreter. If an interpreter is not available for your court date, you should ask someone who is over age 18 to interpret for you.

What if I am deaf or hard of hearing?

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms for *Request for Accommodations by Persons with Disabilities and Response* (Form MC-410). (Civ. Code, § 54.8.)

For help in your area, contact:

[Local information may be inserted.]

MissingPersonDeclarationAuthoritySeizureDentalMedicalRecords.pdf



Sonoma County Junior College District Police Department

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707)527-1000
(707)524-1696 (FAX)
police.santarosa.edu

Declaration of Authority for Seizure of Dental/Medical Records

Missing Person's Name: _____

Agency Case Number: _____

I hereby declare that the above mentioned person has been reported missing and that no family or next of kin exist or can be located.

There is presently an active investigation being conducted seeking the location of a missing person, and Dental / Medical X-rays, related charts and records are necessary for the exclusive purpose of furthering the investigation.

These records are hereby requested to be produced by:

Physician's Name: _____

Address:: _____

Phone: _____

This form, signed by a peace officer, is sufficient authority for the dental / medical doctor to release the missing person's records pursuant to the express provisions of Section 14206 of the California Penal Code.

Duly Sworn Peace Officer Signature Date Time

Officer Name Badge #

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

epo001.pdf

EMERGENCY PROTECTIVE ORDER (See reverse for important notices.)

1. PROTECTED PERSONS (insert names of all persons protected by this Order):
2. RESTRAINED PERSON (name):
Sex: M F Ht.: Wt.: Hair color: Eye color: Race: Age: Date of birth:
3. TO THE RESTRAINED PERSON:
a. YOU MUST NOT harass, attack, strike, threaten, assault (sexually or otherwise), hit, follow, stalk, molest, destroy any personal property of, disturb the peace of, keep under surveillance, or block the movements of each person named in item 1.
b. YOU MUST NOT contact, either directly or indirectly, by any means, including but not limited to by telephone, mail, e-mail or other electronic means, any person named in item 1.
c. YOU MUST stay away at least: yards from each person named in item 1.
d. YOU MUST NOT own, possess, purchase, receive, or attempt to purchase or receive any firearm or ammunition.
e. YOU MUST NOT take any action, directly or through others, to obtain the addresses or locations of any person named in item 1.
4. (Name): is given temporary care and control of the following minor children of the parties (names and ages):
5. THIS ORDER WILL EXPIRE AT THE CLOSE OF THE COURT BUSINESS DAY ON:
6. TO THE PROTECTED PERSON: If you need protection for a longer period of time, you must request restraining orders from the court in the county where you live:
7. Reasonable grounds for the issuance of this Order exist, and an emergency protective order is necessary to prevent the occurrence or recurrence of domestic violence, child abuse, child abduction, elder or dependent adult abuse, or stalking.
8. Judicial officer (name): granted this Order on (date): at (time):

APPLICATION

9. The events that caused the protected person to fear immediate and present danger of domestic violence, child abuse, child abduction, elder or dependent adult abuse (except solely financial abuse), or stalking are (give facts and dates; specify weapons):
10. Firearms were: observed reported searched for seized
11. The person to be protected lives with the person to be restrained and requests an order that the restrained person move out immediately from the address in item 3c.
12. The person to be protected has minor children in common with the person to be restrained, and a temporary custody order is requested because of the facts alleged in item 9. A custody order does does not exist.
By: (PRINT NAME OF LAW ENFORCEMENT OFFICER) (SIGNATURE OF LAW ENFORCEMENT OFFICER)
Agency: Telephone No.: Badge No.:

PROOF OF SERVICE

13. Person served (name):
14. I personally delivered copies of this Order to the person served as follows: Date: Time: Address:
15. At the time of service, I was at least 18 years of age and not a party to this cause. I am a California law enforcement officer.
16. My name, address, and telephone number are (this does not have to be server's home telephone number or address):
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date: (TYPE OR PRINT NAME OF SERVER) (SIGNATURE OF SERVER)

**EMERGENCY PROTECTIVE ORDER
WARNINGS AND INFORMATION**

EPO-001

TO THE RESTRAINED PERSON: VIOLATION OF THIS ORDER IS A MISDEMEANOR PUNISHABLE BY A \$1,000 FINE, ONE YEAR IN JAIL, OR BOTH, OR IT MAY BE PUNISHABLE AS A FELONY. THIS PROTECTIVE ORDER SHALL BE ENFORCED BY ALL LAW ENFORCEMENT OFFICERS IN THE STATE OF CALIFORNIA WHO ARE AWARE OF OR SHOWN A COPY OF THE ORDER. THE TERMS AND CONDITIONS OF THIS ORDER REMAIN ENFORCEABLE REGARDLESS OF THE ACTS OF THE PARTIES; IT MAY BE CHANGED ONLY BY ORDER OF THE COURT (PENAL CODE SECTION 13710(b)).

YOU ARE PROHIBITED FROM OWNING, POSSESSING, PURCHASING, RECEIVING, OR ATTEMPTING TO PURCHASE OR RECEIVE A FIREARM OR AMMUNITION. (PENAL CODE SECTIONS 29825(a), 30305(a).) A VIOLATION IS SUBJECT TO A \$1,000 FINE AND IMPRISONMENT OR BOTH. WITHIN 24 HOURS OF RECEIPT OF THIS ORDER, YOU MUST TURN IN YOUR FIREARMS TO A LAW ENFORCEMENT AGENCY, SELL THEM TO A LICENSED FIREARMS DEALER, OR STORE THEM WITH A LICENSED FIREARMS DEALER UNTIL THE EXPIRATION OF THIS ORDER. (PENAL CODE SECTION 29830.) PROOF OF SURRENDER, SALE, OR STORAGE MUST BE FILED WITH THE COURT WITHIN 48 HOURS OF RECEIPT OF THIS ORDER.

To the restrained person: This order will last until the date and time in item 5 on the reverse. The protected person may, however, obtain a more permanent restraining order from the court. You may seek the advice of an attorney on any matter connected with this order. The attorney should be consulted promptly so that the attorney may assist you in responding to the order.

A la persona bajo restricción judicial: Esta orden durará hasta la fecha y hora indicada en el punto 5 al dorso. La persona protegida puede, sin embargo, obtener una orden de entredicho (restricción judicial) más permanente de la corte. Usted puede consultar a un abogado en conexión con cualquier asunto relacionado con esta orden. Debe consultar al abogado inmediatamente para que él o ella le pueda ayudar a responder a la orden.

To the protected person: This order will last only until the date and time noted in item 5 on the reverse. If you wish to seek continuing protection, you will have to apply for an order from the court at the address in item 6. You may apply for a protective order free of charge. In the case of an endangered child, you may also apply for a more permanent order at the address in item 6, or if there is a juvenile dependency action pending, you may apply for a more permanent order under section 213.5 of the Welfare and Institutions Code. In the case of a child being abducted, you may apply for a *Child Custody and Visitation Order* from the court. You may seek the advice of an attorney on any matter connected with your application for any future court orders. The attorney should be consulted promptly so that the attorney may assist you in making your application. You do not have to have an attorney to get the protective order.

A la persona protegida: Esta orden durará sólo hasta la fecha y hora indicada en el punto 5 al dorso. Si usted desea que la protección continúe, tendrá que solicitar una orden de la corte en la dirección indicada en el punto 6. La solicitud de la orden de protección es gratis. En el caso de que un niño o una niña se encuentre en peligro, puede solicitar una orden más permanente en la dirección indicada en el punto 6, o si hay una acción legal pendiente de tutela juvenil, puede solicitar una orden más permanente conforme a la sección 213.5 del código titulado en inglés **Welfare and Institutions Code**. En el caso del secuestro de un niño o una niña, usted puede solicitar de la corte una orden para la guarda del niño o de la niña (*Child Custody and Visitation Order*). Puede consultar a un abogado en conexión con cualquier asunto relacionado con las solicitudes de órdenes de la corte que usted presente en el futuro. Debe consultar un abogado inmediatamente para que él o ella le pueda ayudar a presentar su solicitud. Para obtener la orden de protección no es necesario que un abogado le represente.

To law enforcement: The emergency protective order shall be served upon the restrained party by the officer, if the restrained party can reasonably be located, and a copy shall be given to the protected party. A copy shall be filed with the court as soon as practicable after issuance. Also, the officer shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice. The availability of an emergency protective order shall not be affected by the fact that the endangered person has vacated the household to avoid abuse. A law enforcement officer shall use every reasonable means to enforce an emergency protective order. A law enforcement officer who acts in good faith to enforce an emergency protective order shall not be held civilly or criminally liable.

If a child is in danger of being abducted: This order will last only until the date and time noted in item 5 on the reverse. You may apply for a child custody order from the court.

En el caso de peligro de secuestro de un niño o de una niña: Esta orden será válida sólo hasta la hora y fecha indicada en el punto 5 al dorso. Usted puede solicitar de la corte una orden para la guarda del niño o de la niña (*Child Custody and Visitation Order*).

This emergency protective order is effective when made. This order shall expire on the date and time specified in item 5 on the reverse. The provisions of this emergency protective order take precedence in enforcement over provisions of other existing protective orders between the same protected and restrained persons to the extent the provisions of this order are more restrictive. In other words, the provisions in this emergency protective order take precedence over the provisions in any other protective order, including a criminal protective order, if (1) the person to be protected is already protected by the other protective order, (2) the person to be restrained is subject to that other order, and (3) the provisions in this emergency order are more restrictive than the provisions in that other order. The provisions in another existing protective order remain in effect and take precedence if they are more restrictive than the provisions in this emergency protective order.

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

gv120info.pdf

What is a gun violence restraining order?

It is a court order that prohibits someone from having any guns, ammunition, or magazines (any ammunition feeding device). The person must surrender all guns, ammunition, and magazines that he or she currently owns.

Who can ask for a gun violence restraining order?

The petition must have been filed by a law enforcement officer or an immediate family member of yours. Immediate family members include (1) your spouse or domestic partner; (2) your parents, children, siblings, grandparents, and grandchildren and their spouses, including any stepparent or stepgrandparent; (3) your spouse's parents, children (your stepchildren), siblings, grandparents, and grandchildren; and (4) any other person who regularly resides in the household, or who, within the last six months, regularly resided in the household.

I've been served with a *Petition for Gun Violence Restraining Order*. What do I do now?

Read the papers served on you very carefully. The *Notice of Court Hearing* tells you when to appear in court. There may also be a *Temporary Gun Violence Restraining Order* prohibiting you from having any guns, ammunition, or magazines and requiring you to surrender, sell, or store any guns, ammunition, or magazines that you currently own or possess. You must obey the order until the hearing.

What if I don't obey the temporary order?

The police can arrest you. You can go to jail and pay a fine.

What if I don't agree with what the order says?

If you disagree with the order that the Petitioner is asking for, fill out Form GV-120, *Response to Petition for Gun Violence Restraining Order*, before your hearing date and file it with the court. You can get the form from legal publishers or on the Internet at www.courts.ca.gov. You also may be able to find it at your local courthouse or county law library.

Will I have to pay a filing fee?

No.

Do I have to serve the other person with a copy of my response?

Yes. Have someone age 18 or older—**not you**—mail a copy of completed Form GV-120 to the person who asked for the order (or that person's lawyer). (This is called "service by mail.")

The person who serves the form by mail must fill out Form GV-250, *Proof of Service by Mail*. Have the person who did the mailing sign the original. Take the completed form back to the court clerk or bring it with you to the hearing.

Should I go to the court hearing?

Yes. You should go to court on the date listed on Form GV-109, *Notice of Court Hearing*. If you do not go to the hearing, the judge can extend the order against you for up to one year without hearing from you.

GV-109 Notice of Court Hearing

Clerk stamps date here when form is filed.

1 **Petitioner**
 a. Your Full Name: _____
 I am: A family member of the Respondent
 A law enforcement officer employed by _____
 (name of law enforcement agency)
 b. Your Lawyer (if you have one for this case):
 Name: _____ State Bar No.: _____
 Firm Name: _____
 c. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail. Law enforcement officer, give agency information.)
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-Mail Address: _____

Fill in court name and street address:
 Superior Court of California, County of _____
 Court fills in case number when form is filed.
 Case Number: _____

2 **Respondent**
 Full Name: _____

3 **Hearing**
 The court will complete the rest of this form.
 Name and address of court if different from above:
 Hearing Date: _____ Time: _____
 Dept.: _____ Room: _____

4 **Temporary Gun Violence Restraining Order** (Any order granted is on Form GV-110, served with this notice.)
 a. A Temporary Gun Violence Restraining Order as requested in Form GV-100, *Petition for Gun Violence Restraining Order*, is (check only one box below):
 (1) GRANTED until the court hearing.
 (2) DENIED until the court hearing. (Specify reasons for denial in b, below.)

Judicial Council of California, www.courts.ca.gov
 Rev. January 1, 2019, Mandatory Form
 Penal Code, § 18150 et seq.
 Approved by DOJ

Notice of Court Hearing
 (Gun Violence Prevention)

GV-109, Page 1 of 3 →



Will I see the person who asked for the order at the court hearing?

Yes. Assume that the person who is asking for the order will attend the hearing. It is probably best not to talk to him or her unless the judge or that person's attorney says that you can.

Can I bring a witness to the court hearing?

Yes. You can bring witnesses or documents that support your case to the hearing. But if possible, you should also bring the witnesses' written statements of what they saw or heard. Their statements must be made under penalty of perjury. (You can use Form MC-030, *Declaration*, for this purpose.)

Do I need a lawyer?

Having a lawyer is always a good idea, but it is not required, and you are not entitled to a free, court-appointed attorney. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

How long does the order last?

If the court issued a temporary restraining order before the hearing, it will last until your hearing date. At that time, the court will decide whether to issue a gun violence restraining order that can last for one year.

Can I agree with the protected person to terminate the order?

No. Once the order is issued, only the judge can change or terminate it. You would have to file a request with the court to terminate the order.

What if I need help to understand English?

When you file your papers, ask your court clerk or [self-help center](#) if your court will provide an interpreter for you at no cost. If not, you will have to pay a fee for the interpreter. If an interpreter is not available for your court date, you should ask someone who is over age 18 to interpret for you.

What if I am deaf or hard of hearing?

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five court days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms for *Request for Accommodations by Persons with Disabilities and Response* (Form MC-410). (Civ. Code, § 54.8.)

For help in your area, contact:

[Local information may be inserted.]

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

gv100 (1).pdf

Read *Can a Gun Violence Restraining Order Help Me?* (form GV-100-INFO) before completing this form.

Clerk stamps date here when form is filed.

1 Petitioner

a. Your Full Name: _____

I am: A family member of the Respondent
 A law enforcement officer employed by
 (name of law enforcement agency): _____

b. Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

c. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail. Law enforcement officer, give agency information.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

2 Respondent

Full Name: _____ Age: _____

Address (if known): _____

City: _____ State: _____ Zip: _____

3 Venue

Why are you filing in this county? (Check all that apply):

a. The Respondent lives in this county.

b. Other (specify): _____

4 Other Court Cases

a. Are you aware of any other court cases, civil or criminal, involving the Respondent?

Yes No *If yes, on the next page, check each kind of case and give as much information as you know as to where and when each was filed:*

This is not a Court Order.



4 a.	Kind of Case	Filed in (County/State)	Year Filed	Case Number (if known)
(1)	<input type="checkbox"/> Civil Harassment	_____	_____	_____
(2)	<input type="checkbox"/> Domestic Violence	_____	_____	_____
(3)	<input type="checkbox"/> Divorce, Nullity, Legal Separation	_____	_____	_____
(4)	<input type="checkbox"/> Paternity, Parentage, Child Custody	_____	_____	_____
(5)	<input type="checkbox"/> Elder or Dependent Adult Abuse	_____	_____	_____
(6)	<input type="checkbox"/> Eviction	_____	_____	_____
(7)	<input type="checkbox"/> Workplace Violence	_____	_____	_____
(8)	<input type="checkbox"/> Criminal	_____	_____	_____
(9)	<input type="checkbox"/> Other (specify):	_____	_____	_____

b. Are there now any protective or restraining orders in effect relating to Respondent?
 Yes No I don't know *If yes, attach a copy if you have one.*

5 Description of Respondent's Firearms, Ammunition, or Magazines

If you have reason to believe that the respondent is in possession of firearms, ammunition, or magazines, answer (a) or check (b).

a. I am informed, and on that basis believe, that Respondent currently possesses or controls the following firearms, ammunition or magazines. *(Describe the number, types, and locations of any firearms, ammunition, or magazines that you believe that the Respondent currently possesses or controls):*

b. I am informed, and on that basis believe, that Respondent currently possesses or controls firearms, ammunition, or magazines, but I have no further specific information as to the number, types, and locations of those firearms, ammunition, or magazines.

6 Grounds for Issuance of a Gun Violence Restraining Order

I have reasonable cause to believe both of the following are true:

a. The Respondent poses a significant danger in the near future of causing personal injury to himself, herself, or another person by having in his or her custody or control, owning, purchasing, possessing, or receiving a firearm, ammunition, or a magazine.

This is not a Court Order.

10 **Temporary Restraining Order**

I request that a Temporary Gun Violence Restraining Order (TRO) be issued against the Respondent to last until the hearing. I am presenting form GV-110, *Temporary Restraining Order*, for the court's signature together with this Petition.

Has the Respondent been told that you were going to court to seek a TRO against him/her?

Yes No (If you answered no, explain why below):

Reasons stated in Attachment 10.

11 **Request to Give Less Than Five Days' Notice of Hearing**

You must have your papers personally served on Respondent at least five calendar days before the hearing, unless the court orders a shorter time for service. (Form GV-200-INFO explains What Is "Proof of Personal Service"? Form GV-200, Proof of Personal Service, may be used to show the court that the papers have been served.)

If you want there to be fewer than five days between service and the hearing, explain why below:

Reasons stated in Attachment 11.

12 Number of pages attached to this form, if any: _____

Date: _____

Lawyer's name (if any)

▲ _____
Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

▲ _____
Sign your name

This is not a Court Order.



Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

gv110.pdf

Clerk stamps date here when form is filed.

Petitioner must complete items ① and ② only.

① Petitioner

a. Your Full Name: _____

I am: A family member of the Respondent
 A law enforcement officer employed by
(name of law enforcement agency): _____

b. Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____
Firm Name: _____

c. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail. Law enforcement officer, give agency information.)

Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:**② Respondent**Full Name: _____
Description: _____Sex: M F Height: _____ Weight: _____ Date of Birth: _____
Hair Color: _____ Eye Color: _____ Age: _____ Race: _____
Home Address (if known): _____
City: _____ State: _____ Zip: _____
Relationship to Petitioner: _____

The court will complete the rest of this form.

③ Expiration Date

This Order expires at the end of the hearing scheduled for the date and time below:

Date: _____ Time: _____ a.m. p.m.**This is a Court Order.**

6 Order Prohibiting All Firearms, Ammunition, and Magazines

- a. You cannot have in your custody or control, own, purchase, possess, or receive, or attempt to purchase or receive, any firearm or ammunition, including magazines (ammunition feeding devices).
- b. The court has received credible information that you own or possess one or more firearms, ammunition, or one or more magazines that have not been surrendered or sold. You must:
 - (1) Surrender all firearms and ammunition, including magazines, in your custody or control or that you possess or own. If a law enforcement officer orders you to surrender all of your firearms and ammunition, including magazines, to him or her, you must do so immediately. If no order to surrender is made by a law enforcement officer, you must surrender all of your firearms and ammunition, including magazines, within 24 hours of being served with this Order. You may do so by:
 - (1) surrendering all of your firearms and ammunition, including magazines, in a safe manner to the local law enforcement agency; or
 - (2) selling all of your firearms and ammunition, including magazines, to a licensed gun dealer; or
 - (3) storing all of your firearms and ammunition, including magazines, with a licensed gun dealer for as long as this Order or any more permanent order granted at the hearing in item **3** is in effect.
 - (2) Within 48 hours of receiving this Order, file a receipt with the court that proves that your firearms and ammunition have been turned in, sold, or stored. (*You may use Form GV-800, Proof of Firearms Turned In, Sold, or Stored for the receipt.*) You must also file a copy of the receipt with the law enforcement agency that served you with this order. **FAILURE TO FILE THIS RECEIPT IS A VIOLATION OF THIS ORDER.**

7 Number of pages attached to this Order, if any: _____

Date: _____

*Judicial Officer***Warnings and Notices to the Respondent**

This Order is valid until the expiration date and time noted on page 1. You are required to surrender all firearms, ammunition, and magazines that you own or possess in accordance with section 18120 of the Penal Code and you may not have in your custody or control, own, purchase, possess, or receive, or attempt to purchase or receive, any firearm, ammunition, or magazines while this order is in effect. A hearing will be held on the date and at the time noted on Page 1 to determine if a more permanent gun violence restraining order should be issued. Failure to appear at the hearing may result in a court making an order against you that is valid for one year. You may seek the advice of an attorney as to any matter connected with the Order. The attorney should be consulted promptly so that the attorney may assist you in any matter connected with the Order.

Violation of this Order is a misdemeanor. If you violate this Order, you will be prohibited from having in your custody or control, owning, purchasing, possessing, or receiving, or attempting to purchase or receive, a firearm, ammunition, or magazine for a period of five years. This Order must be enforced by any law enforcement officer in the State of California who is aware of or shown a copy of this Order. The Order remains enforceable regardless of the acts of the parties; it may be changed only by an order of the court.

This is a Court Order.

After You Have Been Served With a Temporary Order

- Obey the order by turning in all firearms, ammunition, and magazines to a law enforcement agency or selling them to or storing them with a licensed gun dealer.
- Read Form GV-120-INFO, *How Can I Respond to a Petition for Gun Violence Restraining Order?*, to learn how to respond to this Order.
- If you want to respond, fill out Form GV-120, *Response to Petition for Gun Violence Restraining Order*, and file it with the court clerk.
- You must have Form GV-120 served by mail on the Petitioner or the Petitioner's attorney. You cannot do this yourself. The person who does the mailing should complete and sign Form GV-250, *Proof of Service of Response by Mail*. File the completed proof of service with the court clerk before the hearing date or bring it with you to the hearing.
- In addition to the response, you may file and have declarations served, signed by you and other persons who have personal knowledge of the facts. You may use Form MC-030, *Declaration*, for this purpose. It is available from the clerk's office at the court shown on page 1 of this form or at www.courts.ca.gov/forms. If you do not know how to prepare a declaration, you should see a lawyer.
- Whether or not you file a response, you should attend the hearing. If you have any witnesses, they must also go to the hearing.
- At the hearing, the judge can make a gun violence restraining order against you that lasts for one year. Tell the judge why you disagree with the order requested.

Instructions for Law Enforcement

Duties of Officer Serving This Order

The officer who serves this order on the Respondent must do the following:

- Ask the restrained person if he or she has any firearms, ammunition, or magazines in his or her possession or under his or her custody or control.
- Order the Respondent to immediately surrender all firearms, ammunition, and magazines to him or her.
- Issue a receipt to the Respondent for all firearms, ammunition, or magazines that he or she has surrendered.
- Complete a proof of personal service and file it with the court. You may use Form GV-200 for this purpose.
- Within one business day of service, submit the proof of service directly into the California Restraining and Protective Order System (CARPOS), including the serving officer's name and law enforcement agency.

Duties of Agency on Surrender of Firearms, Ammunition, or Magazines

The law enforcement agency that has received surrendered firearms, ammunition, or magazines must do the following:

- Retain the firearms, ammunition, or magazines until the termination or expiration of this Order or of any other gun violence restraining order issued by the court.
- On the expiration of this Order or of any later gun violence restraining order issued by the court, return the firearms, ammunition, or magazines to the respondent as provided by Chapter 2 of Division 11 of Title 4 of the Penal Code (commencing with section 33850). Firearms, ammunition, or magazines that are not claimed are subject to the requirements of section 34000.

This is a Court Order.



Instructions for Law Enforcement*(continued)*

- If someone other than the Respondent claims title to any of the firearms, ammunition, or magazines surrendered, determine whether that person is the lawful owner. If so, return the firearms, ammunition, or magazines to him or her as provided by Chapter 2 of Division 11 of Title 4 of the Penal Code (commencing with section 33850).

Enforcing This Order

The law enforcement officer should determine if the Respondent had notice of the order. Consider the Respondent “served” (given notice) if:

- The officer sees a copy of the proof of service or confirms that the proof of service is on file; or
- The Respondent was informed of the order by an officer.

An officer can obtain information about the contents of the order and proof of service in CARPOS. If proof of service on the Respondent cannot be verified, the agency must advise the restrained person of the terms of the order and then enforce it (*see above: Duties of Officer Serving This Order*).

The provisions in this *Temporary Gun Violence Restraining Order* do not affect those of any other protective or restraining order in effect, including a criminal protective order. The provisions in another existing protective order remain in effect.

Clerk's Certificate
[seal]

(Clerk will fill out this part.)

—Clerk's Certificate—

I certify that this *Temporary Gun Violence Restraining Order* is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.

SRJCDomesticViolenceLethalityAssess(ENGLISH).pdf



Sonoma County Junior College District Police Department

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

**DOMESTIC VIOLENCE
LETHALITY ASSESSMENT**

DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
VICTIM NAME		DATE OF BIRTH	SAFE CONTACT PHONE NUMBER
SUSPECT NAME			

Check here if victim did not answer any of the questions.

➤ A "Yes" response to any of Questions #1-3 automatically triggers the protocol referral.

- 1. Has he/she ever used a weapon against you or threatened you with a weapon? Yes No Not Ans.
- 2. Has he/she threatened to kill you or your children? Yes No Not Ans.
- 3. Do you think he/she might try to kill you? Yes No Not Ans.

➤ Negative responses to Questions #1-3, but positive responses to at least four of Questions #4-11, trigger the protocol referral.

- 4. Does he/she have a gun or can he/she get one easily? Yes No Not Ans.
- 5. Has he/she ever tried to strangle/choke you? Yes No Not Ans.
- 6. Is he/she violently or constantly jealous or does he/she control most of your daily activities? Yes No Not Ans.
- 7. Have you left him/her or separated after living together or being married? Yes No Not Ans.
- 8. Is he/she unemployed? Yes No Not Ans.
- 9. Has he/she ever tried to kill himself/herself? Yes No Not Ans.
- 10. Do you have a child that he/she knows is not his/hers? Yes No Not Ans.
- 11. Does he/she follow or spy on you or leave threatening messages? Yes No Not Ans.

➤ An officer may trigger the protocol referral, if not already triggered above, as a result of the victim's response to the question below, or whenever the officer believes the victim is in a potentially lethal situation.

Is there anything else that worries you about your safety? If "yes", what worries you?

Check one: Victim screened in according to the protocol.
 Victim screened in based on the belief of officer.
 Victim did not screen in.

If victim screened in: After advising her/him of a high danger assessment, did the victim speak with the hotline counselor? Yes No

I, _____, have been advised of a high danger assessment. I request that the Sonoma County Junior College District Police Department provide a copy of this document to a victim advocate with YWCA Sonoma County. I request the hotline counselor contact me at my safe contact phone number _____. I have received a Directory of Resource Information.

Signature: _____ Date: _____

YWCA Call Crisis Line: (707) 546-1234 Send to: Lethality@ywcasc.org

Investigating Officer: _____ Reviewing Sergeant: _____

Note: The questions above and the criteria for determining the level of risk a person faces is based on the best available research on factors associated with lethal violence by a current or former intimate partner. However, each situation may present unique factors that influence risk for lethal violence that are not captured by this screening. Although most victims who screen "positive" or "high danger" would not be expected to be killed, these victims face much higher risk than that of other victims of intimate partner violence.

SRJCPhotoLineupInFieldShowing.pdf

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

epo002 (1).pdf

EPO-002
GUN VIOLENCE EMERGENCY PROTECTIVE ORDER

LAW ENFORCEMENT CASE NUMBER:

1. **RESTRAINED PERSON** (insert name): _____
Address: _____

Sex: M F Ht.: _____ Wt.: _____ Hair color: _____

Eye color: _____ Race: _____ Age: _____ Date of birth: _____

2. **TO THE RESTRAINED PERSON**

(Also see important Warnings and Information on page 2):

You are required to surrender all firearms, ammunition, and magazines that you own or possess in accordance with Section 18120 of the Penal Code and you may not have in your custody or control, own, purchase, possess, or receive, or attempt to purchase or receive, any firearm, ammunition, or magazine while this order is in effect. However a more permanent gun violence restraining order may be obtained from the court. You may seek the advice of an attorney as to any matter connected with the order. The attorney should be consulted promptly so that the attorney may assist you in any matter connected with the order.

If you have any firearms, ammunition, and magazines, you MUST IMMEDIATELY SURRENDER THEM if asked by a police officer. If a police officer does not ask you to surrender any of the above, within 24 hours of getting this order, you must take them to a police station or a licensed gun dealer to sell or store them and must file a receipt with the court proving that this has been done. You have 48 hours to file a receipt with the court shown to the right. **If you do not file a receipt within 48 hours you have violated this order and can go to jail.**

3. **This order will last until:** _____ **Time** _____

INSERT DATE OF 21st CALENDAR DAY (DO NOT COUNT DAY THE ORDER IS GRANTED)

4. **Court Hearing** A court hearing will be set within 21 days.

A court hearing will take place at the court above on: Date: _____ Time: _____

You must go to the court hearing if you do not want this restraining order against you. At the hearing, the judge can make this order last for up to 1 year.

5. Reasonable grounds for the issuance of this order exist, and a Gun Violence Emergency Protective Order (1) is necessary because the Restrained Person poses an immediate danger of causing personal injury to himself or herself or to another by having custody or control, owning, purchasing, possessing, or receiving any firearms, ammunition, or magazines; **and** (2) less restrictive alternatives were ineffective or have been determined to be inadequate or inappropriate under the circumstances.

6. Judicial officer (name): _____ granted this order on (date): _____ at (time): _____

APPLICATION

7. Officer has a reasonable cause to believe that the grounds set forth in item 5, above, exist (state supporting facts and dates; specify weapons—number, type and location):

8. Firearms were observed reported searched for seized.

Ammunition (including magazines) was observed reported searched for seized.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: _____
(PRINT NAME OF LAW ENFORCEMENT OFFICER)

(SIGNATURE OF LAW ENFORCEMENT OFFICER)

Agency: _____ Telephone No: _____ Badge No: _____

Address: _____

PROOF OF SERVICE

9. I personally delivered copies of this Order to the restrained person name in item 1.

Date of service: _____ Time of service: _____ Address: _____

10. At the time of service, I was at least 18 years of age.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME OF SERVER/LAW ENFORCEMENT OFFICER) (SIGNATURE OF SERVER)

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of _____

Court fills in case number when form is filed.

Case Number: _____

**GUN VIOLENCE EMERGENCY PROTECTIVE ORDER
WARNINGS AND INFORMATION**

EPO-002

TO THE RESTRAINED PERSON: You are prohibited from owning, possessing, purchasing, receiving, or attempting to purchase or receive a firearm, ammunition, or a magazine. (Pen. Code, § 18125 et seq.) A violation of this order is a misdemeanor punishable by a \$1,000 fine or imprisonment for six months or both. (Pen. Code, §§ 19, 18205.)

Within 24 hours of receipt of this order, you must turn in all firearms, ammunition, and magazines to a law enforcement agency or sell them to or store them with a licensed firearms dealer until the expiration of this order. (Pen. Code, § 18125 et seq.) A receipt proving surrender, sale, or storage must be filed with the court within 48 hours of receipt of this order, or on the next court business day if the 48-hour period ends on a day when the court is closed. You must also file the receipt with the law enforcement agency that served you with this Order. You may use Form GV-800, *Proof of Firearms, Ammunition, and Magazines Turned In, Sold, or Stored*.

This Gun Violence Emergency Protective Order is effective when made. It will last until the date and time in item 3 on the front. The court will hold a hearing within 21 days to determine if a longer-term order should be issued. If the date and time are not stated in item 4 on the front, you will get a notice with the date and time of the hearing in the mail at the residential address listed on page 1 of this form. If you would like to respond to this order in writing you must use Form GV-020, *Response to Gun Violence Emergency Protective Order*. A family member may also seek a more permanent restraining order from the court.

If you violate this order, you will also be prohibited from having in your custody or control, owning, purchasing, possessing, or receiving, or attempting to purchase or receive, a firearm, ammunition, or magazine for an additional five-year period, to begin on the expiration of the more permanent gun violence restraining order. (Pen. Code, § 18205.)

This protective order must be enforced by all law enforcement officers in the state of California who are aware of it or shown a copy of it. The terms and conditions of this order remain enforceable regardless of the acts or any agreement of the parties; it may be changed only by order of the court.

A LA PERSONA RESTRINGIDA: Tiene prohibido ser dueño de un arma de fuego, municiones o cargadores, o poseer, comprar, recibir, o tratar de comprar o recibir un arma de fuego, municiones o cargadores. (Código Penal, §§ 18125 y siguientes). Una violación de esta orden está sujeta a una multa de \$1000 o encarcelamiento de seis meses o ambos. (Código Penal, §§ 19 y 18205.)

Dentro de las 24 horas de recibir esta orden, tiene que entregar sus armas de fuego, municiones y cargadores a una agencia del orden público o venderlos a un comerciante de armas autorizado, o almacenarlos con el mismo hasta el vencimiento de esta orden. (Código Penal, §§ 18125 y siguientes). Se tiene que presentar a la corte una prueba de haberlos entregado, vendido, o almacenado dentro de las 48 horas de recibir esta orden. Se puede usar el formulario GV-800, *Prueba de entrega, venta o almacenamiento de armas de fuego, municiones y cargadores*, por este propósito.

Esta orden de protección de emergencia de armas de fuego entra en vigencia en el momento en que se emite. Durará hasta la fecha y hora indicadas en el punto 3 de la primera página. Se realizará una audiencia dentro de 21 días para determinar si es necesario emitir una orden que dure por más tiempo. Si la fecha y la hora no se indican en el punto 4 de la primera página, recibirá un aviso con la fecha y la hora de la audiencia por correo a la dirección residencial indicada en la primera página. Si desea responder a esta orden por escrito, tiene que usar el formulario GV-020, *Respuesta a la orden de protección de emergencia de armas de fuego*. Un miembro de su familia también puede solicitar al tribunal una orden de restricción más permanente.

Si contraviene esta orden de restricción, se le prohibirá tener en su posesión o control, comprar, poseer o recibir, o tratar de comprar o recibir un arma de fuego, municiones o cargadores por otro periodo de cinco años más, comenzando a partir del vencimiento de la orden de restricción de armas de fuego más permanente. (Código Penal, § 18205.)

Todo agente del orden público del estado de California que tenga conocimiento de la orden o a quien se le muestre una copia de la misma deberá hacer cumplir esta orden de protección. Los términos y condiciones de esta orden se podrán hacer cumplir independientemente de las acciones de las partes; solo la corte podrá cambiar esta orden.

To law enforcement: The Gun Violence Emergency Protective Order must be served on the restrained person by the officer if the restrained person can reasonably be located. Ask the restrained person if he or she has any firearms, ammunition, or magazines in his or her possession or under his or her custody or control. A copy must be filed with the court as soon as practicable after issuance so a hearing can be set, if one was not already scheduled. If the court did not give you a hearing date when issuing the order (to put in item 4 on the front), the court will set a hearing within 21 days and will provide you with notice of the hearing. Also, the officer must have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice.

The provisions in this temporary Gun Violence Emergency Protective Order do not affect those of any other protective or restraining order in effect, including a criminal protective order. The provisions in another existing protective order remain in effect.

2020_BSCC_Monthly_Report_on_the_Detention_of_Minors_Form.pdf

**CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS
MONTHLY REPORT ON THE DETENTION OF MINORS – CALENDAR YEAR 2020**

SECTION I.

Agency Name:		Date:	
Facility Name:			
Facility Street Address:			
City:	Zip:	County:	

SECTION II.

PLEASE CHECK THE MONTH THAT IS BEING REPORTED											
January	February	March	April	May	June	July	August	September	October	November	December
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**** Please note-the numbers in Section III and IV are separate and NOT cumulative****

SECTION III. Delinquent Minors (WIC §602) in Detention

<i>The JJDPA and WIC §207.1(d) prohibit the detention of delinquent minors (WIC §602) over six (6) hours.</i>	Secure Detention	Reason for six-hour rule violation	Nonsecure Detention	Reason for six-hour rule violation
Number of minors held six (6) hours or less <i>Enter ZERO (0) if none</i>				
Number of minors held over six (6) hours <i>Enter ZERO (0) if none</i>				

SECTION IV. Status Offenders (WIC §601) and Nonoffenders (WIC §300) in Secure Detention

<i>The JJDPA and WIC §206 and §207 prohibit the SECURE detention of status offenders (WIC §601) and nonoffenders (WIC §300/WIC §5150) DO NOT COUNT NONSECURE DETENTION OF WIC §601 and WIC §300 minors.</i>	Secure Detention	Reason for Violation
Number of status offenders (WIC §601) held in secure detention <i>Enter ZERO (0) if none</i>		
Number of nonoffenders (WIC §300/WIC §5150) held in secure detention <i>Enter ZERO (0) if none</i>		

SECTION V.

Name <u>and</u> Title of Reporting Person	Phone:	Date:
	E-Mail:	
Name <u>and</u> Title of Facility Administrator	Phone:	Date:
	E-Mail:	

Submit completed form **by email:** analyst@bscc.ca.gov
by fax: (916) 322-2461
by mail: Board of State and Community Corrections
 ATTN: Compliance Monitor Analyst
 2590 Venture Oaks Way, Ste. 200
 Sacramento, CA 95833

Questions? analyst@bscc.ca.gov or (916) 323-8621

This form may be downloaded at: <http://www.bscc.ca.gov/compliancemonitoring/>
 under the **FSO Quick Links – Compliance Monitoring** button.

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

gv120.pdf

Clerk stamps date here when form is filed.

Use this form to respond to the Petition (form GV-100)

- Read *How Can I Respond to a Petition for a Gun Violence Restraining Order?* (form GV-120-INFO) to protect your rights.
- Fill out this form and take it to the court clerk.
- Have someone age 18 or older—**not you**—mail a copy of this form and any attached pages to the Petitioner or to his or her lawyer. (*Use form GV-250, Proof of Service by Mail.*)

1 Petitioner

Name of person seeking order (*see form GV-100, item 1*):

2 Respondent

a. Your Name: _____
 Your Lawyer (*if you have one for this case*):
 Name: _____ State Bar No.: _____
 Firm Name: _____

b. Your Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.*)

Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-mail Address: _____

3 Gun Violence Restraining Order

- I do not agree to the order requested in the Petition because:
- Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 3—Reasons I Disagree" as a title. You may use form MC-025, Attachment.*

4 Denial

I did not do anything described in item 5 of form GV-100.

Fill in court name and street address:
Superior Court of California, County of

See Petition for case number and fill in:
Case Number:

Be prepared to present your opposition at the hearing. Write your hearing date, time, and place from form GV-109 item 3 here:

Hearing Date → Date: _____ Time: _____
 Dept.: _____ Room: _____

If a Temporary Gun Violence Restraining Order was issued, you must obey it until the hearing. At the hearing, the court may make an order against you for one year.

5 **Justification or Excuse**

If I did some or all of the things that the Petitioner has accused me of, my actions were justified or excused for the following reasons (*explain*):

Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 5-Justification or Excuse" as a title. You may use form MC-025, Attachment.

6 **Surrender of Guns, Ammunition, and Magazines**

If a Temporary Gun Violence Restraining Order (form GV-110) was issued, you cannot own or possess any guns, other firearms, ammunition, or magazines. (See item 6 of form GV-110.) You must sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any guns, other firearms, ammunition, or magazines in your immediate possession or control within 24 hours of being served with form GV-110. You must file a receipt with the court. You may use form GV-800, Proof of Firearms Turned In, Sold, or Stored for the receipt.

- a. I do not own or control any guns, other firearms, ammunition, or magazines.
b. I have turned in my guns, other firearms, ammunition, and magazines to a law enforcement officer or agency, or sold them to or stored them with a licensed gun dealer. A copy of the receipt
 is attached. has already been filed with the court.

7 Number of pages attached to this form, if any: _____

Date: _____

Lawyer's name (if any)

Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

Sign your name



SRJC Threat Assessment Form 9-2016 Scan.pdf



Sonoma County Junior College Police
Critical Incident and Warrant Service Threat Assessment

1. Incident Type (warrant service, barricade, sniper, etc.):

[Empty box for Incident Type]

3. Name:

[Empty box for Name]

4a. SUSPECT RISK FACTORS (CRIMINAL HISTORY)

- Homicide = 15pts
Assault on Police = 15pts
Firearms = 10pts
Robbery (armed) = 10pts
ADW = 10pts
Drug manufacturing = 5pts
Probation or Parole = 5pts
Robbery (strong arm) = 5pts
Sexual assault = 5pts
Unknown = 5pts

4b. SUSPECT RISK FACTORS (GENERAL)

- Terrorist = 35pts*
Homicide Suspect = 35pts*
Known armed = 35pts*
3rd Striker = 20pts
Mentally unstable = 10pts
Paramilitary = 10pts
Prior police experience = 10pts
Suicidal = 10pts
Drug/Alcohol Abuse = 5pts
Gang association = 5pts
Hate group or Religious Extremist = 5pts
Military experience = 5pts

TOTAL SUSPECT RISK: _____

Suspect Risk Factor section should be repeated for each suspect or subject that there is probable cause to believe that they are present.

- Felony
Misdemeanor
Other

5a. LOCATION RISK FACTORS (WEAPONS)

- Assault weapons = 35pts*
Explosives = 35pts*
Fully automatic = 35pts*
Rifle/Shotgun = 15pts
Pistol/Revolver = 10pts
Stabbing instrument = 5pts
Other (impact weapon) = 5pts
Unknown = 5pts

5b. LOCATION RISK FACTORS (GENERAL)

- Fortified site = 35pts*
Armed counter surveillance = 35pts*
Chemicals / Working lab = 35pts*
Booby traps = 20pts
Counter surveillance = 5pts
Video surveillance = 5pts
Geographic barriers = 5pts
Locked security gate = 5pts
Additional persons and/or children on site = 5pts
Vicious Animals = 5pts

TOTAL LOCATION RISK: _____

(*Indicates Recommended SWAT Call-Out Criteria)

6. TOTAL SUSPECT RISK = _____

7. TOTAL LOCATION RISK = _____

8. TOTAL RISK = _____

9. OPERATIONAL RISK LEVEL GUIDE

- Low = 0-20 pts
Moderate = 21-34 pts (SWAT Considered)
High = 35+ pts (SWAT Recommended)

10. SWAT REQUESTED: YES NO

11. Assessment Completed By:

[Empty box for Assessment Completed By]

12. Supervisor Concur / Non-Concur:

[Empty box for Supervisor Concur / Non-Concur]

2. Location:

[Empty box for Location]

13. Lieutenant Concur / Non-Concur:

[Empty box for Lieutenant Concur / Non-Concur]

14. Chief Concur / Non-Concur

[Empty box for Chief Concur / Non-Concur]

15. SWAT AUTHORIZED: YES NO

16. Authorizing Official

[Empty box for Authorizing Official]

17. [Multiple empty lines for signature]



THREAT ASSESSMENT INTRUCTIONS

The Sonoma County Junior College Police Department's Critical Incident and Warrant Service Threat Assessment Form serves as a tool to help officers in the field determine if a situation should be considered high risk. This form can be used on agency-initiated operations such as warrant services, probation and/or parole searches. It can also be used by field supervisors on suspect-initiated tactical operations. The information below is provided as a guide on the use of this form.

1. INCIDENT TYPE: List the type of operation that you are conducting. Typical agency initiated operations are warrant services (search/arrest), probation or parole searches etc. Typical suspect initiated operations include barricaded subjects, sniper or active shooters, hostage situations etc.

2. LOCATION: List the address of the target location. If no address exists then list the directions or nearest landmark, such as ½ east of the Monticello Bridge etc.

3. NAME: Name of suspect if known. Use a separate form for each subject/suspect that is identified.

4a. SUSPECT RISK FACTORS (CRIMINAL HISTORY): In this section you check each box that applies. So if the subject has a history of drug manufacturing and ADW violations, you would check both boxes.

4b. SUSPECT RISK FACTORS (GENERAL): In this section you check each box that applies. You should provide supporting documents to support your assessment (ie. a copy of jail records showing gang tattoos or affiliation).

5a. LOCATION RISK FACTORS (WEAPONS): List weapons factors that are specific to the target location. The standard of proof is probable cause. However note any information available about weapons at the location. List only the highest value. For example if there is PC to believe that a rifle and a pistol are located at the residence, you would only assess the rifle at 15 points. However, additional firearms can be factored in if there are multiple suspects at the target location.

5b. LOCATION RISK FACTORS (GENERAL): List factors that are specific to the target location. The standard of proof to check a box is probable cause. In other words mere reasonable suspicion that booby traps are located at the residence are *not* enough to assess that as a risk, however probable cause to believe booby traps are located at the residence *are* sufficient to make that assessment.

6. TOTAL SUSPECT RISK: Enter the total amount assessed from blocks 4a and 4b.

7. TOTAL LOCATION RISK: Enter the total amount assessed from blocks 5a and 5b.

8. TOTAL RISK: Numerical value obtained by adding the sum of blocks 6 and 7.

9. OPERATIONAL RISK LEVEL GUIDE: This guide is used to show the relative risk level of the assessed operation. Risk level 0-20 is considered LOW. A risk level of 21-34 is considered MODERATE and SWAT should be considered for this operation. A risk level of 35 and over is considered HIGH and SWAT is recommended for this operation.

10. SWAT REQUESTED: The person completing the assessment will circle "YES" or "NO" to indicate whether or not SWAT is requested.

11. ASSESSMENT COMPLETED BY: Self explanatory.

12. SUPERVISOR CONCUR/NON-CONCUR: The supervisor of the person completing the assessment. If the person completing the assessment is a supervisor then leave this section blank. If SWAT is requested and the supervisor does not concur, the assessment should be forwarded to the lieutenant for review.

13. LIEUTENANT CONCUR/NON-CONCUR: The program manager (lieutenant) will indicate his review of the assessment. Again, if SWAT is requested and the lieutenant does not concur, the assessment should be forwarded to the Chief of Police for resolution.

14. CHIEF CONCUR/NON-CONCUR: The Chief will resolve any non-concurrence in the chain of command

15. SWAT AUTHORIZED: To be completed by the authorizing official.

16. AUTHORIZING OFFICIAL: Signature of authorizing official.

17. COMMENTS: Any comments explaining non-concurrence will be noted here.

SRJCPD Cash Drawer Count Sheet Sample Scan.pdf

SRJC District Police Cash Drawer Count Sheet

Initials _____

Date: 9/5/2016

Notes:

By: Bellamy

Shift: Grave

Qty

Coin

0.01	10	\$ 0.10
0.05	8	\$ 0.40
0.10	115	\$ 11.50
0.25	8	\$ 2.00
0.50	0	\$ -
1.00	0	\$ -

Qty

Currency

1's	46	\$ 46.00
5's	0	\$ -
10's	0	\$ -
20's	12	\$ 240.00
50's	0	\$ -
100's	2	\$ 200.00

TOTAL

\$ 500.00

SCJCDPD Cybervetting Form 11-16.pdf

Hate Crime Checklist.pdf

HATE CRIME CHECKLIST

Page _____ of _____

VICTIM	<p style="text-align: center;"><u>Victim Type:</u></p> <p><input type="checkbox"/> Individual Legal name (Last, First): _____ Other Names used (AKA): _____</p> <p><input type="checkbox"/> School, business or organization Name: _____ Type: _____ <i>(e.g., non-profit, private, public school)</i> Address: _____</p> <p><input type="checkbox"/> Faith-based organization Name: _____ Faith: _____ Address: _____</p>	<p style="text-align: center;"><u>Target of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Person <input type="checkbox"/> Private property <input type="checkbox"/> Public property</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;"><u>Nature of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Bodily injury <input type="checkbox"/> Threat of violence</p> <p><input type="checkbox"/> Property damage</p> <p><input type="checkbox"/> Other crime: _____</p> <p>Property damage - estimated value _____</p>
---------------	---	--

BIAS	<p style="text-align: center;"><u>Type of Bias</u> (Check all characteristics that apply):</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Gender identity/expression</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Nationality</p> <p><input type="checkbox"/> Religion</p> <p><input type="checkbox"/> Significant day of offense <i>(e.g., 9/11, holy days)</i></p> <p><input type="checkbox"/> Other: _____</p> <p>Specify disability (be specific): _____ _____</p>	<p style="text-align: center;"><u>Actual or Perceived Bias – Victim’s Statement:</u></p> <p><input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)].</p> <p><input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)]. <i>If perceived, explain the circumstances in narrative portion of Report.</i></p> <p style="text-align: center;"><u>Reason for Bias:</u></p> <p>Do you feel you were targeted based on one of these characteristics? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you know what motivated the suspect to commit this crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you feel you were targeted because you associated yourself with an individual or a group? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p> <p>Are there Indicators the suspect is affiliated with a criminal street gang? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p>
-------------	--	---

	<p style="text-align: center;"><u>Bias Indicators (Check all that apply):</u></p> <p><input type="checkbox"/> Hate speech <input type="checkbox"/> Acts/gestures <input type="checkbox"/> Property damage <input type="checkbox"/> Symbol used</p> <p><input type="checkbox"/> Written/electronic communication <input type="checkbox"/> Graffiti/spray paint <input type="checkbox"/> Other: _____</p> <p><i>Describe with exact detail in narrative portion of Report.</i></p>
--	--

HISTORY	<p style="text-align: center;"><u>Relationship Between Suspect & Victim:</u></p> <p>Suspect known to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Nature of relationship: _____</p> <p>Length of relationship: _____</p> <p><i>If Yes, describe in narrative portion of Report</i></p>	<p><input type="checkbox"/> Prior reported incidents with suspect? Total # _____</p> <p><input type="checkbox"/> Prior unreported incidents with suspect? Total # _____</p> <p>Restraining orders? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, describe in narrative portion of Report</i></p> <p>Type of order: _____ Order/Case# _____</p>
----------------	--	--

WEAPONS	<p>Weapon(s) used during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____</p> <p>Weapon(s) booked as evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Automated Firearms System (AFS) Inquiry attached to Report? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
----------------	--

HATE CRIME CHECKLIST

Page ____ of ____

EVIDENCE	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked
	Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo
	Total # of photos: _____ D#: _____ Taken by: _____ Serial #: _____	<input type="checkbox"/> Known to victim

OBSERVATIONS	<u>VICTIM</u>	<u>SUSPECT</u>
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has suspect ever harmed you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does suspect possess or have access to a firearm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you afraid for your safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other information that may be helpful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Resources offered at scene: Yes No Type: _____

MEDICAL	<u>Victim</u>	<u>Suspect</u>	Paramedics at scene? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit # _____
	<input type="checkbox"/>	<input type="checkbox"/>	Declined medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Will seek own medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Received medical treatment
Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name(s)/ID #: _____ Hospital: _____ Jail Dispensary: _____ Physician/Doctor: _____ Patient #: _____

Officer (Name/Rank)	Date
Officer (Name/Rank)	Date
Supervisor Approving (Name/Rank)	Date

SRJCVehicleServiceForm.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

VEHICLE SERVICE FORM

- PROCEDURE:**
- 1) The SRJCPD staff member identifies any type of vehicle malfunction or repair need
 - 2) The staff member completes this Vehicle Service Form
 - 3) The staff member sends the completed form to bfleetwood@santarosa.edu via e-mail attachment
 - 4) The staff member writes the problem in red dry erase marker on the Vehicle Status Board (hallway)
 - 5) If the vehicle needs immediate repair the staff member is to clear the vehicle of all weapons

VEHICLE NUMBER:	DATE	TIME:	ODOMETER
STAFF MEMBER NAME:			
CHECKLIST:		TYPE OF ISSUE:	
Vehicle out of service (non operational)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Mechanical	
Priority repair?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Electrical (vehicle)	
Weapons removed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Electrical (equipment)	
Was the vehicle towed in from the field?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Radio	
Was the vehicle involved in a collision?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> MDC	
If T/C, supervisor notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Equipment (other)	

SERVICE REQUEST / NATURE OF MALFUNCTION / REPAIR (describe in detail)

FOR OFFICE USE ONLY:

VEHICLE TO FACOPS:	
VEHICLE TO COUNTY FLEET OPS:	
VEHICLE TO DEALERSHIP:	
VEHICLE RETURNED:	

REPAIR NOTES:

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

gv800 (1).pdf

1 Petitioner/Requesting Agency

Name: _____

2 Respondent/Restrained Party

a. Your Name: _____

Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**3 To the Respondent/Restrained Person**

The court has ordered you to surrender all of your firearms, ammunition, and magazines by turning them in to law enforcement or by selling them to or storing them with a licensed gun dealer. You may use this form to prove to the court that you have obeyed its orders. When you deliver your unloaded firearms, ammunition, and magazines, ask the law enforcement officer or the licensed gun dealer to complete item **4** or **5** and item **7**

4 To Law Enforcement

Fill out this box and item **7** of this form. Keep a copy and give the original to the person who turned in the firearms, ammunition, or magazines.

The items listed in **7** were turned in on:Date: _____ at: _____ a.m. p.m.To: _____
*Name and title of law enforcement agent*_____
*Name of law enforcement agency*_____
Address

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

▶ _____
Signature of law enforcement agent

Badge Number: _____

5 To Licensed Gun Dealer

Fill out this box and item **7** of this form. Keep a copy and give the original to the person who sold you the firearms, ammunition, or magazines or stored them with you.

The items listed in **7** were: sold stored on:Date: _____ at: _____ a.m. p.m.To: _____
*Name of licensed gun dealer*_____
*License number Telephone*_____
Address

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

▶ _____
Signature of licensed gun dealer



6 To the Respondent/Restrained Person

After the form is signed, make two copies. File the original with the court clerk. File a copy with the law enforcement agency that served you with the gun violence restraining order. Keep a copy for yourself. Failure to file a receipt with the court and with the law enforcement agency is a violation of the court's order.

For help filling out this form, read *How Do I Turn In, Sell, or Store My Firearms, Ammunition, and Magazines?* (form GV-800-INFO).

7 a. Firearms

	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

Check here if you turned in, sold, or stored more firearms. Use form MC-025 and write "GV-800, Item 7a-Firearms Turned In, Sold, or Stored" for a title. Include the make, model, and serial number of each firearm.

b. Ammunition

	<u>Brand</u>	<u>Type</u>	<u>Amount</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

Check here if you turned in, sold, or stored more ammunition. Use form MC-025 and write "GV-800, Item 7b-Ammunition Turned In, Sold, or Stored" for a title. Include the brand, type, and amount of ammunition.

c. Magazines

	<u>Make</u>	<u>Model</u>	<u>Number of Magazines</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

Check here if you turned in, sold, or stored more magazines. Use form MC-025 and write "GV-800, Item 7c-Magazines Turned In, Sold, or Stored" for a title. Include make, model, and serial number of magazines.

8 Do you have, own, possess, or control any other firearms, ammunition, or magazines besides the items listed in 7? Yes No

If you answered yes, have you turned in, sold, or stored those other items? Yes No

If yes, check one of the boxes below:

a. I filed a Proof of Firearms, Ammunition, and Magazines Turned In, Sold, or Stored (form GV-800) for those firearms with the court on (date): _____

b. I am filing the proof for those firearms, ammunition, or magazines along with this proof.

c. I have not yet filed the proof for the other firearms, ammunition, or magazines. (Explain why not):
 Check here if there is not enough space below for your answer. Use form MC-025 and write "Attachment 8c" for a title.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

Type or print your name



Sign your name



StateOfCaliforniaDOJHateCrimesBrochure.pdf

Information for victims

The California Victims' Bill of Rights Act – Marsy's Law – gives you these important legal rights:

Get money for your losses

Apply for money to cover your property losses, medical expenses, lost wages, and other losses.

Say how the crime impacted you

Tell the court how the crime impacted your life before the defendant is sentenced.

Get information about the criminal case

Ask the prosecutor for certain information about the case.

Get orders from the court

The court can make orders that could help you, such as a **protective order** to keep the defendant away from you or an **order to pay attorney fees** if you hired a lawyer to help with your case.

The court may also order the defendant to pay you \$25,000 or more for violating your civil rights. (Talk to a lawyer about your rights under the Ralph Act and the Bane Act.)

Where to find help

- California Attorney General's Victims' Services Unit
(877) 433-9069
TTY: (800) 735-2929
www.oag.ca.gov/victimservices
- California Department of Fair Employment and Housing
(800) 884-1684
TTY: (800) 700-2320
www.dfeh.ca.gov
- California Victim Compensation Board
(800) 777-9229
www.vcgcb.ca.gov
 - Find Your Local District Attorney's Office, Victim/Witness Assistance Center
www.vcgcb.ca.gov/victims/localhelp.aspx
- U.S. Department of Justice, Community Relations Services
(202) 305-2935
www.justice.gov/crs

For more information, or help with questions or concerns, contact:

California Attorney General's Office Victims' Services Unit

P.O. Box 944255
Sacramento, CA 94244-2550
(877) 433-9069
www.oag.ca.gov/victimservices



What You Need to Know to Protect Yourself and Others



California Attorney General's Office
Victims' Services Unit

In California, you can be a victim of a hate crime if you have been targeted because of your:

- » *race or ethnicity,*
- » *nationality, religion,*
- » *gender, sexual orientation,*
- » *physical or mental disability, or*
- » *your association with a person or group with one or more of these “actual” or “perceived” characteristics.*

Hate crime or hate incident?

It is important to know the difference between a hate *crime* and a hate *incident*.

A **hate incident** is an action or behavior motivated by hate but legally protected by the First Amendment right to freedom of expression.

Examples of hate incidents include:

- name-calling,
- insults,
- distributing hate material in public places, and
- displaying hate material on your own property.

The U.S. Constitution allows hate speech as long as it does not interfere with the civil rights of others. If a hate incident starts to threaten a person or property, it may become a **hate crime**.

A **hate crime** is a crime against a person, group, or property motivated by the victim’s real or perceived protected social group. The law protects against many classes of hate crimes.

What to do if you witness a hate crime

Report the crime to your local police or sheriff’s department. If hate crimes are not reported, the hate crimes may continue.

How to spot a hate crime

Here are signs of a possible hate crime:

- The criminal chose the victim or property because they belonged to a protected group, like a certain religion or gender.
- The criminal made written or verbal comments showing a prejudice.
- The crime happened on a date that is important for the victim’s protected group.
- There is a lot of organized hate activity in the area.

“When someone commits a crime motivated by hate, it is not just an attack on one innocent person, but an attack on the entire State.”

*Xavier Becerra
California Attorney General*

If you are a hate crime victim, you should:

- Contact the local police or sheriff right away!
- Get medical attention (if you need it).
- Write down the exact words that were said.
- Make notes about any other facts so you don’t forget them.
- Save all evidence (e.g., graffiti, egg shells, writing on victim’s vehicle). If safe, wait until law enforcement arrives and takes photos.
- Get the names, addresses, phone numbers, and emails of other victims and witnesses.
- Try to get a description from any eyewitnesses of the criminal or the vehicle.
- Call community organizations in your area that respond to hate crimes.

What you and your community can do

- Speak out against hate and intolerance.
- Have community rallies to support victims.
- Offer support and help to victims.
- Ask public officials to speak out against hate crimes.
- Establish a hate crime network that includes law enforcement, local government, schools, religious organizations and community organizations. Ask them to respond to hate crimes immediately when they happen and to promote prevention and awareness.

SCLECALawEnforcementBrochureDV.pdf

Important Information Regarding Your Case

Date: _____

Report # _____ or Incident # _____

Officer/Deputy Name: _____

Telephone Number: _____

Offender's Name: _____

Offender's Arrested? ___ Cited? ___ Violation: _____

Offender's advised of Restraining order conditions: _____

For custody status and other public information please call:
707-565-1400

For a District Attorney Victim Advocate please call:
707-565-8250

For resources, referrals, and services for all types of family violence:

**Family Justice Center Sonoma County
2755 Mendocino Avenue, Suite 100
Santa Rosa, California 95403
707-565-8255**

Comments: _____

**DIRECTORY OF
RESOURCE INFORMATION
for Victims of Crime
With a Focus on Domestic Violence,
Sexual Assault and Elder Abuse**



**Sonoma County Law Enforcement
Chiefs Association**

MESSAGE FROM THE CHIEF'S ASSOCIATION

Your safety is the primary concern for all Sonoma County Law Enforcement Agencies. If you or a loved one is a victim or potential victim of family violence, sexual abuse, and/or elder abuse, we are available to assist you and your family.

Please save this booklet. It contains valuable information relevant to your case and includes contact information for support and community services that are available to help you during this difficult period in your life. Sonoma County Law Enforcement works in partnership with the Family Justice Center to collaboratively provide you comprehensive services. We are dedicated in providing you with support throughout the entire process.

Please read this pamphlet so you can know your rights and obtain the help that is available to you. California State Law requires victims of domestic violence/spousal abuse be provided with the incident or report number for their case. The responding law enforcement official may write that information on the information card in the back of this booklet.

Santa Rosa Police Department

965 Sonoma Ave. Santa Rosa, CA 95404
Non-emergency (dispatch) 707-528-5222
Business 707-543-3600
DVSA 707-543-3595
Violent Crimes Investigations 707-543-3590

Sebastopol Police Department

6850 Laguna Park Way Sebastopol, CA 95472 707-829-4400

Sonoma County Probation Department

600 Administration Dr. 104J Santa Rosa, CA 95403 707-565-2149

Sonoma County Sheriff's Department (SCSD)

2796 Ventura Ave. Santa Rosa, CA 95403
Non-emergency (dispatch) 707-565-2121
Front desk 707-565-2650
Guerneville Substation 707-869-0202
DVSA 707-565-8290
FAX 565-8299

Sonoma Police Department (SCSD)

175 First St. West Sonoma, CA 95476 707-996-3602
Non-emergency (dispatch) 707-996-3601

Sonoma State University Police Department

1801 E Cotati Ave. Rohnert Park, CA 94928 707-664-4444

State Corrections Parole Office

3222 Airway Dr. Santa Rosa, CA 95403 707-576-2200

Windsor Police Department (SCSD)

9291 Old Redwood Hwy. Windsor, CA 95492 707-838-1234

IMPORTANT NUMBERS TO KNOW
EMERGENCY 9-1-1

California Highway Patrol

6100 LaBath Ave. Rohnert Park, CA 94928 707-588-1400

Cloverdale Police Department

112 Broad St. Cloverdale, CA 95425 707-894-2150

Cotati Police Department

203 West Sierra Ave. Cotati, CA 94931 707-792-4611

Healdsburg Police Department

238 Center St Healdsburg, CA 95448
Non-Emergency 707-431-3377
Business 707-431-3377

Jail (Main Adult Detention Facility)

2777 Ventura Ave. Santa Rosa, CA 95403
Business/Custody Status 707-565-1400

Petaluma Police Department

969 Petaluma Blvd. North Petaluma, CA 94952
Business 707-778-4372
Victim Advocate 707-778-4533

Regional Parks of Sonoma County

2300 County Center Dr. 120A Santa Rosa, CA 95403 707-565-2041

Rohnert Park Department of Public Safety

500 City Center Dr. Rohnert Park, CA 94928 707-584-2600

Santa Rosa Junior College Police Department

2032 Armory Dr. Santa Rosa, CA 95401 707-527-1000

Introduction

This pamphlet contains important information and resources to assist you if you are a victim of crime with a special emphasis on crimes of domestic violence, sexual assault, and elder abuse.

Domestic Violence

Domestic Violence is a crime. If you are being harassed, threatened, or physically abused by your partner or ex-partner, you have a right to be protected. Law enforcement is committed to protecting all victims of domestic violence. If you are in a violent relationship and require assistance, please call 9-1-1. When law enforcement arrives, he or she can protect you from immediate danger or harm. If you are victim of a domestic violence crime, you have the right to request your name and address not become a matter of public record. In order to provide for your immediate safety, please read the following information carefully.

Strangulation

Strangulation is a form of asphyxia (lack of oxygen) characterized by closure of the blood vessels and/or air passages of the neck as a result of external pressure on the neck. It is an extremely dangerous, potentially lethal, form of violence. It only takes seconds for a person to lose consciousness. Visible injuries may not be present and symptoms may not appear for days, but the risk of serious brain injury remains. Immediate medical attention is highly encouraged. Strangulation is a significant predictor of future lethal violence, increasing your risk of death.

Arrest/Citation Procedure

There are two options for proceeding once law enforcement arrives. In situations where law enforcement witnesses the offense or where the victim sustains a serious or visible injury, law enforcement will make an arrest. It is important to remember that even if arrested, the suspect may post bail or be issued a citation, and may be released at any time. An arrest does not guarantee your safety. As the victim, you have a right to be informed of the suspect's release from custody. Contact the Sonoma County Jail at 707-565-1400 and tell them that you want to be notified immediately prior to the suspect's release.

In situations where the officer did not witness the offense or where the victim does not have visible injury, the officer may make an arrest.

Domestic Violence and Child Abuse

Children who witness domestic violence can be emotionally, as well as physically injured during the event, and all efforts should be made to protect them from exposure to this violence. Many parents believe that their children sleep through most of the arguments or violence; however, many children report listening to these violent incidents. Witnessing abuse is terrifying and confusing for children, creating behavioral, emotional, and social effects. A perpetrator of domestic violence who commits acts in the presence of children, knowing that their actions can cause emotional or physical damage to the child, can be additionally charged with child endangerment or abuse. Family, Youth & Children's Services can provide guidance and resources to assist you.

Civil Suit

As a victim of domestic violence, you have the right to file a civil suit against your abuser. You may sue for losses suffered as a result of the abuse, including medical expenses, loss of earnings, or other costs related to your injuries. Ask a civil attorney of your choosing for more information.

Restraining Orders

Things a Restraining Order Can Do:

1. Order the suspect to stay a specified distance away from you and your children.
2. Order the suspect to stay away from your home, work, vehicle, children's school, or child care provider.
3. Order the suspect to move out of your home, even if the suspect is a co-owner or co-lessee.
4. Order the suspect not to abuse you, your children, or other family members.
5. Order the suspect not to annoy or interfere with children in your custody.
6. Give you custody of your children and make visitation orders.
7. Order the payment of child support.
8. Order the suspect not to contact you by phone or by third party.
9. Order the suspect to make payments on specific debts and bills.
10. Order the suspect and victim to participate in counseling.

Emergency Food, Clothing, Transportation & Referral

- Salvation Army Family Services 707-542-0998
- Friends in Service Here (FISH, emergency food) 707-527-5151
- Women Infant Children Nutrition (WIC) 707-565-6590
- Sonoma County Indian Health Project 800-660-7609
- Sonoma County Long Term Care 707-526-4108
- Adult Protective Services 707-565-5940
- Council On Aging 707-525-4487
- Dept. of Justice Victim's Services (Exam kit) 877-433-9069
- Victim Information and Notification (VINE) 877-411-5588
- Redwood Empire Food Bank 707-523-7900
- Food For Thought (AIDS Food Bank) 707-887-1647
- Inter-Church Food Pantry 707-823-2483
- Feed Our Children of Sonoma County 707-575-3333
- Presbyterian Church of the Roses Food Pantry 707-542-4272

Drug /Alcohol Issues

- Orenda Detox Center 707-565-7460
- Alcoholics Anonymous 707-544-1300
- Narcotics Anonymous 707-324-4062
- Al-Anon/Alateen (Sonoma County) 707-575-6760
- Drug Abuse Alternatives Center (DAAC) 707-544-3295
- Redwood Gospel Mission 707-576-1471
- Athena House 707-219-8763
- Victory Outreach Recovery Home 707-541-0978
- Casa Calmecac 707-568-7679
- Women's Recovery Services 707-527-0412

Legal Assistance

- Legal Aid of Sonoma County 707-542-1290
- Catholic Charities Immigration 707-578-6000
- Family Law Facilitator 707-521-6545
- Sonoma County Legal Services 707-546-2924
- Sonoma County Lawyer referral Service 707-546-5297

Sonoma County District Attorney's Office

- General (front desk) 707-565-2311
 - Victim Services Division 707-565-8250
- www.da.sonoma-county.org

CRISIS COUNSELING, SHELTERS & VICTIM SERVICES

Emergency Services—24 Hours

- YWCA Domestic Violence Hotline 707-546-1234
- Verity Sexual Assault Hotline 707-545-7273
- Family, Youth & Children Services (CPS) 707-565-4304

Crisis Counseling Hotlines

- Sonoma County Behavioral Health
Emergency 800-746-8181
Non-emergency 707-565-4900
- Social Advocates for Youth (SAY) 888-729-0012
- Suicide Prevention Lifeline 800-784-2433
- Lomi Psychotherapy Clinic 707-579-0465
- Petaluma People Services Center 707-765-8488
- West County Community Services 707-823-1640
- National Domestic Violence Hotline 800-799-7233
- SRJC Title IX title9@santarosa.edu 707-527-4954
- Sonoma State Counseling Services 707-664-2153
- Sonoma State Univ. Title IX title9@sonoma.edu 707-664-4140

Hospitals

- Sutter Regional Hospital 707-576-4000
- Santa Rosa Memorial Hospital 707-546-3210
- Kaiser Permanente 707-393-4000
- Petaluma Valley Hospital 707-778-1111
- Sonoma Valley Hospital 707-935-5000
- Sonoma West Medical Center 707-823-8511

Emergency Shelters & Safe Houses

- YWCA Safe House 707-546-1234
- Catholic Charities Family Support Center 707-542-5426
- Community Action Partnership (Women's Shelter) 707-544-6911
- Redwood Gospel Rescue Mission (Men's Shelter) 707-542-4817
- Committee on the Shelter-less (COTS) 707-765-6530
- Social Advocates for Youth (SAY) 707-544-3299

Emergency Protective Orders (EPO)

Law Enforcement can obtain an Emergency Protective Order against the suspect if any of the following apply to your situation:

1. You are living with or have recently lived with, or have had a dating relationship with the suspect, and there is an incidence of violence or threat of violence against you, your children, and/or family members.
2. The officer has reasonable grounds to believe that you or your children are in immediate and serious danger of domestic violence, sexual abuse, or abduction.

****Special Notice:** The Emergency Protective Order will remain in effect until 5:00 p.m. on the fifth court day, or the seventh calendar day following its issuance, whichever comes first. This action is designed to provide you with immediate legal protection until you are able to get a Temporary Restraining Order from the courts. Please refer to your EPO for your expiration date.

Temporary Restraining Orders (TRO)

Documents necessary to request a Temporary Restraining Order are available, free of charge, at the Superior Court Family Law Clerk's Office, located at the Family Law Courthouse, 3055 Cleveland Ave., Santa Rosa, CA 95403, 707-521-6630. Completed documents must be returned to the Superior Court Family Law Clerk's Office. A restraining order declaration is information written in your own words that will help the judge make a decision in your case.

If you need assistance in completing the forms, contact Legal Aid of Sonoma County at the Family Justice Center at 707-565-8255 or the downtown office at 707-542-1290. If there is a conflict with Legal Aid, you may contact the Family Law Facilitator's Office (FLF) at 707-521-6545 for assistance. FLF can also provide child custody and divorce assistance.

Visit the CA courts Self-Help Center at:
www.courtinfo.ca.gov/selfhelp/protection/dv/formsyouneed.htm.

You can also print temporary restraining order forms from the court website at sonomasuperiorcourt.com (link to forms, then form packets). Judges review and sign the petitions Monday through Friday. Please call the Courthouse for the hours. Once a Temporary Restraining Order has been issued, file one copy with the law enforcement agency where you reside, one with your child's school and/or daycare provider, and keep another copy with you at all times. The Penal Code section for violation of these orders cannot be enforced until the person to be restrained has been served, notified, and/or has been advised by the court.

Sexual Assault

Sexual assault is a crime, whether committed by a stranger, an acquaintance, a relative, or a spouse. If you are a victim of sexual assault, you should take the following steps:

1. Go immediately to a safe place and call for assistance.
2. If you are injured, seek medical help immediately.
3. Do not bathe, shower, douche or dispose of your clothing.
4. When law enforcement arrives, provide information about what happened to you and who was responsible.

If you are the victim of a sexual assault, contact law enforcement as soon as possible. The sooner the crime is reported, the greater the chances are of arresting and convicting the suspect.

When law enforcement arrives, you will be asked some questions in order to obtain preliminary information about what happened to you and who was responsible. Depending on the circumstances, you may need a medical examination. You should bring a complete change of clothing with you to the exam. The clothes worn at the time of the assault will be collected by law enforcement because they may provide valuable evidence against the suspect.

During the course of the investigation, feel free to ask the officer any questions you may have about the procedures being followed. You have the right to request that your name not become a matter of public record. The officer can assist you in contacting an advocate, so you have a support system to help you through the entire process.



The Family Justice Center Sonoma County is committed to assisting victims and survivors of domestic violence, dating violence, elder abuse, child abuse, and sexual assault.

The Family Justice Center Sonoma County empowers family violence victims to live free from violence and abuse by providing comprehensive services, centered on and around the victim through a single point of access. Building on strong interagency collaboration, we protect the vulnerable, stop the violence, and restore hope.

**Family Justice Center
2755 Mendocino Ave., Ste. 100
Santa Rosa, CA 95403**

(707) 565-8255

State of California Victim Compensation Board (CalVCB)

If you or your family has sustained physical or emotional injury as a direct result of a crime, you may be eligible to receive assistance through CalVCB at victims.ca.gov, managed through the District Attorney's Victim Services Division www.da.sonoma-county.org. Contact a DA advocate to complete an application.

If you meet the eligibility criteria, CalVCB can compensate you or the provider for many types of crime related expenses when the costs are not covered by other sources. Among the eligible crimes are domestic violence, child abuse, sexual/physical assault, homicide, robbery, drunk driving, and vehicular manslaughter. Some of the losses covered by the program include medical/dental treatment, mental health services, income loss, relocation, and funeral/burial expenses. In addition to being a victim of a qualifying crime, there are other criteria you must meet, that are outlined on the web sites listed above.

Restitution

As a victim of crime, you may be entitled to restitution, which is financial compensation paid to you by the offender for your crime-related financial losses. If your case goes to court, the District Attorney prosecutor requests an order of restitution from the judge. As a victim of crime, you, members of your family, and certain others may request and receive restitution.

Some of the crime-related financial losses that restitution can be requested for include counseling, lost wages, medical bills, property damage, stolen property, and vehicle damage. Once ordered, restitution is collected and distributed to victims by the Sonoma County Probation Department, the California Department of Corrections and Rehabilitation (CDCR), or the District Attorney's Office (for one time payments).

Victim Information and Notification Everyday Program (VINE)

VINE is a free, computer-based telephone service that allows victims to check on an offender's custody status. Victims can register and receive automatic notification when an inmate is released from the Sonoma County Jail. 877-411-5588

<https://www.sonomasheriff.org/jail-inmate-search>

An advocate can accompany and support you at sexual assault medical exams, at law enforcement and district attorney interviews, and in court. Advocates will further help you with issues that arise with your family, friends, school, work or housing. Victims of sexual assault who request a sexual assault forensic medical examination may be provided one, and the cost of the examination cannot be charged directly or indirectly to you. You are not required to participate or agree to participate with the investigation by law enforcement or the criminal justice system, either prior to the examination, or at any other time. Advocates can assist you throughout the process.

Victims of sexual assault may receive information about their sexual assault evidence kit by calling the Department of Justice's Victims Services Unit at 877-433-9069. Leave a message including contact information, law enforcement agency investigating the crime, case number and/or kit number. A DOJ staff member will return the call within 48 hours with available information (680.1PC)

Sonoma State University and Santa Rosa Junior College Students

If you are a college or university student, you may also elect to report sexual misconduct, dating and domestic violence and/or stalking to your campus Title IX office so your college or university can take internal action, assist you with accommodations/services, and address related safety concerns.

<https://web.sonoma.edu/hr/titleix/>

<https://titleix.santarosa.edu/title-ix-gender-equity>

Sexual Assault Victim's DNA Bill of Rights 680.2PC

You have the right to have a victim advocate and a support person of your own choosing present at any interview by law enforcement, the district attorney's office, or by any defense attorney. You also have the right for the support person to be of either gender, unless no such person is reasonably available. You are not required to have an advocate present and can give up that right. You can also change your mind, and ask for a victim advocate in later interviews if you choose.

You have the right to request that your name be kept confidential from the public, both in court records and during testimony.

Law enforcement may not discourage you from receiving a medical or evidentiary exam. You are not required to take part in the criminal justice process or be medically or forensically examined in order to retain your legal rights. The purpose of such an exam is the collection of evidence, including DNA evidence, which may be used to prosecute an offender. A forensic medical examination by a medical professional is a standard process that involves inspection of the body, documentation of injuries, and the collection of potential physical evidence such as DNA. If a timely evidentiary examination is declined, the evidence may be lost over time. The ability to successfully prosecute an offender may depend upon timely cooperation with evidence-gathering.

If a forensic medical examination is declined, you may still seek treatment for injuries, possibly pregnancy and sexually transmitted diseases. If you are a minor over the age of 12, you may consent to treatment related to a sexual assault without the consent of a parent or guardian.

If you choose to move forward with a forensic medical examination for the purpose of collection of evidence, you have additional rights throughout the process. You have a right to a sexual assault counselor and at least one other support person of your choosing to be present before the medical examination begins. However, the support person may be excluded from the examination if it is determined that the presence of that person would be unhelpful.

You must be informed of your rights in writing in a language you understand. If the assault against you included intercourse, you may request and receive free contraception.

Safety Planning

The following steps represent a plan for increasing safety and preparing in advance for the possibility of further violence. If you or a member of your family is in immediate danger call 9-1-1.

1. Think of a safe place to go if an argument occurs – avoid rooms with one exit (bathrooms, closets) or rooms with weapons (kitchen, garage, bedroom).
2. Make a list of all possible exits throughout your home, work, school or wherever the battering has occurred. Practice this escape and get comfortable with it. If you feel that staying where you are is not safe and you need to leave in a hurry, use doors, windows, stairs, or fire escapes.
3. Know where you can go if you have to leave your residence for your safety and the safety of your children. Possible places could include a relative, friend or a safe house.
4. Make a list of a few people who you feel you can tell about the violence. Have their home telephone number, or work number available, so you can reach them if necessary. Establish a code word with your friends, family or neighbors so that they will know when to call for help for you.
5. Make sure your cell phone is charged at all times. Pre-program your local law enforcement phone number into your cell phone. If you call 9-1-1 from a cell phone, your call could be routed to the California Highway Patrol Dispatch Center and this could cause a delay in getting help to you.
6. Create a list of things to take with you when you decide to leave:
 - a. Personal Identification (driver's license, passport, government issued documentation)
 - b. Birth Certificates for yourself and children
 - c. Social Security cards
 - d. Medical and School records
 - e. Insurance information
 - f. Lease and Rental Agreements, Property Titles
 - g. Medications
 - h. Cell Phone, Keys and Address books
 - i. Extra set of keys for house, car, and office
 - j. Cell Phone/cell chargers
 - k. Change of clothes
 - l. Children's necessities: bottles, formula, diapers, wipes, pacifier, blanket, change of clothes, or favorite toys
 - m. Items of sentimental value (pictures, jewelry, etc.)

14. The Prompt Return of Property

To the prompt return of property when no longer needed as evidence.

15. Notice of Parole Procedures and Release on Parole

To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.

16. Safety of Victim and Public are Factors in Parole Release

To have the safety of the victim, the victim’s family, and the general public considered before any parole or other post-judgment release decision is made.

17. Information About These 16 Rights

To be informed of the rights enumerated in paragraphs (1) through (16).

For more information on Marsy’s Law and Victim Services, contact:

Sonoma County District Attorney’s Office
Victim Services Division
www.da.sonoma-county.org
(707) 565-8250

State of California
Attorney General
www.ag.ca.gov/victimservices
(877) 433-9069

Every victim shall be able to shower or bathe after the examination is finished for free, unless no shower or bathing facility is reasonably available. You have the right to follow up in writing and receive information about the results of testing of the Sexual Assault Kit that was created from the examination.

You have the right to have a trusted friend or family member to communicate with law enforcement on your behalf. It is important to make sure the agency investigating your case has good contact information for you. Please notify your agency of any changes in your address, phone number, or email.

The Sexual Assault Kit should be transported to the crime laboratory and tested within statutory time limits. Either the law enforcement agency or the crime laboratory will retain the Sexual Assault Kit for at least 20 years. If you were under 18 at the time of the crime, the Sexual Assault Kit may be retained until your 40th birthday.

Upon written request, a copy of the initial crime report related to the assault must be provided to you by the records department of the law enforcement agency taking the report.

Upon written request, you have the right to certain information about the suspect’s status on any sex offender registry, if it can be lawfully be disclosed.

Elder Abuse

Elder members of our community can become victims of physical abuse, sexual abuse, financial abuse, frauds, and scams. The District Attorney’s Office has an Elder Protection Unit (EPU) made up of prosecutors, an investigator, and an advocate. They focus entirely on elder crimes and will guide you through the criminal process if a case is submitted by law enforcement and formal charges are filed.

If you are a victim aged 65 or older, or a dependent adult, there are many resources to assist you. There is help available with organizing your finances, making financial decisions, and avoiding scams.

Resources include Sonoma County Adult Protective Services (707-565-5940) and the Ombudsman Program which oversees licensed assisted living facilities (707-526-4108). Reports of elder abuse or dependent adults can be made 24 hours per day and your report is confidential and anonymous. A website with useful tips can be found at *www.sceapc.org*.

Victims' Bill of Rights Marsy's Law

The California Constitution, Article 1, Section 28, allows certain rights for victims of crime. Those rights include:

1. **Fairness and Respect**
To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. **Protection from the Defendant**
To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. **Victim Safety Considerations in Setting Bail and Release Conditions**
To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. **The Prevention of the Disclosure of Confidential Information**
To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. **Refusal to be Interviewed by the Defense**
To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. **Conference with the Prosecution and Notice of Pretrial Disposition**
To be given reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.

7. **Notice of and Presence at Public Proceedings**
To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. **Appearance at Court Proceedings and Expression of Views**
To be heard, upon request, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. **Speedy Trial and Prompt Conclusion of the Case**
To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. **Provision of Information to the Probation Department**
To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. **Receipt of Pre-Sentence Report**
To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. **Information About Conviction, Sentence, Incarceration, Release, and Escape**
To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. **Restitution**
 - A. It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
 - B. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
 - C. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.

**SRJCDomesticViolenceLetahlityAssessment(Spanish)
scan_000005.pdf**



Sonoma County Junior College District Police Department

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

**DETECCION DE LETALIDAD DE
VIOLENCIA DOMESTICA**

FECHA DE INCIDENTE / /	HORA	NCIC NUMERO CA0491400	NUMERO DE CASO JC -
VICTIMA	FECHA DE NACIMIENTO	NUMERO DE TELEFONO DE CONTACTO	

SOSPECHOSO

Marque aquí si el víctima no contestó a ninguna de las preguntas.

➤ **Contestando "Sí" a cualquiera de las preguntas #1-3 automáticamente provoca una referencia al protocolo.**

1. ¿Alguna vez él / ella ha usado un arma contra usted o le ha amenazado con un arma?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
2. ¿Alguna vez él / ella le(s) ha amenazado a usted o a sus hijos de matarlos?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
3. ¿Usted cree que él / ella podría intentar de matarle?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé

➤ **Respuestas negativas a las preguntas # 1-3, pero respuestas positivas a al menos cuatro de las preguntas # 4-11, activar el protocolo de referencia.**

4. ¿Tiene él / ella una pistola (un arma) o puede él / ella conseguir una/uno fácilmente?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
5. ¿Alguna vez él/ella ha tratado de estrangularle / ahogarle a ud?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
6. ¿Es él / ella violento/a o constantemente celoso/a o controla la mayoría de sus actividades diarias?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
7. ¿Ud. lo/la ha dejado (de él/ella) o se separó después de vivir juntos o de estar casado?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
8. ¿Está él / ella desempleado/a?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
9. ¿Ha él / ella alguna vez intentado suicidarse?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
10. ¿Ud. tiene un hijo/a que él / ella sabe que no es el suyo/no es de ella?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé
11. ¿Él / Ella le sigue, le espía o le deja mensajes amenazantes?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	<input type="checkbox"/> No Sé

➤ **Un diputado puede activar la referencia del protocolo, si aún no se activó anteriormente, como resultado de la respuesta de la víctima a la pregunta a continuación, o cuando el diputado cree que la víctima se encuentra en una situación potencialmente letal.**

¿Hay algo más que se preocupa por su seguridad? Si "sí", que es lo que se preocupa?

Marque uno: La evaluación de la víctima fue positiva de acuerdo con el protocolo.
 La evaluación de la víctima fue positiva de acuerdo basada en la creencia del diputado.
 La evaluación de la víctima no fue positive.

Si la evaluación preliminar de la víctima resultó positiva: después de informarle a él / ella de una evaluación de alto peligro, ¿habló la víctima con el consejero de la línea directa? Sí No

Yo, _____, he sido avisado de una evaluación de alto peligro. Les pido al Departamento del Alguacil del Condado de Sonoma proporcione una copia de este documento a un defensor de víctimas con el Condado de Sonoma de la YWCA. Solicito al consejero de la línea directa que me contacte a mi número de teléfono de contacto seguro _____
He recibido un Directorio de Información de Recursos.

Firma: _____ Fecha: _____

Llamar a línea de Crisis: (707) 546-1234 Mandar a: Lethality@ywcasc.org

Investigating Officer:	Reviewing Sergeant:
------------------------	---------------------

Nota: Las preguntas anteriores y el criteria para determinar el nivel de riesgo que enfrenta una persona se basa en la mayor investigación disponible por parte de una pareja actual o pareja íntima. Sin embargo cada situación puede presentar factores únicos que influyen en el riesgo de violencia letal que no son capturados por esta examen preliminar. A pesar de que la mayoría de las víctimas que salen "positivo" o en "peligro alto" no se esperaría que murieran, estas víctimas se enfrentan más riesgo que los otros de violencia de pareja.

StateOfCaliforniaDOJHateCrimesBrochureSpanish.pdf

Información para víctimas

La Declaración de derechos de las víctimas de California, también llamada la Ley de Marsy, le otorga los siguientes derechos legales importantes:

Recibir dinero por sus pérdidas

Puede solicitar dinero para cubrir sus pérdidas de propiedad, gastos médicos, lucro cesante y otras pérdidas.

Expresar cómo lo afectó el delito cometido

Puede contarle a la corte cómo el delito afectó su vida antes de que el acusado sea sentenciado.

Obtener información sobre el caso penal

Puede pedirle al fiscal cierta información sobre el caso.

Obtener órdenes de la corte

La corte puede dictar órdenes que podrían ayudarlo, como una **orden de protección** para que el acusado no se acerque a usted o una **orden de pagar honorarios de abogado** si contrató a un abogado para ayudarlo con su caso.

La corte también puede ordenar al acusado que le pague \$25,000 o más por haber transgredido sus derechos civiles. (Hable con su abogado sobre sus derechos bajo la Ley Ralph y la Ley Bane).

Dónde encontrar ayuda

- Unidad de Servicios a las Víctimas del Procurador General de California
(877) 433-9069
TTY: (800) 735-2929
www.oag.ca.gov/victimservices
- Departamento de Empleo y Vivienda Equitativa de California
(800) 884-1684
TTY: (800) 700-2320
www.dfeh.ca.gov
- Junta de Compensación para Víctimas de California
(800) 777-9229
www.vcgcb.ca.gov
 - Para encontrar el Centro de Asistencia a Víctimas/Testigos de la oficina del Fiscal de Distrito:
www.vcgcb.ca.gov/victims/localhelp.aspx
- Departamento de Justicia de EE. UU., Servicios de Relaciones Comunitarias
(202) 305-2935
www.justice.gov/crs

Para obtener más información o ayuda con preguntas o inquietudes, comuníquese con:

Oficina del Procurador General de California Unidad de Servicios a las Víctimas

P.O. Box 944255
Sacramento, CA 94244-2550
(877) 433-9069
www.oag.ca.gov/victimservices



Delitos motivados por prejuicios



Lo que necesita saber para protegerse a sí mismo y a los demás



Oficina del Procurador General de California
Unidad de Servicios a las Víctimas

En California, puede ser víctima de un delito motivado por prejuicios si lo han atacado debido a su:

- » *raza u origen étnico;*
- » *nacionalidad, religión;*
- » *género, orientación sexual;*
- » *discapacidad física o mental; o*
- » *su asociación con una persona o grupo que tiene una o más de estas características, ya sean “reales” o “percibidas”.*

¿Delito o incidente motivado por prejuicios?

Es importante saber la diferencia entre un *delito* y un *incidente* motivado por prejuicios.

Un **incidente motivado por prejuicios** es una acción o comportamiento motivado por prejuicios pero legalmente protegido por el derecho a expresarse libremente de la primera enmienda de la Constitución.

Algunos ejemplos de incidentes motivados por prejuicios son:

- burlarse;
- insultar;
- distribuir material prejuicioso en lugares públicos y
- desplegar material prejuicioso en su propiedad.

La Constitución de los Estados Unidos permite las expresiones motivadas por prejuicios siempre y cuando no interfieran con los derechos civiles de otras personas. Si un incidente motivado por prejuicios comienza a amenazar a una persona o propiedad, puede convertirse en un **delito motivado por prejuicios**.

Un **delito motivado por prejuicios** es un delito contra una persona, grupo o propiedad debido al grupo social protegido de la víctima, ya sea real o percibido. La ley protege contra muchas clases de delitos motivados por prejuicios.

Qué hacer si presencia un delito motivado por prejuicios

Denuncie el delito al departamento de policía o alguacil de su zona. Si no se denuncian los delitos motivados por prejuicios, pueden seguir ocurriendo.

Cómo identificar un delito motivado por prejuicios

He aquí algunos signos de un posible delito motivado por prejuicios:

- El criminal eligió a su víctima o propiedad porque pertenecía a un grupo protegido, como una cierta religión o género.
- El criminal hizo comentarios escritos u orales que demuestran prejuicio.
- El delito ocurrió en una fecha importante para el grupo protegido de la víctima.
- Hay mucha actividad organizada motivada por prejuicios en la zona.

“Cuando alguien comete un delito motivado por prejuicios, no es solo un ataque a una persona inocente, sino un ataque a todo el estado”.

*Xavier Becerra
Procurador General de California*

Si es víctima de un delito motivado por prejuicios, debería:

- ¡Comunicarse con la policía o alguacil de su zona de inmediato!
- Obtener atención médica (si la necesita).
- Anotar exactamente las palabras que se dijeron.
- Tomar nota de cualquier otro hecho que haya ocurrido, para no olvidarse.
- Guardar todas las pruebas (como grafiti, cáscaras de huevo, leyendas en el vehículo de la víctima). Si no corre peligro, espere a que lleguen las fuerzas del orden y tomen fotos.
- Obtener los nombres, direcciones, números de teléfono e emails de otras víctimas y testigos.
- Tratar de obtener una descripción de cualquier otro testigo ocular del criminal o su vehículo.
- Llamar a organizaciones comunitarias en su zona que respondan a delitos motivados por prejuicios.

Qué puede hacer usted y su comunidad

- Denunciar el odio y la intolerancia.
- Organizar marchas en la comunidad para respaldar a las víctimas.
- Ofrecer apoyo y ayuda a las víctimas.
- Pedir a las autoridades gubernamentales que denuncien los delitos motivados por prejuicios.
- Establecer una red contra los delitos motivados por prejuicios, compuesta por las fuerzas del orden, el gobierno local, las escuelas, organizaciones religiosas y organizaciones comunitarias. Pídale que respondan inmediatamente a delitos motivados por prejuicios cuando ocurran y que promuevan la prevención y la toma de conciencia.

SoCoHomeless Resource Guide.pdf



Sonoma County
**Homeless
Resource
Guide**
2016-17

**Sonoma County
Task Force for the Homeless**

Table of Contents

HOW TO USE THIS GUIDE	3
ALCOHOL & DRUG RECOVERY	4
BIRTH CERTIFICATES & IDENTIFICATION...	7
COMMUNITY PARTICIPATION.....	8
COUNSELING & MENTAL HEALTH	9
DAY CENTERS.....	14
DENTAL CARE.....	17
DISABILITY SERVICES.....	19
EMERGENCY SHELTERS & SERVICES	20
EMPLOYMENT & TRAINING.....	23
FARM WORKER SERVICES	25
FINANCIAL ASSISTANCE.....	26
FOOD: GROCERIES & MEALS.....	31
HEALTH CARE	41
IMMIGRATION SERVICES	47
LEGAL SERVICES	47
PERMANENT HOUSING ASSISTANCE	50
PERMANENT SUPPORTIVE HOUSING	51
PET SERVICES.....	52
SENIOR SERVICES.....	54
TRANSITIONAL HOUSING.....	56
TRANSPORTATION / PARATRANSIT	58
VETERANS SERVICES.....	61
VOICEMAIL & CELL PHONE SERVICES.....	63
YOUTH SERVICES.....	64
INDEX	68

HOW TO USE THIS GUIDE

The Sonoma County Homeless Resource Guide lists free and low cost services to help those struggling with homelessness to find shelter, food, health care, financial assistance, housing, employment, disability services, and more.

Each section covers a specific type of service. Agencies in each section are listed alphabetically by location. Services open to all county residents are shown first under the heading "Countywide". Most of these are based in Santa Rosa. Programs for residents of a particular area are listed in that city or region (e.g. Petaluma or West County). The Index lists agencies in alphabetical order. When agencies offer multiple services, we've referred to the pages where their listings appear.

Updates to this Guide are online at www.sonomacountyhomeless.org

Note: Please dial a '1' before numbers that begin with 800, 855, 877 or 888.

To find additional information & referral resources in Sonoma County, call 2-1-1 or 800-325-9604 to speak with a volunteer, or visit www.211sonoma.org. Se habla español.

ALCOHOL & DRUG RECOVERY

COUNTYWIDE (SANTA ROSA LOCATION)

Alcoholics Anonymous: 544-1300;

Línea de asistencia en español: 623-6702.

www.sonomacountyaa.org; **Cocaine**

Anonymous: 415-226-1300; Al-Anon &

Alateen: 24 Hr 823-7840. www.ncwsa.org;

Narcotics Anonymous: 24 Hr 324-4062.

www.sonomacountyna.org

California Human Development:

523-1155. Residential programs for chemically dependent adults. Athena House for women; Casa Calmecac for Spanish speaking men; Casa Teresa for Spanish speaking women with or without young children. Sliding scale. M-F 8:30 am-5pm. 3315 Airway Dr. Se habla español. *Also see p. 5.*

www.californiahumandevlopment.org

Center Point DAAC: 544-3295 or

877-888-3222. Counseling, crisis intervention, relapse prevention, needle exchange, methadone maintenance, urine tests for adults & adolescents. No one turned away. M-F 9am-8pm. • **First Steps Perinatal Day Treatment:** For substance-using pregnant & parenting women. 2400 County Center Dr.

• **Turning Point: 284-2950.** 12 Step residential treatment for adults addicted to alcohol and/other drugs (30-270 days). • **Orenda Detox Program: 565-7460.** 3-5 day non-medical detox. Open

24 hrs. 1430 Neotomas Av. DAAC main

Alcohol & Drug Recovery

office: 2380 Professional Dr. Se habla español. www.daacinfo.org

CHD Outpatient Program (California Human Development): 523-2242.

Treatment planning, counseling & education for alcohol & drug issues. Sliding scale. Medi-Cal. Walk-in Tue or Thu 9am-12pm. Proof of income & ID. 3315 Airway Dr. Se habla español. www.californiahumandevlopment.org

Community Intervention Program (SCDHS/Behavioral Health Div.):

565-4811. See p. 9.

Community Support Network (CSN):

575-0979. Supportive housing following treatment (*Sonoma Co. Mental Health referral required*). M-F 9am-4:30pm. 1410 Guerneville Rd. #14. See pgs. 10, 20, 52, 57, 65. www.communitysupportnet.org.

Manna Home (Redwood Gospel

Mission): 576-1471. Free faith-based 10-16 month residential program for chemically dependent women. Se habla español. www.srmission.org

New Life Recovery for Men

(Redwood Gospel Mission):

542-4817 x15. Free 12 Step faith-based residential recovery program (10-16 mos). Relapse prevention, GED prep, vocational rehab. Must be clean

Alcohol & Drug Recovery

& sober 72 hrs. Intake M-F 8:30am.
101 6th St. Se habla español. *Also see*
pgs. 4, 20, 38. www.srmission.org

North Bay Veterans Resource Center:
578-8387. *See p. 61.*

Santa Rosa Treatment Program:
576-0818. Outpatient Opiate Replacement Therapy dispensing Methadone. 180-Day Detox (LTD) & Maintenance Programs. Photo ID, documentation of opiate abuse history. Intake M-F 7am-8:30am. Dosing M-F 6am-11am. Sat, Sun, holidays 7am-10am. Medi-Cal & private pay. • **Outpatient Program:** Individual, group & family counseling, recovery skills & relapse prevention. Sliding scale or private pay. M-F 5pm-8:30pm. 1901 Cleveland Av. #B. Se habla español. www.srtp.net

Victory Outreach Santa Rosa:
541-0978. Free Christian 12-month residential program for Spanish-speaking men. Call 8am-10pm. 4042 Sebastopol Rd. Se habla español. www.santarosavictoryoutreach.org

Women's Recovery Services:
527-0412. 120-day residential 12 Step program for women, their infants & young children. Pregnant women may give birth while in facility. Infants & young children cared for on-site. School age children attend neighborhood school. Private pay, AODS referrals & sliding scale. M-F 9am-5pm. www.womensrecoveryervices.org

Alcohol & Drug Recovery

HEALDSBURG

Lytton Adult Rehabilitation Center (The Salvation Army): 433-3334. Free residential program for alcohol & drug recovery for men over 21. M-F 7am-5pm. 200 Lytton Springs Rd. Se habla español. www.tsatoday.org

PETALUMA

Petaluma People Services Center: 765-8488. Drug & alcohol counseling. Medi-Cal, Victim Assistance, private insurance & sliding scale. M-F 8am-5pm. 1500A Petaluma Blvd So. Se habla español. www.petalumapeople.org

BIRTH CERTIFICATES & IDENTIFICATION

For a free copy of your California birth certificate or a free California photo ID card, contact an emergency shelter or county You will be asked to sign an “Affidavit of Homeless Status” that verifies you are homeless. If you are in the county in which you were born, take your signed Affidavit to the County Recorder’s Office if you need a birth certificate, or go to the Dept. of Motor Vehicles (DMV) if you need a photo ID. human services office and let them know you need a “Birth Certificate Fee Waiver” and/or a “No Fee Identification Card Eligibility Verification”.

COMMUNITY PARTICIPATION

Sonoma County Task Force for the Homeless: 575-4494. Holds public General Meetings 9:30-11am the first Monday of every month (except September when it's the 2nd Monday due to Labor Day), at First United Methodist Church, 1551 Montgomery Dr, Santa Rosa, in the McMullin Room. Discuss & plan action on advocacy, service issues & programs related to ending local homelessness & assisting homeless people. Presentations on relevant topics. All welcome. To receive meeting notices or more info, contact sctfhmls@pacbell.net.

Homeless Action!: 742-3733. A grassroots advocacy organization involving people with and without homes. Believes housing is a human right. Works toward adequate shelter, food, sanitation & legal rights for everyone. Meets 2nd & 4th Monday 9:30-11am, First United Methodist Church, McMullin Rm, 1551 Montgomery Dr, SR. Call to confirm.

Sonoma County Continuum of Care: 565-1977. Involves local government, service providers & activists approaching homelessness with a "collective impact" focus, to generate funds & collaborative strategies to reduce homelessness & address the needs of homeless people. Meets Quarterly. Community Development Commission, 1440 Guerneville Rd.
michael.gause@sonoma-county.org

COUNSELING & MENTAL HEALTH

COUNTYWIDE (SANTA ROSA LOCATION)

Angela Center: 528-8578. Counseling or individuals, couples & families. Short term therapy for parenting young children. Sliding scale. 535 Angela Dr. www.angelacenter.com

Brookwood Health Center: 583-8700.
See pg. 43.

Buckelew Programs: 571-5581. Helps with employment, community living, adult education, family resources for people with mental health & addiction issues. M-F 9am-5pm. 144 South E St. #200. Se habla español. *See p. 51.*
www.buckelew.org

Children's Counseling Svs (Child Parent Institute): 585-6108 x 224. Individual & family counseling for traumatized children ages 3-18. M-F 8:30am-8:30pm. 3650 Standish Av. Se habla español. www.calparents.org

Chrysalis Community Counseling Svs: 545-1670 x201. Psychotherapy for adults, children, families. Sliding scale. 1821 Fourth St.
www.chrysaliscounseling.org

Community Intervention Program (SCDHS/Behavioral Health): 565-4811. For individuals with serious mental illness who are homeless &/or have alcohol & drug problems, or part of an underserved

Counseling & Mental Health

ethnic minority. Call for locations. M-F 8:30am-4pm. Se habla español.

Community Support Network (CSN): 575-0979. Residential programs for transitional age youth (18-24) & adults with mental health diagnosis &/or behavioral health challenges. (*Sonoma Co. Mental Health referral required*). M-F 9am-4:30pm. 1410 Guerneville Rd #14. See pgs. 5, 20, 52, 57, 65. www.communitysupportnet.org

Friends Outside in Sonoma Co.: 526-7318. Services for inmates & their families. Free & fee-based. M-F 11am-5pm. Closed holidays. Main Adult Detention Facility, 2777 Ventura Av. www.friendsoutsidesonoma.org

Interlink Self-Help Center: 546-4481. Mental health day center. See p. 14.

Lomi Psychotherapy Clinic: 579-0465 x 227. Short & long term psychotherapy & support groups. Sliding scale, Medicare, insurance. M-F 8am-8pm. 534 B St. Se habla español. www.lomi.org

Men Evolving Non-Violently (MEN): 24 Hr 528-2636. Confidential hotline & support groups to help men changing violent or abusive behavior. Sliding scale. www.sonomacountymen.org

Mobile Supportive Services: 474-3130. Helps homeless families & those at risk.

Counseling & Mental Health

Free & confidential. Can meet at client's location. Ongoing case management available. 1275 Fourth St. #303.
www.mobilesupportiveservices.org

NAMI Sonoma Co.: 527-6655. For people with mental illness & their family members. Free drop-in family support groups countywide. 182 Farmers Lane, Suite 202. Se habla español.
www.namisoco.org

North Bay Veterans Resource Center: 586-3295. *See p. 61.*

Positive Images: 568-5830. *See p. 65.*

Santa Rosa Community Health Centers: 303-3600. *See p. 42.*

Santa Rosa VA Clinic: 569-2300.
24 Hr 800-733-0502. *See p. 61.*

Social Advocates for Youth: 24 Hr 888-729-0012; 546-3432. *See pgs. 64-67.*

Sonoma County Indian Health Project: 521-4550. *See pgs. 17, 39, 44.*

Sonoma Co. Dept. of Health Svs/Behavioral Health Div.: • Access Team: 24 Hr 565-6900 or 800-870-8786. For adults & children with severe mental illness. Assessment, case management, facility-based treatment, housing assistance, medication support, patient rights advocacy, non-emergency outpatient

Counseling & Mental Health

treatment referrals, specialty services for clients with mental health & substance abuse disorders. • **Psychiatric Emergency Services: 24 Hr 576-8181 or 800-746-8181.** Crisis intervention, medication, assessment, residential services, acute inpatient care & facility referrals for people with severe & persistent mental illness. • **Youth & Family Services: 565-4810 or 800-870-8786.** For seriously emotionally disturbed (SED) children & adolescents to age 18. Wraparound services for children age 5-12. • **Patient Rights Advocate: 565-4978.** Mental health client advocacy & complaint resolution. M-F 8am-5pm. 3322 Chanate Rd. Se habla español. www.sonoma-county.org

Victim Assistance Ctr (Sonoma Co. District Attorney): 565-8250. *See p. 49.*

Wellness & Advocacy Ctr (Goodwill Industries): 565-7800. *See p. 15.*

YWCA Domestic Violence Svs: 24 Hr 546-1234 or 523-2337 x 3. Free services for victims of domestic violence, child abuse or sexual assault. Se habla español. *Also see pgs. 21, 50.* www.ywca.org/sonomacounty

CLOVERDALE

Alexander Valley Healthcare:

894-4229. *See p. 44.*

GUERNEVILLE

West County Community Svcs (WCCS)

823-1640. Crisis support & case management for families, individuals, seniors, the disabled, veterans & youth. 16390 Main St. *Se habla español.* *See pgs. 15, 22, 29, 35, 40, 55, 67.*

www.westcountyservices.org

River to Coast Children's Svcs: 869-3613

or 800-994-3613. Classes & support groups: parenting, nutrition, CPR, first aid, health, etc. Sliding scale. 16300 First St. *Se habla español. Also see pg. 34.*

www.rccservices.org

Russian River Empowerment Center:

823-1640 x 208. *See p. 15.*

HEALDSBURG

Alliance Medical Center (Alianza):

433-5494. *See p. 45.*

MONTE RIO

Russian River Counselors:

865-1200. Psychotherapy by apptmt. Medi-Cal, Medicare, insurance, sliding scale. 19375 Hwy 116.

PETALUMA

Petaluma Health Center: 559-7500.

See p. 45.

Petaluma People Svs Ctr: 765-8488.

Psychotherapy for individuals, families & couples. Sliding scale. Medi-Cal for children to age 21. M-F 8am-5pm. 1500A Petaluma Blvd So. Se habla español.

See pgs. 7, 30, 41, 56.

www.petalumapeople.org

DAY CENTERS

COUNTYWIDE (SANTA ROSA LOCATION)

Homeless Services Center (Catholic Charities): 525-0226. Drop-in center & shelter intake for single adults & families. Motel vouchers, safe parking permits, warming centers, showers, laundry, telephone, mail, referrals. M-F 6am-11:30am. 600 Morgan St. Se habla español. www.srcharities.org

Interlink Self-Help Center (Goodwill Industries): 546-4481. Free self-help recovery program for individuals with mental & emotional health challenges. Drop in M, Tu, W, F, Sat: 10am-3pm; Thu 10am-2pm. 1033 4th St. www.interlinkselfhelpcenter.org

The Living Room: 579-0142. For homeless or at-risk women & children

Day Centers

only. Free breakfast, lunch, toiletries, bus tickets, phone/mail service & referrals. M-F 8:30am-1:30pm. 1207 Cleveland Av. Se habla español. *Also see p. 40.* www.thelivingroomsc.org

Wellness & Advocacy Ctr (Goodwill Industries): 565-7800. Free consumer-run center for adults with psychiatric disabilities. M-F 10am-2pm; Wed 11am-3pm. 3400 Chanate Rd. Se habla español. www.wellnessandadvocacy.org

CLOVERDALE

Wallace House: 894-2727. Food, clothing, backpacks, sleeping bags, toiletries & showers. Call Mon, Wed, Fri 9:30am-12pm. 126 No. Main St. Se habla español. *See pgs. 21, 29, 52, 58* www.wallacehouse.org

GUERNEVILLE

Russian River Empowerment Center (WCCS): 823-1640 x 208. For adults with severe & persistent mental illness. Tue-Fri 11am-5pm. 14520 Armstrong Woods Rd. www.westcountyservices.org

HEALDSBURG

St. Paul's Episcopal Church: 433-2107. Daytime showers Tue & Wed 2pm-4pm. Thu & Fri 10am-4pm. Se habla español. 209 Matheson St. *See p. 40.* <http://stpauls-healdsburg.org>

Day Centers

PETALUMA

Mary Isaak Center (COTS): 765-6530 x 112. Free meals, showers, phone/mail service, laundry, clothing, health care & housing referrals, help with chemical dependency. 7 days/wk 9-11:30am. 900 Hopper St. *Also see p. 22.* Se habla español. www.cots-homeless.org

SONOMA

La Luz Center: 938-5131. Mobile health van visits, family counseling, ESL & GED classes, computer literacy, free food, farm worker services, after school mentoring. M-F 9am-1pm. 17560 Greger St. *Also see p. 46.* Se habla español. www.laluzcenter.org

The Haven (Sonoma Overnight Support): 939-6777. Shelter, showers, laundry, food, bus passes, computer access for Sonoma Valley residents in need. M, Tue, Wed, Thu 9am-1:30pm. Fri 1:30-4:30pm. 151 First St. West. *Also see pgs. 22, 42.* Se habla español. www.sonomaovernightsupport.org

DENTAL CARE

COUNTYWIDE (SANTA ROSA LOCATION UNLESS OTHERWISE STATED)

Denti-Cal Information & Referrals:
800-322-6384. Listings change daily.
Se habla español. www.denti-cal.ca.gov

PDI Surgery Center: 838-6560.

Sedated dentistry for children ages 1-6 or who have developmental disabilities to age 14. Tue-Fri 8am-4:30pm. 1380 Nineteenth Hole Dr, Windsor. Se habla español. www.pdisurgerycenter.org

Santa Rosa Community Dental Clinic:

303-3395. Comprehensive dental care. Medi-Cal & sliding scale. M-F 7am-6pm. 1110 N. Dutton Ave. Se habla español. www.srhealthcenters.org

Sonoma Co. Indian Health Project:

521-4600. For Native Americans only.
Also see pgs. 39, 43, 56. www.scihp.org

St. Joseph Dental Clinic: 547-2221.

Prevention & treatment for low income children up to 16 yrs. Adult emergency care mornings only. Medi-Cal, CalKids, sliding scale. M-F 7am-4pm. 751 Lombardi Ct #A. Se habla español. www.stjosephhealth.org

CLOVERDALE

Alexander Valley Dental Clinic:

Dental Care

894-4229. Comprehensive dentistry. Medi-Cal for children. M-F 8am-5pm. 100 West Third St. Se habla español. www.alexandervalleyhealthcare.org

GUERNEVILLE

Russian River Dental Clinic:

869-2933. Comprehensive dentistry. Medi-Cal for children & sliding scale. M-F 8am-5pm. 16312 Third St. www.wchealth.org

HEALDSBURG

Alliance Dental Clinic: 433-8161.

Comprehensive dental care. Medi-Cal for children. Serves uninsured. M-F 8am-7pm. 1381 University Av. Se habla español. www.alliancemed.org

PETALUMA

Petaluma Dental Clinic (Petaluma Health Center): 559-7550. Comprehensive dental care. Medi-Cal for children. Serves uninsured. M-F 8am-6:30pm; Sat 8am-4:30pm. 1179 North McDowell Blvd. Se habla español. www.phealthcenter.org

SONOMA

Sonoma Valley Community Health Ctr:

939-6070. Comprehensive dental care. M-F 9:30am-5pm. Medi-Cal, sliding scale, serves uninsured. 19270 Sonoma Hwy. Se habla español. Also see p. 46. www.svchc.org

DISABILITY SERVICES

COUNTYWIDE (SANTA ROSA LOCATION

Becoming Independent: 524-6600.

Employment, community living support, adult education for people with disabilities. M-F 8am-5pm. 1425 Corporate Center Pkwy. Se habla español.

www.becomingindependent.org

Buckelew Programs: 571-5581. See *pgs. 9, 51.*

California Human Development (CHD): 542-5609. Growth Opportunities: Support & training for adults with developmental disabilities.

Redwood Empire Industries: Hands-on work training for disabled adults. Mon-Fri 8:30am-5pm. 1020 Center Dr. Se habla español. See *pgs 4, 5, 23, 24.*
www.californiahumandevlopment.org

Disability Services & Legal Center: 528-2745. Advocacy, housing search, independent living skills, benefits counseling, assistive technology, home modifications, peer support, legal services. Orientation Mondays 1:30pm. 521 Mendocino Av. Se habla español. *Also see p. 28.*

www.disabilityserviceandlegal.org

EMERGENCY SHELTERS & SERVICES

COUNTYWIDE (SANTA ROSA LOCATION)

Coffee House Teen Shelter (SAY):

546-3432/888-729-0012. See p. 64.

Cold Weather Response Line

(Catholic Charities): 24 hrs 1-855-707-

HOST (4678). Helps unsheltered people seeking relief from extreme weather (below 38 degrees, heavy rain, sleet).

Se habla español. www.srcharities.org

Homeless Outreach Services Team

(HOST): 24 hrs 1-855-707-HOST (4678).

Street outreach team screens homeless people in encampments for their housing, mental health & wellness needs. Se habla español. www.srcharities.org

Homeless Services Center (Catholic Charities): 525-0226. See p. 14.

Mobile Shower Trailer (Catholic

Charities): 1-855-707-HOST (4678).

Call for current schedule & locations.

www.srcharities.org

Opportunity House (Community

Support Network): 573-6955. For

adults with mental illness. (*Sonoma*

Co. Mental Health referral required).

M-F 9am-4:30pm. Se habla español.

www.communitysupportnet.org

Emergency Shelters & Services

Redwood Gospel Mission: 542-4817. Faith-based shelter for sober men 18+. Photo ID required. Intake daily 2-8 pm. 101 6th & Wilson Sts. See *pgs. 5, 39.* Se habla español. www.srmission.org

Sloan House (Community Action Partnership Sonoma Co.): 569-0615. For single women & mothers with children. Up to 6 mo. stay. Call 9am-5pm seven days/week. *No boys over 5.* www.capsnomama.org

Sonoma Co. Coordinated Intake for Families: Call 2-1-1 (24 hrs) or 542-5426 for appmt & drop-in hrs. Family Support Center, 465 A St. Se habla español. www.srcharities.org

The Rose Women & Children's Shelter (RGM): 573-0490. Faith-based shelter for clean & sober women & children (boys must be under 11). Intake @3:30pm. 101 6th & Wilson Sts. Se habla español. www.srmission.org

YWCA Domestic Violence Safe House: 546-7115. 24 Hr 546-1234. Therapeutic 8-week shelter for women & remain at home. Se habla español. www.ywca/sonomacounty

CLOVERDALE

Wallace House Community Svcs: 894-2727. Priority given to individuals & small families. Call Mon, Wed, Fri

Emergency Shelters & Services

9:30am-12pm. 126 No. Main St. See pgs. 15, 29, 52, 58. Se habla español. www.wallacehouse.org

GUERNEVILLE

Winter Shelter (WCCS): 823-1640. For West Co. adults only. Dec 1–Mar 31. Intake 5pm-7pm. Veterans Hall, First & Church Sts. www.westcountyservices.org

PETALUMA

COTS Family Center: Call 2-1-1 for Intake 24 hrs/7 days. For families only. 1500 Petaluma Blvd So. Se habla español. www.cots-homeless.org

Mary Isaak Center (COTS): 765-6530 x 112. Single adults only. Apply in person 9am-1pm seven days/wk. Once on waiting list, call daily 8am-12pm. 900 Hopper St. Se habla español. www.cots-homeless.org

SONOMA

The Haven (Sonoma Overnight Support): 939-6777. For men, women & families who are Sonoma & Sonoma Valley residents. Up to 4 months stay. No overnights. Showers, laundry, bus passes, computers & case management. M-Thu 9am-1:30pm, Fri 1:30-4:30pm. Evening & morning meals + food to go. 151 First St. West. Se habla español. See pg. 42. www.sonomaovernightsupport.org

EMPLOYMENT & TRAINING

COUNTYWIDE (SANTA ROSA LOCATION)

Buckelew Programs: 571-5581.

See p. 9, 51.

California Human Development

Anthony Soto Employment Training

(CHD): 521-4764. Assists farm workers & others to secure stable, non-seasonal jobs. Trainings: truck license, shipping & receiving & forklift training. M-F 8:30am-5pm. 1015 Center Dr. #B. Se habla español. *See pgs 4, 5, 19, 24, 25, 47.*
www.californiahumandevlopment.org

Catholic Charities Coach 2 Career:

542-5426. 4 week course. Employment counseling, Hire Attire workshops, resumes & job search. M-F 9am-5pm. 465 A St. Se habla español.
www.srcharities.org

Goodwill Industries: 523-0550.

Job placement for people with mental health issues. M-Thu 8:30am-3:30pm; Fri 8:30am-12:30pm. 651 Yolanda Ave. Se habla español. www.gire.org

North Bay Veterans Resource Center:

578-8387. *See p. 61.*

Sonoma County Job Link: 565-5550.

Job search, training, resumes, computer lab, job placement. M-F 8am-5pm. 2227 Capricorn Way #101. Se habla español.
www.caljobs.ca.gov

Employment & Training

SonomaWorks: 565-5500. Welfare-to-work program for Temporary Assistance for Needy Families recipients. M-F 9am-5pm. 2227 Capricorn Way. Se habla español. www.sonomaworks.org

FULTON

Fulton Day Labor Center (CHD): 328-9793. Connects day & field workers with employers. M-F 7am-12pm. Se habla español. Second St. www.californiahumandevlopment.org

GRATON

Graton Day Labor Center: 829-1864. Connects day workers with jobs & health services. M-Sat 6:30am-11:30am. Sun 8am-12pm. 2981 Bowen St. Se habla español. www.gratondaylabor.org

GUERNEVILLE

SonomaWORKS (WCCS): 823-1640 x102. Welfare-to-work program for Temporary Assistance for Needy Families recipients for West County residents. 16390 Main St. Se habla español. www.westcountyservices.org

HEALDSBURG

Healdsburg Day Labor Ctr (CHD): 433-6652. Connects day & field workers with employers. Translation, food stamps & rental assistance. M-F 7am-12 noon. Sat 7am-11am. 405 Grove St. Se habla español. www.californiahumandevlopment.org

Employment & Training

PETALUMA

SonomaWorks (PPSC): 765-8488.

Welfare-to-work program for TANF recipients. M-F 9am-5pm. 1500A Petaluma Blvd So. Se habla español. www.petalumapeople.org

For additional employment listings for youth, please see pgs. 64-67.

FARM WORKER SERVICES

COUNTYWIDE (SANTA ROSA LOCATION)

California Human Development

(CHD): 521-4764. Helps with work permits, English literacy, citizenship, legal status, green cards, affidavits of support. M-F 8:30am-5pm. 3315 Airway Dr. Se habla español. *Also see p. 47.* www.californiahumandevlopment.org

English Language Classes (ESL):

527-4382. Free. M-F 9am-3pm. Santa Rosa Junior College, 1501 Mendocino Av. Se habla español. www.santarosa.edu

Migrant Education: 526-1272. Social, educational, translation & health services. Free food for children during summer. 5510 Skylane Blvd. Se habla español. www.boe.org

Farm Worker Services

FULTON

Fulton Day Labor Ctr (CHD): 328-9793.

See p. 24.

GRATON

Graton Day Labor Ctr: 829-1864. *See p. 24.*

HEALDSBURG

Healdsburg Day Labor Ctr (CHD):

433-6652. *See p. 24.*

SONOMA

La Luz Center: 938-5131. *See p. 16.*

FINANCIAL ASSISTANCE

Several agencies assist low income residents (6 months or more) with one month's rent or mortgage & utilities. Some help is available for critical needs like medical equipment. Funds paid directly to landlord or service provider.

COUNTYWIDE (SANTA ROSA LOCATION)

FOOD STAMPS:

CalFresh (Food Stamps): 877-699-6868 or 2-1-1. For elderly, disabled or low income residents. *Don't need a physical address to qualify.* Walk-in: M-F 8am-5pm. Apply M-F 8:30am-4:30pm. 2550 Paulin Dr. Se habla español. www.sonomacalfresh.org

HEALTH CARE ASSISTANCE:

Covered California (California Health Benefit Exchange): 916-445-4171.

Financial Assistance

Affordable health care coverage. Sliding scale. Free coverage through Medi-Cal. *Enrollment assistance at SR Community Health Centers.* www.coveredca.com

Healthy Kids Sonoma Co. (RCHC): 565-4471. Helps enroll community members in Calfresh (food stamps) & affordable health plans. Se habla español. www.rchc.net/healthy-kids

Medi-Cal: 877-699-6868. Pays for eligible medical, dental & emergency services for low-income adults, children & disabled individuals. M-F 8:30am - 4:30pm. 2550 Paulin Dr. Se habla español. www.mybenefitscalwin.org

INCOME ASSISTANCE:

General Assistance: 565-2715. Temporary cash aid for low income, unemployed or disabled individuals. Walk-ins M-F 8am-5pm. Apply for services M-F 8:30am-4:30pm. 2550 Paulin Dr. Se habla español. www.sonoma-county.org

Social Security Benefits (SSI & SSDI): 877-870-6384/800-772-1213 (7am-7pm). Monthly financial assistance for people with disabilities. Can apply online. M-F 9am-3:30pm. 2099 Range Av. Se habla español. www.socialsecurity.gov

Temporary Assistance for Needy Families (TANF): 565-5500. Cash assistance for families with dependent children. Walk-ins M-F 8am-5pm. Apply

Financial Assistance

M-F 8:30am-3pm. 2227 Capricorn Way #100. Se habla español.
www.sonomaworks.org

RENTAL ASSISTANCE:

Community Action Partnership Sonoma Co. (CAPS): 544-6911 x 1012.

Helps with rent & deposit. Workshops first Wed of each month. 141 Stony Circle, Suite 210. Se habla español.
www.capsonoma.org

Council on Aging: 525-0143. Rent & deposit assistance for seniors 60+. Mon- Thu 8:30am-5pm; Fri 8:30am-3:30pm. 30 Kawana Springs Rd. *Also see p. 54.* www.councilonaging.com

Disability Services & Legal Center Housing Program: 528-2745. Helps disabled individuals & family members with housing, rental deposits or late rent. Must attend orientation Mondays 1:30pm. 521 Mendocino Av. Se habla español. *See p. 19.*

www.disabilityserviceandlegal.org

Face to Face/Sonoma County AIDS Network: 544-1581. Help with rent, utilities & benefits applications for people with HIV/AIDS. Tue-Fri 9am-4:30pm. 873 Second St. Se habla español. *Also see p. 41, 52, 60.* www.f2f.org

Financial Assistance

Family Support Ctr (Catholic Charities): 542-5426. Affordable housing search, foreclosure counseling, rapid re-housing & credit education. M-F 8am-5pm. 465 A St. Se habla español. See p. 21. www.srcharities.org

Interfaith Shelter Network Rapid Re-Housing: 546-7907. Help for homeless families & individuals to obtain permanent housing. Ongoing supportive services & financial assistance. M-F 9am-5pm. 3850 Montgomery Dr. Se habla español. www.ifsfn.org

The Salvation Army: 542-0998. Helps with rent, utilities & critical needs. Apply by phone. M-Th 1pm-3pm. 93 Stony Circle. Se habla español. www.salvationarmysantarosa.org

CLOVERDALE

Wallace House Community Svs: 894-2727. Helps with rent, security deposit, PG&E & water bill for Cloverdale & Geyserville residents. Mon, Wed, Fri 9:30-12 noon. 126 No. Main St. See pgs. 21, 58. www.wallacehouse.org

GUERNEVILLE

West County Community Services: 823-1640. One time help with rent or deposit & other critical needs (no car repairs). By appointment. 16390 Main St. Se habla español. www.westcountyservices.org

Financial Assistance

HEALDSBURG

North Sonoma County Svs: 433-6161.

Rent & utilities for Healdsburg, Windsor, Cloverdale residents. M-F 10am-4pm.

209 Matheson St. Se habla español.

See p. 57.

www.northsonomacountyserVICES.com

PETALUMA

COTS Rapid Re-Housing: 765-6530 x

113. Deposit & rental assistance. Visit www.rapidrehousing.wikispaces.com for more info. Se habla español.

www.cots-homeless.org

Petaluma People Services Center:

765-8488. Rent, deposit or critical needs for Cotati, Penngove & Petaluma residents. 1500A Petaluma Blvd So. Se habla español.

www.petalumapeople.org

The Salvation Army: 769-0716. Helps with rent, PG&E & critical needs. Apply by phone. M-Th 1pm-3pm. Se habla español. www.tsatoday.org/petaluma

SONOMA VALLEY

Friends in Sonoma Helping (FISH):

996-0111. Rental & utility assistance for Sonoma Valley residents. Also see pgs. 36, 59. www.friendsinsonomahelping.org

La Luz Center: 938-5131. Helps with rent & utilities. M-F 9am-4pm. 17560

Day Centers

Greger St. Se habla español. Also see p. 16. www.laluzcenter.org

FOOD: EMERGENCY GROCERIES

COUNTYWIDE (SANTA ROSA LOCATION)

Catholic Charities Rural Food Program: 284-3850 x168. Weekly food for very low income people unable to reach food banks & pantries. Se habla español. www.srcharities.org

Food for Thought (Sonoma County AIDS Food Bank): 887-1647. Weekly groceries & nutritional supplements for low income people with HIV/AIDS & other critical illnesses. Tue-Sat 10am-5pm. 6550 Railroad Av, Forestville. Se habla español. www.ffftefoodbank.org

Food Stamps/CalFresh: 565-2715.
See p. 26.

Friends in Service Here (FISH): 527-5151. 3 days of groceries 1x month. Call for intake. M-F 10:30am-2pm & Sat 10:30am-12pm. 2900 McBride Lane. Se habla español. www.fish-of-santa-rosa.org

Greater Powerhouse Pantry: 528-8051. 2nd & 4th Saturdays 9am-11am. All zip codes. Greater Powerhouse Church of God in Christ, 777 Hearn Ave. Se habla español. www.gph4u.com

Food: Emergency Groceries

Harvest Christian Center Feed Our Children: 575-3333. Fruits, vegetables & bread every Thu 6 times/yr. ID & social security numbers required. Walk-ins only. Thur 12-2pm. 3350 Coffey Lane, #C. Se habla español.
www.sr-hcc.org

Holy Spirit Catholic Parish: 539-4494. Food assistance every Wed 10am. 1244 St. Francis Dr. www.holyspirit-sr.org

Palms Inn: Free groceries every Tues at 2pm. No requirements. 3345 Santa Rosa Av.

Redwood Covenant Church Open Closet: 528-8463. Food & clothing for low income individuals & families 2nd Sat at 8am. 3175 Sebastopol Rd. Se habla español. www.redwoodcovenant.org

Redwood Empire Food Bank: 523-7900. Monthly food distribution countywide. For seniors 60+ & children to age 5. Proof of age, income & ID req. Call for intake & locations. M-F 8am-4:30pm. *Also see pgs. 33, 39, 55.* Se habla español. www.refb.org

Santa Rosa Alliance Church Food Pantry: 3rd Sat 8am-9:30am. Walk-ins only. 301 Fulton Rd. Entrance on Occidental Rd. www.sralliance.org

Seventh Day Adventist Community Svs: 578-0954. Emergency groceries

Food: Emergency Groceries

once monthly Mon & Wed 10am-11:30am. 840 Sonoma Av. No ID required. Closed July & federal holidays.

St. Vincent De Paul Relief Svs:
584-1579. Food & clothing. M-F 8:30-11:30am. www.svdp-sonoma.org

The Salvation Army REACH Program:
542-0981. Helps with rent, utilities, food, clothing & unexpected financial hardship. Apply by phone. Call M-Th 1pm-3pm. 93 Stony Circle.
www.salvationarmysantarosa.org

Value Market (REFB): 595-6500.
Groceries at competitive prices. Qualified by participating in WIC, CalFresh, MediCal or any REFB program. Mon-Sat 10:30am-6:30pm excluding holidays. 3990 Brickway Blvd. Se habla español. www.refb.org

Vista Family Health Center:
303-3600. Fresh produce every Mon 12pm-1pm. No ID or proof of income required. Behind clinic building at 3569 Round Barn Circle. *Also see p. 44.* Se habla español.
www.srhealthcenters.org

WIC (Women, Infants & Children):
565-6590/800-816-3663. WIC checks/ EBT cards & nutritional counseling for low to medium income families &

Food: Emergency Groceries

children to age 5. ID & proof of income required. Se habla español.
www.sonoma-county.org/wic

CLOVERDALE

Cloverdale Food Pantry: 894-7896.

Fri 1-3pm. 202 Commercial St.

COTATI

NOAH: *See Rohnert Park listing p. 36.*

The Salvation Army: 542-0981. *See Countywide listing on p. 33.*

FORESTVILLE

Food for Thought (Sonoma County AIDS Food Bank): 887-1647. *See p. 31.*

Forestville United Methodist Church Food Closet: 887-2020. 2nd & 4th Mon 10-11am. 6550 Covey Rd.
www.forestvilleumc.org

GUERNEVILLE

River to Coast Children's Svs: 869-3613. Emergency food, diapers & formula for families with young children. Call for infant formula, pull up diapers, head lice treatments or baby food. 16300 First St. Se habla español. *Also see p. 13.* www.rccservices.org

Russian River Community Pantry: 869-3661. 2nd & 4th Sat 10am-12pm. Guerneville Community Church, 14520 Armstrong Woods Rd.

Food: Emergency Groceries

West County Community Svcs: Food box every Tues at 11am at the Guerneville Park & Ride across from Armstrong Redwoods entrance & west of Safeway. www.westcountyservices.org

HEALDSBURG

Healdsburg Shared Ministries Food Pantry: 433-3663. Tue, Wed, Fri: 3pm-4:30pm. 1505 Healdsburg Av. www.healdsburgfoodpantry.org

Trinity Baptist Church: 433-4364. 1st Sat 9am-10am (no requirements). Bag of food 3rd Fri 9am-10am. Proof of income. 515 Powell Av.

WIC (Alliance Medical Clinic): 431-0831. See *Countywide listing p. 34.*

Monte Rio

St. Andrew's Mission Food Program: 865-0834. Groceries every Tues 5pm-6:30pm. 20329 Hwy 116. www.standrews-redwoods.org

OCCIDENTAL

Occidental Community Church: 874-3501. Food vouchers for Occidental residents. Pick up Sun before 10am or at 11:30am. 3637 Church St. www.occidentalcommunitychurch.org

St. Philip the Apostle Church Rural Food Program: 874-3812. 2nd Tues 9am-10:30am in parish hall. Registration at 8:30am. 3730 Bohemian Hwy. www.stphiliptheapostle.net

Food: Emergency Groceries

PETALUMA

COTS Food Box: 778-6380.

Emergency groceries for qualified families & individuals. Call for application. 900 Hopper St. *Also see p. 40.*
www.cots-homeless.org

Interfaith Pantries: Sat 10:30am-12pm: United Church of Christ, 825 Middlefield Dr. Tues 5:30pm: Petaluma Community Center, 320 North McDowell Blvd, north lot. Thur 5:30pm: Elim Lutheran, Baker & Stanley Sts.

Megan Furth Harvest Pantry (REFB): 523-7900. Free fruits & vegetables to low income families, children 0-5 & pregnant women. Proof of children's birth date req. Thur 1-2pm Lakeville St. & Jefferson (behind Lolita's Market).

Santa Rosa First Church of God: 795-1544. Food & relief to those in need. Wed 6pm-7pm. 4001 Roblar Rd.

The Salvation Army: 769-0716. Food commodities once every 90 days. Serves Petaluma, Penngrove & Cotati. Photo ID, proof of residency & children's birth record required. M-Th 9am-11am. 721 South McDowell Blvd.
www.tsatoday.org

ROHNERT PARK

NOAH: Bring bags or boxes for 20 lbs of food. Cotati, Rohnert Park & Penngrove residents with photo ID. Wed 4-6pm.

Food: Emergency Groceries

Cross & Crown Lutheran Church, 5475 Snyder Lane. Se habla español.

The Salvation Army: 542-0998. See *Countywide listing on p. 33.*

SANTA ROSA ONLY

Catholic Worker Food Pantry:

575-8342. Tue & Fri only. Sign up 8am & pick up 10am. Bring ID for self & children. 437 A St. Se habla español.

Elisha's Pantry: 527-0196/542-2569.

Groceries Thu 4-5:30 pm. (Zip codes 95404, 95405, 95409). 1717 Yulupa Av. @ Hoen. (Christ Church parking lot)

Knox Food Pantry: 544-5468. Every

Thurs 3pm-4pm. Serves zip codes 95401-07. Knox Presbyterian Church, 1650 West 3rd St. at Stony Point Rd. www.knoxchurchatwest3rd.org

SEBASTOPOL

Interchurch Food Pantry (St.

Stephen's Church): 823-2483. M, W, F, Sat 10am-12pm. Serves Sebastopol, Graton & Occidental. 500 Robinson Rd. www.ststephensebastopol.org

SONOMA

Friends in Sonoma Helping (FISH):

996-0111. Groceries 1x mo. 3x/year. Call M-F 9am-12pm for pick-up 1:30-2:30. 18330 Sonoma Hwy. See *p. 30.* www.friendsinsonomahelping.org

Food: Emergency Groceries

La Luz Center: 938-5131. Free produce Fridays 9am. 17560 Greger St. Se habla español. See p. 16. www.laluzcenter.org

St. Leo's Catholic Church: 996-8422. Food box Tues through Fri. 601 W. Agua Caliente Rd. Se habla español. www.stleoschurch.org

WINDSOR

Windsor Service Alliance: 838-6947. Groceries Fri 2pm-4pm. New clients 3:30pm. Windsor residents. Bring ID. 8987 Windsor Rd. Se habla español. www.windsorservicealliance.org

FOOD: HOT MEALS

COUNTYWIDE (SANTA ROSA LOCATION)

Church of the Incarnation Sunday Open Table: 579-2604. Free Sunday breakfast. Coffee 6am. Hot breakfast 7am. Hygiene items & clothing. 550 Mendocino Av. www.incarnation-sr.org

Council on Aging Senior Dining Sites: 525-0383. Lunch for seniors 60+. Mon & Wed 12pm. Call for locations. See pgs. 28, 54, 58. www.councilonaging.com

Lighthouse Ministry Homeless Outreach: 623-5851. Hot meal every Wednesday 11am-1 pm. Doyle Park, 700 Doyle Park Dr.

Redwood Empire Food Bank:
523-7900. Free children's lunch during summer. Call for intake & locations. M-F 8am-4:30pm. Se habla español. See *pgs. 32, 55.* www.refb.org

Redwood Gospel Mission:
542-4817. Free breakfast & devotion at 6:30am. Dinner & chapel at 6pm. Photo ID required. 101 6th St. Se habla español. www.srmission.org

Sonoma County Indian Health Project: **521-4545.** Seniors, people with disabilities & their spouses. Call 1 day ahead. M-F 9am-3pm. 144 Stony Point Rd. Se habla español. See *pgs. 17, 44.* www.scihp.org

St. Vincent de Paul's Free Dining Room: **528-7580.** Hot lunch 11:30am-12:30pm 7 days/week. 610 Wilson St. www.svdps-sonoma.org

The Living Room: **579-0142.** Breakfast & lunch for homeless women & children. M-F 8:30am-1:30pm. 1207 Cleveland Av. Se habla español. *Also see p. 14.* www.thelivingroomsc.org

Unitarian Universalist Congregation (UUCSR): **568-5381.** Free Saturday breakfast 7am-8:30am. 547 Mendocino Av. www.uusantarosa.org

FORESTVILLE

Forestville United Methodist Church

Food: Hot Meals

(WCCS Dining Site): 887-2020. For seniors 60+ Tues 12pm. 6550 Covey Rd.

GUERNEVILLE

Free Dinners Project: 869-2491.

Soup, salad & whole grain meals. 2nd & last Wed 4:30-6:30pm. Guerneville Veterans Memorial Hall, First & Church Sts.

Russian River Senior Resource Ctr

(WCCS): 823-1640 x 404. Lunch for seniors 60+ Wed & Fri 12pm. 15010 Armstrong Woods Rd. *Also see p. 55.*

HEALDSBURG

St. Paul's Meal Program: 433-2107.

Sundays 4pm. 209 Matheson St.
www.stpauls-healdsburg.org

MONTE RIO

St. Andrew's Mission Food Program:

865-0834. Dinner 1st & 3rd Tues 5pm-6:30pm. 20329 Hwy 116.

www.standrews-redwoods.org

OCCIDENTAL

St. Philip the Apostle Church (WCCS

Dining Site): 874-3812. Lunch for seniors 60+ Mon & Wed 12pm. 3730 Bohemian Hwy.

PETALUMA

Petaluma Kitchen (COTS): 778-6380.

Hot meals 7 days/wk. Breakfast 7:30am-9am. Lunch 11:30am-1pm. 900 Hopper St. www.cots-homeless.org

Food: Hot Meals

Petaluma People Svs Ctr: 765-8484.

For seniors 60+. Lunch M-F 1pm. 211 Novak Dr. Se habla español.
www.petalumapeople.org

SEBASTOPOL

Saturday Table: Hot lunches 12-1pm.

Sebastopol Christian Church: 1st Sat. 7433 Bodega Av.; Community Church of Sebastopol: 2nd Sat. Van pick-up town square 11:45am. 1000 Hwy 116 No.; St. Stephen's: 3rd Sat. 500 Robinson Rd.; United Methodist Church: 4th Sat. 500 No. Main St.

Sebastopol Christian Church:

823-8242. Hot meal or brown bag lunch & showers M-F 9am-12pm. 7433 Bodega Av. www.sebchristian.com

SONOMA

SOS Brown Baggers: 939-6777.

Hot meal Wed 11am-1pm at Grange Hall, 18627 Sonoma Hwy; Fri 4:30-6pm at La Luz, 17560 Greger St. Se habla español.

www.sonomaovernightsupport.org

HEALTH CARE

COUNTYWIDE (SANTA ROSA LOCATION

UNLESS OTHERWISE STATED)

Face to Face/Sonoma County AIDS Network: 544-1581. Free HIV testing,

Health Care

benefits counseling, support groups.
Tue-Fri 9am-4:30pm. 873 Second St.
Se habla español. Also see p. 28, 52,
60. www.f2f.org

Jewish Community Free Clinic:
585-7780. Free clinic for the uninsured.
Treatment for minor health complaints,
vaccines, well child exams, physicals.
Help with benefits applications. No
narcotics. Hours vary. 50 Montgomery
Dr. www.jewishfreeclinic.org

**Perinatal Services (Sonoma Co. Dept.
of Health Svs): 565-4554.** Help finding
health care for pregnant women & their
families. M-F 8am-5pm. Se habla
español. www.sonoma-county.org

Planned Parenthood: 527-7656. Birth
control, pregnancy testing, abortion
referrals, emergency contraception,
HIV & STD testing, treatment &
vaccines, LGBT services, men's health.
1140 Sonoma Av, Bldg 3. Se habla
español. www.plannedparenthood.org

**Santa Rosa Community Health Ctrs
Sites: 303-3600.** Primary medical care
and mental health care. Sliding scale.
Medi-Cal, Healthy Families. Se habla
español. www.srhealthcenters.org

- **Brookwood Health Ctr: 583-8700.**
Medical & mental health care for
homeless people & the uninsured.

Health Care

HIV & Hepatitis C testing. TB screening, family planning. Help with benefits applications. Saturday showers. No Appointments. Drop-in hours: Mon, Tue, Wed, Fri 8:15am-11:45am & 1pm-4:45pm; Thu 8:15am-11:45am. 983 Sonoma Av.

• **Elsie Allen Health Ctr: 528-5770.**

General medicine for teens 12-19 yrs old. Opens M-F 8:30am. Closes M, Th 5pm, Tue 4pm, Wed, Fri 3:30pm. 599 Bellevue Av, #G1.

• **Roseland Pediatrics: 578-2005.** M-F 8:30am-5pm. Roseland Elementary School, 962 Sebastopol Rd.

• **Southwest Community Health Ctr: 547-2222.** General medicine. M-Th 8am-9pm, Fri 8am-5pm, Sat 9am-3pm. Appt required. Teen & male walk-ins. 751 Lombardi Ct.

• **Vista Family Health Ctr: 303-3600.** M-Th 8:30am-9pm, Fri 8:30am-5:30, Sat 9am-3pm. General medicine & HIV/ AIDS care. 3569 Round Barn Circle. *Also see p. 33.*

Santa Rosa Veterans Affairs Clinic: 569-2300. 24 Hr 800-733-0502. *See p. 61.*

Sonoma Co. Indian Health Project: 521-4545. Comprehensive medical care & WIC for Native Americans, limited

Health Care

services to others. 144 Stony Point Rd.
Se habla español. www.scihp.org

St. Joseph Mobile Health Van:
547-4612. For low income individuals & children without primary care. Health screenings, well child exams, immunizations, nutrition, minor medical problems. Call for locations. Se habla español. www.stjosephhealth.org

St. Joseph Urgent Care: 543-2000.
Walk-ins with non-life threatening medical problems. Medi-Cal, Medicare & insurance. 7 days 9am-7pm. 287 Fulton Rd. Se habla español. www.stjhc.org

Women's Health Specialists:
537-1171. Español: 800-714-8151.
Free pregnancy testing, free/low cost birth control, breast cancer early detection. W, Th, F 9am-4pm. 4415 Sonoma Hwy #D. Se habla español. www.womenshealthspecialists.org

CLOVERDALE

Alexander Valley Healthcare: 894-4229.
Comprehensive medical & mental health care. M, T, Th, F 8:30am-7:30pm; Wed 9-6pm. 6 Tarman Dr. Se habla español. www.alexandervalleyhealthcare.org

FORESTVILLE

Forestville Teen Clinic @ CASA (West

Health Care

Co. Health Centers): 887-0427. See p. 67.

GUERNEVILLE

Russian River Health Ctr (WCHC): 869-2849. Comprehensive medical, mental health & HIV/AIDS care. M-Th 9am-8pm, Fri 9am-5pm, Sat 9am-12pm. 16319 Third St.
www.wchealth.org

HEALDSBURG

Alliance Medical Ctr (Alianza): 433-5494. Primary health & mental health care. Walk-ins M-Th 8am-9pm, Fri 8am-5pm. 1381 University St. Se habla español. www.alliancemed.org

OCCIDENTAL

Occidental Area Health Ctr (WCHC): 874-2444. Comprehensive medical & mental health care. M-Th 9am-8pm, Fri 9am-5pm, Sat 9am-12pm. 3802 Main St. Se habla español. www.wchealth.org

PETALUMA

Petaluma Health Center: 559-7500. Family practice, mental health, women's & children's health. M-Th 8:30am-8pm, Fri 8:30am-5pm, Sat 9am-12pm. 1179 N. McDowell Blvd. Se habla español.
www.phealthcenter.org

SEBASTOPOL

Gravenstein Community Health Ctr (WCHC): 823-3166. Comprehensive

medical & mental health care. M-F
8:30am-5pm. 652 Petaluma Av #H. Se
habla español. www.wchealth.org

**Sebastopol Community Health Ctr
(WCHC): 824-9999.** Comprehensive
medical, mental health & HIV/AIDS care.
M-Th 9am-8pm; Fri 9am-5pm; Sat 9am-
12pm. 6800 Palm Av. Suite C. Se habla
español. www.wchealth.org

SONOMA

La Luz Center: 938-5131. Mobile health
van visits. M-F 9am-1pm. 17560 Greger
St. *Also see p. 16.* Se habla español.
www.laluzcenter.org

**Sonoma Valley Community Health
Ctr: 939-6070.** Comprehensive medical
& dental care. Medi-Cal, Medicare,
sliding scale, serves uninsured. 430 W.
Napa St #F. Se habla español. *See p. 18.*
www.svchc.org

WINDSOR

**Alliance Medical Ctr (Alianza):
433-5494.** Primary health & mental
health care. Sliding scale, Medi-Cal,
Medicare. M-Fri 8am-5pm, closed 12-
1pm. 8465 Old Redwood Hwy. #410. Se
habla español. www.alliancemed.org

IMMIGRATION SERVICES

COUNTYWIDE (SANTA ROSA LOCATION

UNLESS OTHERWISE STATED)

California Human Development:

521-4721. Bureau of Immigration Appeals Accredited Representative helps with citizenship, legal status, work permits, green cards, affidavits of support, UVISAs & family reunification. 3315 Airway Dr. Se habla español. See pgs. 4, 5, 19, 23, 24, 25. www.californiahumandevlopment.org

Catholic Charities Immigration &

Citizenship Services: 578-6000. Board of Immigration Appeals (BIA) Accredited Representatives offer free legal help with permanent residency, refugee resettlement, family reunification & Deferred Action for Childhood Arrivals (DACA). Classes help prepare for US citizenship. Helps immigrant survivors of domestic violence/violent crimes. Free information session, Tue 4pm. Office Hrs: M,W,Th,F 8am-5pm; Tue 9am-6pm. 987 Airway Ct. Se habla español. www.srcharities.org

LEGAL SERVICES

COUNTYWIDE (SANTA ROSA LOCATION

UNLESS OTHERWISE STATED)

American Civil Liberties Union

(ACLU): 765-5005. For civil rights violations. Free. M-F 9am-5pm. Se habla español. www.aclusonoma.org

Legal Services

California Rural Assistance (CRLA): 528-9941. Legal assistance with civil cases for low income people. Mon, Tue, Thu, Fri 9am-5pm. Closed Wed. 1260 No. Dutton Av #160. Se habla español. www.crla.org

Council On Aging: 525-0143 x142. Free legal clinic 2nd Tues of each month by appointment for seniors 60+. Mon-Thu 8:30am-5pm; Fri 8:30am-3:30pm. Closed daily 12-12:30. *Also see pgs. 28, 39, 54.* 30 Kawana Springs Rd. www.councilonaging.com

Disability Services & Legal Center: 528-2745. *See p. 19, 28.*

Fair Housing Sonoma Co. (PPSC): 765-8488. Helps with eviction, 3-day Notice to Vacate, rent increases, unpaid rent, repairs, deposits, damages, discrimination, lease & rental agreements countywide. M-F 8am-5pm. 1500A Petaluma Blvd. So. Se habla español. www.petalumapeople.org

Family Justice Center Sonoma Co. (YWCA): 565-8255. Serves victims of domestic violence, elder abuse & sexual assault with case management & advocacy services. Mon-Fri 8am-5pm. 2755 Mendocino Ave #100. Se habla español. www.ywca.org/sonomacounty

Legal Services

Family Law Facilitator/Self-Help Center: 521-6545. Help with family law & child support issues. Drop in or call. Mon 1pm-4:30pm; Tue-Th 8am-11:30am. 3055 Cleveland Av. Se habla español.
www.sonomasuperiorcourt.com

Legal Aid of Sonoma Co.: 542-1290. Helps low income people with shelter, safety & income through free crisis legal services. Drop in or call for appt. M-Thu 9:15am-11:30am & M, Tu, Thu 1:15pm-4pm. 1105 No. Dutton Av. #B. Se habla español. <http://legalaidsc.org>

Sonoma Co. Dept. of Child Support: 866-901-3212. Helps parents & guardians to receive court-ordered financial & medical support. Helps establish paternity & locate non-custodial parents. M-F 8am-5pm. 1755 Copperhill Pkwy. Se habla español. www.sonoma-county.org/dcss

Sonoma Co. Legal Services Foundation: 546-2924. Education, info & referrals on legal issues affecting young people and families, especially domestic violence. M-F 10am-5pm. 1212 4 St. #I. Se habla español.
www.sonoma.edu/ccjs/info/linfo.html

Victim Assistance Center (Sonoma Co. District Attorney): 565-8250. Helps victims & families with crisis & emergency assistance. M-F 8am-5pm. 1000 Coddington Ctr #101. Se habla español. www.sonoma-county.org

YWCA Sonoma Co.: 24 Hr 546-1234.

Restraining orders & court accompaniment for victims of domestic violence. Se habla español. *Also see pgs. 12, 21.* www.ywca.org/sonomacounty

PERMANENT HOUSING ASSISTANCE

COUNTYWIDE (SANTA ROSA LOCATION)

Burbank Housing Development Corp.:

526-9782. Rentals & home ownership for low income families, people with special needs & seniors 62+. M-F 9am-12pm; 1 pm-4:30pm. 790 Sonoma Av. Se habla español.
www.burbankhousing.org

North Bay Veterans Resource Center:

578-8387. *See page 61.*

Sonoma Co. Housing Authority:

565-7500. Section 8 vouchers for low income families, seniors & the disabled outside SR. Waiting list. M-F 9am-5pm. 1440 Guerneville Rd. Se habla español.
www.sonoma-county.org

Petaluma Ecumenical Properties

(PEP): 762-2336. For low income seniors 62+ and people with mobility issues. M-F 8am-4:30pm. 951 Petaluma Blvd So. Se habla español. www.pephousing.org

SANTA ROSA ONLY

City of Santa Rosa Housing Authority:

543-3300. Section 8 Housing Choice

Permanent Housing Assistance

Voucher program for low income families, seniors & people with disabilities within SR. Waiting list. M-F 9am-5pm. 90 Santa Rosa Av. Se habla español. <http://ci.santa-rosa.ca.us>

PERMANENT SUPPORTIVE HOUSING

Long term affordable rental housing with supportive services for people with disabilities who are at risk for or have been homeless.

COUNTYWIDE (SANTA ROSA LOCATION)

Buckelew Programs: 571-5581.

Provides supportive & mental health services to secure & maintain independent housing, improve quality of life & increase self-sufficiency. See p. 9.

www.buckelew.org

Catholic Charities: 542-5426. For very low income families & individuals. M-F 9am-5pm. 465 A St. Se habla español. www.srcharities.org

Community Action Partnership Sonoma Housing Program: 544-6911.

For homeless women with children. Case management, support groups. M-F 8:30am-5pm. 141 Stony Circle #210. Se habla español.

www.capsonoma.org

Community Support Network (CSN): 573-6955. Residential programs for transitional age youth & adults with a

Permanent Supportive Housing

mental health diagnosis &/or behavioral health challenges. 1440 Guerneville Rd. #14.
www.communitysupportnet.org

Face to Face/Sonoma County AIDS Network: 544-1581. For low income people living with HIV/AIDS. Tue-Fri 9-5. 873 Second St. Se habla español. *Also see pgs. 28, 41, 60.* www.f2f.org

CLOVERDALE

Wallace House Community Svcs: 894-2727. For homeless single disabled adults. Mon, Wed, Fri 9:30am-12 noon. 126 No. Main St. Se habla español.
www.wallacehouse.org

PETALUMA

COTS: 765-6530 x125. For low income families with a disabled head of household. 900 Hopper St. Se habla español.
www.cots-homeless.org

PET SERVICES

Compassion Without Borders: 931-4455. Free pet wellness clinics for low income families. Dollar Tree parking lot, 777 Sebastopol Rd, SR. One Sun & Wed monthly. Call 931-4455 (English & Español) for schedule. Must sign up for spay/neuter apptmts to receive free services. www.cwob.org

Pet Services

Homeless People with Animal Companions: 847-8DOG. Provides supportive services, pet health education & free workshops for homeless pet owners. 533 5th St, SR. www.homelesswithpets.info

Pets Lifeline: 996-4577. Pet sheltering, feeding & rehabilitation for Sonoma Valley pet owners. Wed-Fri 12-5pm; Sat-Sun 11am-5pm. Closed Mon & Tues. 19686 8th Street East, Sonoma. www.petslifeline.org

Rohnert Park Animal Shelter: 584-1582 or 588-3531. Free spay/neuter clinics for tame cats belonging to low-income Rohnert Park & Cotati residents. Call ahead. Open afternoons Wed-Sun. 301 J Rogers Ln. www.rpanimalshelter.org

Shebang Ventures: Animal Advocacy & Rescues: 228-7675. Helps homeless pet owners with rabies shots, licensing, pet food, service animal certification, limited general veterinary care & service referrals. Will come to you.

Free Pet Food in Sonoma County:
These agencies give out bags of dog & cat food, treats & sometimes cat litter. Call ahead to see if food is available.

Sonoma Humane Society: 542-0882.
5345 Hwy 12, Santa Rosa. Mon-Sun 12-6pm. **Sonoma Animal Services: 565-7100.** Tues-Sat 12-5pm; closed Sundays & Mondays. 1247 Century

Pet Services

Court, Santa Rosa. **Petaluma Animal Services Foundation: 778-4396.** 840 Hopper St, Petaluma. M-F 1-6pm; Saturday 12-6. Closed Sunday. (If there's food on Sundays, it will be left outside the building on a cart.)

SENIOR SERVICES

COUNTYWIDE (SANTA ROSA LOCATION UNLESS OTHERWISE STATED)

Council On Aging: 525-0143 or 800-675-0143. Care management, financial & legal services, dining sites, peer support & transportation for seniors 60+. Mon-Thu 8:30am-5pm, Fri 8:30am-3:30pm. 30 Kawana Springs Rd. <http://councilonaging.com>

Experience Works: 565-5550. Training, job placement & community service program for low income seniors 55+. M-F 8am-5pm. 2227 Capricorn Way, #100. Se habla español. www.socojoblink.org

Redwood Empire Food Bank: 523-7900. Monthly food box for seniors 60+. Proof of age, income, & ID required. M-F 8am-4:30pm. Se habla español. www.refb.org

Senior Clipper Card: 543-3333 or 877-878-8883. For adults 65+. Discounts on monthly passes, ride books, tickets, cash value fares & transfers.

Senior Services

SHARE Sonoma County (PPSC): 477-2759 or 765-8488. Home sharing program for seniors 60+. Matches homeowners & renters. 1500A Petaluma Blvd So, Pet. www.petalumapeople.org

West County Community Services Free Senior Counseling: 823-1640. For seniors 55+ countywide. Counseling, in-home support & weekly support groups. 16390 Main St., Guerneville. www.westcountyservices.org

GUERNEVILLE

Russian River Senior Resource Ctr (WCCS): 823-1640 x 404. Case management, family & caregiver support, computers, transportation, help with benefits applications. Tues-Fri 9am-4pm. 14520 Armstrong Woods Rd. www.westcountyservices.org

PETALUMA

iRide (PPSC): 765-8493. Free for seniors 60+. Call for application. Se habla español. www.petalumapeople.org

Petaluma People Services Ctr: 765-8488. Case management, housing, meals, adult day program, rental assistance, info & referral for seniors 60+. No walk-ins. M-F 8am-5pm. Se habla español. www.petalumapeople.org

Petaluma Ecumenical Properties (PEP): 762-2336. See p. 51.

TRANSITIONAL HOUSING

Low rent housing programs that help homeless people into permanent housing in a reasonable time period (between 6 & 24 months). Services are provided.

COUNTYWIDE (SANTA ROSA LOCATION)

Catholic Charities: 542-5426.

Subsidized housing & intensive case management for homeless families & single mothers for up to 24 mos. M-F 8am-5pm. 465 A St. Se habla español. www.srcharities.org

Community Action Partnership

Sonoma Co.: 544-6911. For homeless women & children. Case management, parenting classes, housing referrals, support groups. M-F 8:30am-5pm. 141 Stony Circle, #210. Se habla español. www.caponoma.org

Community Support Network (CSN):

573-6955. Low income housing & supportive case management for homeless adults with mental health diagnosis &/or behavioral health difficulties. M-F 9am-4:30pm. 1410 Guerneville Rd #14. www.communitysupportnet.org

Transitional Housing

Interfaith Shelter Network: 546-7907. For clean & sober men, women & children. Sliding scale. M-F 9am-5pm. Pick up application: 1440 Guerneville Rd. Fax to 546-1544. Se habla español. www.ifsnet.org

North Bay Veterans Resource Center: 578-8387. See p. 61.

Tamayo Village (Social Advocates for Youth): 528-7500. See p. 66.

The Salvation Army: 542-0981. For clean & sober men 18+. M-F 8:30am-5pm. 93 Stony Circle. Se habla español. www.salvationarmysantarosa.org

CLOVERDALE

Wallace House Community Svcs: 894-2727. Clean & sober housing & case management for single adults. Mon, Wed, Fri 9:30am-12 noon. 126 No. Main St. Se habla español. www.wallacehouse.org

HEALDSBURG

North Sonoma County Svcs: 433-6161. Families only. Apply Mon-Fri 10am-4pm. 209 Matheson St. Se habla español. www.northsonomacountyserVICES.com

PETALUMA

COTS: 765-6530 x125 Case management, mental health, chemical dependency, housing search, parenting edu-

Transitional Housing

cation. Call daily. 900 Hopper St. Se habla español. www.cots-homeless.org

The Salvation Army: 769-0716 x102.

For clean & sober families. Mon-Fri 9am-11am by appt. 721 So. McDowell Blvd. www.tsatoday.org/petaluma

TRANSPORTATION / PARATRANSIT

Buses require exact change.

COUNTYWIDE

Sonoma County Transit: 576-7433

(576-RIDE) or 800-345-7433. Call or visit website for current fares, route info & schedules. Rates vary by distance. Office hrs: M-F 8am-5pm. Se habla español. www.sctransit.com

HEALDSBURG

Healdsburg Transit: 431-3324. Fixed routes within city limits. Mon-Sat 8:30am-4:20pm. \$1.50 each way. Student & senior discounts. Children under 5 ride free. Wheelchair accessible. Door to Door service for disabled & seniors 60+. Apply at Healdsburg Senior Ctr: 431-3324. www.ci.healdsburg.ca.us

PETALUMA

Petaluma City Transit: 778-4460.

Fixed-route hours Mon-Fri 6:20am-6:15pm & Sat 7:20am-5:45pm. \$1.50 each way. Senior & disabled discounts.

Transportation / Paratransit

Children under 5 are free. Wheelchair accessible. Bus schedule in English & español.

SANTA ROSA

Santa Rosa City Bus Transit:

543-3333; TDD 541-7184. M-F 6am-8:25pm, Sat 6am-8:15pm, Sun 10am-5:15pm. \$1.50 each way; seniors & youth half-fare. Wheelchair accessible. Se habla español.

PARATRANSIT *(for disabled people)*

COUNTYWIDE

American Cancer Society: 24 hr

800-227-2345/545-6720. Free rides to cancer-related medical appts. M-F 9am-5pm. Se habla español.

www.cancer.org

Regional Transit Clipper Card:

576-7433. Fare discounts for persons under 65 with disabilities. 45 Stony Point Rd Mon, Wed, Thu, Fri 8am-5pm or 100 Santa Rosa Av, # 6 Tue 11:30am-12:30pm. Se habla español.

www.clippercard.com/ClipperWeb/discounts/rtc.do

Sonoma Co. Paratransit/Volunteer Wheels: 585-7516/800-992-1006;TDD

585-9817. For people with disabilities. 1st zone: \$2.50. Add'l zones: \$1.15 each.

Transportation / Paratransit

Reserve M-F 8am-5pm; Sat & Sun 9am-5pm. Se habla español. sctransit.com

HEALDSBURG

Healdsburg Transit: 431-3324. See p. 58.

HIV/AIDS

Face to Face/Sonoma Co. AIDS

Network: 544-1581. Transportation to & from medical, dental & therapy appointments, in-home practical support, moving & personal coaching. For low income people living with HIV/AIDS. Tue-Fri 9am-5pm. 873 Second St. Se habla español. Also see pgs. 28, 41, 52. www.f2f.org

SANTA ROSA

Paratransit: 541-7180; TDD 541-7184.

Dial-A-Ride (curb to curb) Transportation for individuals unable to use public transit. In-person interview req. (transport provided). Call 546-1999 48 hrs ahead. Se habla español. <http://ci.santa-rosa.ca.us>

SONOMA

Friends in Sonoma Helping (FISH):

996-0111. Free transportation to medical appointments for Sonoma Valley residents. Rides provided locally & to Petaluma, Santa Rosa, Napa, Vallejo, Marin & San Francisco. Schedule 7-10 days ahead. See pgs. 30, 38. www.friendsinsonomahelping.org

VETERANS SERVICES

COUNTYWIDE (SANTA ROSA LOCATION UNLESS OTHERWISE STATED)

NAMI Sonoma Co.: 527-6655. Independent housing for vets. See p. 11.

North Bay Veterans Resource Center (Div. of Veterans Resource Centers of America): 578-8387. Case management, career assessment, transitional housing & assistance with benefits applications for help with rent, utility payments & childcare. Eligible vets may receive training subsidies & assistance securing work-related documents, licenses & tools. Alcohol & drug treatment referrals. M-F 8am-5pm. 200 Montgomery Dr #C. www.vetsresource.org/vrc-north-bay.html

Santa Rosa Veterans Affairs Clinic: 569-2300; 24 Hr 800-733-0502.

Homeless Veterans Assistance: 877-424-3838. Primary health care, mental health, pharmacy & social services. Appointment required. transportation service between the clinic and the SF VA medical Center Eligibility questions: 569-2401. M-F 8am-4:30pm. 3841 Brickway Blvd. ww.sanfrancisco.va.gov

Sonoma Co. Veterans Service Office: 565-5960. Assists with disability compensation, pension, vocational rehab, education & tuition waiver, burial & death

Veterans Services

benefits, medical care, gov't life insurance. M-Th 8am-5pm. Fri drop-in 8:30am-9:45am (arrive before 9:15am). Fri 10am-5pm by appointment only. *Part of Sonoma Co. Human Services Dept.* 3725 Westwind Blvd #101. www.scvets.org

Vet Connect: 24 Hr 755-1417. Assistance & referrals regarding veterans' benefits, VA claims, legal issues, counseling, housing, employment. Outreach Tue 9am-12pm, SR Veterans Memorial Bldg, 1351 Maple Ave. www.vet-connect.org

Veterans Crisis & Suicide Prevention Hotline: 24 Hr 800-273-8255 (Press 1). **Text 838255.** For veterans, families & friends. Free & confidential. Qualified Dept. of Veterans Affairs responders. Se habla español. www.veteranscrisisline.net

PETALUMA

COTS Housing Program for Veterans: 765-6530. Preference in permanent supportive housing placement, case management by a peer veteran, emergency food, access to Rent Right, Work Right training & Sober Circle Program. M-F 9am-5pm. 900 Hopper St. Se habla español. www.cots-homeless.org

VOICEMAIL & CELL PHONE SERVICES

Voicemail Program (Spiritual Fellowship of the Baha'is of Rohnert Park with the Task Force): Free Voicemail boxes available to any local homeless person through the following agencies: *Brookwood Health Center, Catholic Charities, Community Action Partnership, Goodwill's Wellness & Advocacy Center, River to Coast Children's Services.*

CELL PHONE SERVICE DISCOUNTS

Lifeline Assistance program: *One account per household based on income. Includes residents of homeless shelters & nursing homes.*

Nexus Communications Reach Out Wireless: 877-777-1914.

www.reachoutmobile.com

Telscape Communications: **800-835-7227.** Includes free cell phone.

www.telscape.com

Virgin Mobile USA: 888-898-4888.

Includes free cell phone.

www.assurancewireless.com.

YOUTH SERVICES

COUNTYWIDE (SANTA ROSA LOCATION UNLESS OTHERWISE STATED)

Chop's Teen Club: 284-2467. For youth ages 7-12. Hours vary. 509 Adams St. Se habla español. www.chopsonline.com

Coffee House Teen Shelter (Social Advocates for Youth): 24 Hr 888-729-0012 or 546-3432. Shelter for youth ages 12-17, food & counseling for youth to 24 years old & families in crisis. Walk-ins before 9pm. 1243 Ripley St. Se habla español. www.saysc.org

Conservation Corps North Bay: 303-3069. Training & educational program for youth ages 18-25. HS diploma & paid on-the-job training. M-F 8:30am-5pm. 365 Blodgett St, Cotati. Se habla español. www.conservationcorpsnorthbay.org

Elsie Allen Health Ctr: 528-5770. For teens ages 12-19. Mon & Thu 8:30am-5pm; Tues 8:30am-4pm; Wed & Fri 8:30am-3:30pm. Free or sliding scale. *Do not have to be a student.* Elsie Allen High School. 599 Bellevue Av # G1. Se habla español.

Esperanza Resource Svs (Social Advocates for Youth): 544-3299. Mentoring, social activities, field trips, work experience & tattoo removal for

Youth Services

youth ages 14-24. M-F 9am-5pm. 2447 Summerfield Road. Se habla español. www.saysc.org

Positive Images: 568-5830. Free therapy for gay, lesbian, bisexual, transgender, queer, questioning, intersexed youth & young adults. 312 Chinn St. Se habla español. www.posimages.org

Sanctuary House (Community Support Network): 799-0429. Permanent housing for low income, transitional age youth (18-24) with mental health challenges. www.communitysupportnet.org

SAY College & Career Readiness Program (Social Advocates for Youth): 800-3961. Work-based learning, field trips, career mentoring, internships. M-F 9am-5pm. 2447 Summerfield Road. Se habla español. www.saysc.org

SAY Dream Center (Social Advocates for Youth): 544-3299 or 24 hr 888-729-0012. Housing, counseling & job training for youth 18-24 years old. M-F 9am-5pm. 2447 Summerfield Road. Se habla español. www.saysc.org

SAY's Street Outreach Team (Social Advocates for Youth): 546-3432. For homeless, at risk or transitioning youth ages 12-24. Mobile health services (2nd & 4th

Youth Services

Mon), IDs, clothes, food, housing, resumes, employment. 1243 Ripley St. Se habla español. www.saysc.org

Social Advocates for Youth Crisis Services (SAY): 24 hr 888-729-0012.

Crisis intervention & counseling for teens & families. **Medi-Cal Counseling Svs: 544-3299 x 237.** For youth & young adults age 5-25 with Medi-Cal. Counseling for English & Spanish speakers with severe emotional problems. M-F 9am-5pm. 2447 Summer-field Road. Se habla español. www.saysc.org

Tamayo Village (SAY): 528-7500.

Transitional housing for homeless, at-risk or former foster care young adults ages 18-24. www.saysc.org

VOICES Sonoma: 579-4327. Helps with housing, education & employment for transitioning youth ages 16-24.

Tues-Thu 12-6pm; Fri 12-4:30pm. 714 Mendocino Av. Se habla español. www.voicesyouthcenter.org

YouthBuild (Community Action Partnership Sonoma Co.): 578-2034.

Education, job training & leadership skills for youth ages 16-24 without high school diploma. M-F 9am-5pm. 141 Stony Circle #210. Se habla español. www.capsonoma.org

Youth Services

YouthLink (Social Advocates for Youth): 800-3950. Countywide education & employment services. Work readiness training, case management, paid & unpaid work experiences for youth ages 16-24. M-F 9am-5pm. 2447 Summerfield Rd. Se habla español. www.saysc.org

FORESTVILLE

Forestville Teen Clinic @ CASA (West Co. Health Centers): 887-0427. Free, confidential medical care for youth up to 24 yrs. Drop in Mon, Tue & Wed 2:30pm-5pm; Thu 4:30-7:30pm. 6570 First St. www.wchealth.org

GUERNEVILLE

Youth Education & Employment (YEES) (WCCS): 823-1640 x 403. Countywide. For low income youth ages 14-21 with special needs. M-F 9am-5pm. 16390 Main St. www.westcountyservices.org

SONOMA

SAY WillMar Grief Svcs: 935-1946. Free peer support groups for children & adults healing after a death or trauma of living with a family member with a life-altering illness. 583 First St. W. www.saysc.org

YouthLink - Sonoma Valley (SAY): 996-7991. Training, tutoring, mentoring, work experience for youth ages 14-24. M-F 9am-5pm. 1055 Broadway #E-2. Se habla español. www.saysc.org

INDEX

Alcoholics Anonymous	4
Alexander Valley Dental Clinic.....	17
Alexander Valley Healthcare	44
Alliance Dental Clinic	17
Alliance Medical Ctr (Alianza)	13, 45, 46
American Cancer Society.....	59
American Civil Liberties Union	47
Angela Center	9
Becoming Independent	19
Birth Certificates & Identification	7
Brookwood Health Ctr (SRCHC)	43
Buckelew Programs	9, 51
Burbank Housing Development Corp.....	50
CalFresh	26
California Human Development (CHD).....	4, 5, 19, 23, 24, 25, 47
California Rural Assistance.....	48
Catholic Charities....	14, 20, 23, 29, 31, 47, 51, 56
Catholic Worker	37
Cell Phone Discounts	63
Center Point DAAC	4
CHD Outpatient Program	5
Child Parent Institute.....	9
Children's Counseling Svs (CPI).....	9
Chop's Teen Club.....	64
Chrysalis Community Counseling.....	9
Church of the Incarnation Open Table	38
City of Santa Rosa Housing Authority.....	50
Cloverdale Food Pantry.....	34
Coffee House Teen Shelter (SAY)	64
Cold Weather Response Line (HOST).....	20
Community Action Partnership Sonoma.....	21, 28, 51, 56
Community Intervention Program	9
Community Support Network....	5, 10, 20, 51, 56, 65

Compassion without Borders	52
Conservation Corps North Bay.....	64
COTS	16, 22, 30, 36, 40, 52, 57, 62
Council on Aging	28, 38, 48, 54
Covered California.....	27
Denti-Cal Information	17
Disability Services & Legal Center.....	19, 28
Elisha's Pantry	37
Elsie Allen Health Ctr (SRCHC).....	64
English Language Classes.....	25
Esperanza Resource Svs (SAY).....	64
Experience Works.....	54
Face to Face/Sonoma Co. AIDS Ntwk ..	28, 41, 52
Fair Housing Sonoma Co.	48
Family Justice Center Sonoma Co.....	48
Family Law Facilitator/Self-Help Center	49
Family Support Center.....	21, 29
First Steps Perinatal Day Treatment (DAAC) ...	4
Food for Thought.....	31
Food Stamps.....	26
Forestville United Methodist Church	34, 39
Free Dinners Project.....	40
Friends in Service Here	31
Friends in Sonoma Helping.....	30, 37, 60
Friends Outside in Sonoma Co	10
Fulton Day Labor Center (CHD)	24
General Assistance.....	27
Goodwill Industries.....	15, 23
Graton Day Labor Center.....	24
Gravenstein Community Health Ctr (WCHC)...	46
Greater Powerhouse Pantry	31
Harvest Christian Center Feed Our Children..	32
Healdsburg Day Labor Center (CHD).....	24
Healdsburg Shared Ministries Food Pantry ...	35
Healdsburg Transit	58
Healthy Kids Sonoma Co. (RCHC)	27
HIV Services (WCHC).....	46

Holy Spirit Catholic Church	32
Homeless Action!	8
Homeless Outreach Services Team (HOST)...	20
Homeless People w/Animal Companions.....	53
Homeless Services Center	14
Immigration & Citizenship Services (CC)	47
Interchurch Food Pantry.....	37
Interfaith Pantries	36
Interfaith Shelter Network (IFSN)	29, 59
Interlink Self-Help Center	14
iRide (PPSC).....	55
Jewish Community Free Clinic	42
Knox Food Pantry.....	37
La Luz Center.....	16, 26, 30, 38, 46
Legal Aid of Sonoma Co.....	49
Lighthouse Ministry Homeless Outreach.....	39
Lomi Psychotherapy Clinic	10
Lytton Adult Rehabilitation Center.....	7
Manna Home (RGM).....	5
Mary Isaak Center	16, 22
Medi-Cal	27
Megan Furth Harvest Pantry	36
Men Evolving Non-Violently.....	10
Migrant Education	25
Mobile Shower Trailer (HOST)	20
Mobile Supportive Svs	10
NAMI Sonoma Co.....	11, 61
Narcotics Anonymous.....	3
New Life Recovery for Men (RGM).....	5
NOAH.....	36
North Bay Veterans Resource Center.....	61
North Sonoma County Svs.....	30, 57
Occidental Area Health Ctr (WCHC).....	45
Occidental Community Church.....	35
Opportunity House	20
Orenda Detox Program (DAAC).....	4
Palms Inn	32

PDI Surgery Center	17
Perinatal Services (SCHSD)	42
Petaluma City Transit	58
Petaluma Dental Clinic	18
Petaluma Ecumenical Properties.....	50
Petaluma Health Center.....	45
Petaluma Kitchen.....	40
Petaluma People Services Center.....	7, 14, 30, 41, 55
Pets Lifeline	53
Planned Parenthood	42
Positive Images.....	65
Psychiatric Emergency Services	12
Redwood Covenant Church Open Closet	32
Redwood Empire Food Bank	32, 33, 39, 54
Redwood Empire Industries (CHD).....	19
Redwood Gospel Mission	5, 21, 39
Regional Transit Clipper Card.....	60
River to Coast Children's Svs	13, 34
Rohnert Park Animal Shelter	53
Roseland Pediatrics (SRCHC).....	43
Russian River Community Pantry	35
Russian River Counselors	13
Russian River Dental Clinic	18
Russian River Empowerment Center	15
Russian River Health Ctr (WCHC).....	45
Russian River Senior Resource Ctr.....	40, 55
Sanctuary House (CSN).....	65
Santa Rosa Alliance Church Food Pantry	32
Santa Rosa City Bus Transit	59
Santa Rosa Community Dental Clinic	17
Santa Rosa Community Health Centers.....	42
Santa Rosa First Church of God.....	36
Santa Rosa Treatment Program (SRTP)	6
Santa Rosa Veterans Affairs Clinic.....	61
SAY Dream Center	65
SAY WillMar Grief Svs.....	67

Sebastopol Christian Church.....	41
Sebastopol Community Health Ctr (WCHC) ...	46
Senior Clipper Card.....	54
Seventh Day Adventist Community Svcs.....	32
SHARE Sonoma Co. (PPSC)	55
Sloan House.....	21
Social Advocates for Youth (SAY).....	64-67
Social Security (SSI & SSDI)	27
Sonoma Co. Dept. of Child Support.....	49
Sonoma Co. Dept. of Health Svcs Behavioral Health Div.:.....	11-12
Sonoma Co. Continuum of Care.....	8
Sonoma Co. Coordinated Intake.....	21
Sonoma Co. Housing Authority	51
Sonoma Co. Indian Health Project	17, 43
Sonoma Co. Job Link	23
Sonoma Co. Legal Services Foundation	49
Sonoma Co. Paratransit	60
Sonoma Co. Task Force for the Homeless.....	8
Sonoma Co. Transit	58
Sonoma Co. Veterans Service Office	61
Sonoma Overnight Support.....	16, 22, 41
Sonoma Valley Community Health Ctr	18, 46
SonomaWorks	24, 25
Southwest Community Health Ctr (SRCHC)...	43
St. Andrew's Mission Food Program	40
St. Joseph Dental Clinic	17
St. Joseph Mobile Health Van	44
St. Joseph Urgent Care	44
St. Leo's Catholic Church.....	37
St. Paul's Episcopal Church.....	40
St. Philip the Apostle Church	36, 41
St. Stephen's Church.....	37
St. Vincent De Paul Relief Svcs.....	33
St. Vincent de Paul's Free Dining.....	39
Tamayo Village (SAY)	66
Teen Clinic (WCHC)	67

Temporary Assistance for Needy Families.....	28
The Haven	16, 22, 41
The Living Room.....	14, 39
The Rose Women & Children's Shelter	21
The Salvation Army.....	7, 29, 30, 33, 37, 57
Trinity Baptist Church	35
Turning Point (DAAC).....	4
Unitarian Universalist Congregation	40
Value Market (REFB).....	32
Vet Connect.....	62
Veterans Crisis & Suicide Prevention.....	62
Victim Assistance Center	49
Victory Outreach Santa Rosa.....	6
Vista Family Health Center (SRCHC)	33, 43
Voicemail Program.....	63
VOICES Sonoma	66
Volunteer Wheels.....	59
Wallace House	15, 21, 29, 52, 57
Wellness & Advocacy Ctr	15
West Co. Community Svs (WCCS).....	13, 15, 22, 29, 35, 40, 55, 67
West Co. Health Centers (WCHC)	45, 46, 67
WIC.....	33, 35
Windsor Service Alliance	38
Winter Shelter (WCCS)	22
Women's Health Specialists.....	44
Women's Recovery Services.....	6
Youth Education & Employment (WCCS)	67
YouthBuild (CAPS)	66
YouthLink - SAY.....	67
YouthLink - Sonoma Valley (SAY).....	67
YWCA Domestic Violence Svs	12, 21, 50

NOTES

NOTES

NOTES

NOTES

NOTES

The Sonoma County Task Force for the Homeless is the countywide nonprofit coalition of service providers, businesses, community and religious organizations and individuals, housed and homeless, working since 1981 to end homelessness and assist people who've lost their homes. We are a leadership resource, bringing the community together to fill service gaps, and convening cooperative projects such as the Health Care for the Homeless Collaborative to assure access to integrated care and the Sonoma County Homeless Court Project. We offer services such as our Winter Warmth Survival Gear Clearinghouse and this Resource Guide. We administer federal Emergency Food & Shelter Program funds going to local agencies and lead Advocacy efforts that help end homelessness.

This Guide Is Made Possible by

Community Foundation Sonoma County

Sisters of St. Joseph Healthcare Foundation

Human Services Department,
County of Sonoma

Mike Treinen Wastewater Consulting

SOCO PRIVATE SECURITY

Sonoma County Task Force
for the Homeless

24 HR HOTLINES

Please dial a '1' before 800, 855 & 888 numbers.

Al-Anon, Alateen: 823-7840

Alcoholics Anonymous: 324-0462

**Child Abuse Reporting Hotline: 565-4304;
800-870-7064**

Cocaine Anonymous: 415-226-1300

**HOST / Cold Weather Response Line:
855-707-HOST (4678)**

Men Evolving Non-Violently: 528-2636

Narcotics Anonymous: 324-4062

**Psychiatric Emergencies: 576-8181;
800-746-8181**

Santa Rosa VA Clinic: 800-733-0502

**Sonoma Co. Adult Protective Svs:
565-5940; 800-667-0404**

**Suicide Prevention: 855-587-6373; TTY:
800-799-5-4TTY. Línea de asistencia en
español: 800-784-2432**

Verity (Sexual Assault): 545-7273

Veterans Crisis Line: 800-273-8255

**Victims of Crime Resource Center:
800-842-8467**

**Youth Crisis (Social Advocates for Youth):
546-3432; 888-729-0012**

YWCA/Domestic Violence: 546-1234

Citizen Complaint Commendation Form Spanish.pdf

Halagos

Todos disfrutan recibiendo reconocimiento por sus esfuerzos. Los halagos, ya sean verbales o escritos, son una de las mejores maneras de hacerle saber a alguien que aprecias su trabajo.

Una halago para un miembro del Departamento de Policía se envía con mayor frecuencia al Jefe de Policía. También puede informar al supervisor o gerente del miembro. Sus comentarios se pueden ha cer en persona, por teléfono o utilizando el formulario de este folleto.

Un Halago puede referirse a cualquier evento que considere digno de mención por parte de un miembro que usted cree que debe ser reconocido. Esto puede variar desde la exhibición de cortesía o compasión inusuales hasta medidas signif icativas para salvar vidas o actos heroicos. Estamos interesados en escuchar acerca de sus observaciones de cualquier acto o comportamiento encomiable.

Todos los elogios están documentados y los miembros serán notificados. Una recomendación toma solo unos minutos para escribir o comunicar. Puede ser de gran ayuda para que los miembros del Departamento de Policía sepan cómo se siente acerca de ellos y su servicio..

Utilice este formulario o envíe su carta a:

Jefe Robert Brownlee

**Santa Rosa Junior College
Atención: District Police
1501 Mendocino Avenue
Santa Rosa, CA 95401**

From:

**Chief of Police Robert Brownlee
Santa Rosa Junior College
Attn: District Police
1501 Mendocino Avenue
Santa Rosa, CA 95401**

SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE



HALAGOS Y PROCEDIMIENTO de QUEJA POR PERSONAS DE LA COMUNIDAD

**Robert Brownlee
Jefe de Policia**

STAMP

Quejas

Todas las oficinas de policía en el estado de California están obligadas por ley a tener un proceso por el cual un ciudadano puede presentar una queja contra los miembros del Departamento de Policía. Estas son algunas de las preguntas que encontramos con frecuencia con respecto a nuestros procedimientos y procesos de quejas:

Tipos de quejas

Hay dos tipos de quejas. La primera es una queja informal, que normalmente es manejada por el supervisor del miembro por transgresiones menores. El segundo tipo de queja es una queja formal. Esto es para tipos más graves de transgresiones, y se presenta ante el supervisor del miembro o un gerente.

¿Quién puede presentar una queja?

Una queja puede ser hecha por cualquier persona. Sin embargo, si el demandante es menor de 18 años, le pedimos que el denunciante esté acompañado por un padre o un adulto si se hace en persona o el formulario de queja firmado por un padre o adulto si se presenta por escrito.

¿Tendré que testificar si hago una queja?

Normalmente, el denunciante no tiene que Testificar en ninguna audiencia formal. Durante la investigación, usted, junto con los testigos, puede ser interrogado sobre el incidente. Es esencial para cualquier investigación hacer todas las preguntas pertinentes y obtener información fáctica. Una vez concluida una investigación, se determinará una disposición. Miembros de la Departamento de Policía del Santa Rosa Junior College tienen derecho a apelar cualquier disciplina recomendada o impuesta. En algunos casos, estas apelaciones pueden ser revisado por el Departamento de Recursos Humanos de Santa Rosa Junior College. Es posible que se le pida que testifique en dicha audiencia.

Citizen Complaint Commendation Form English.pdf

Commendations

Everyone enjoys receiving recognition for their efforts. Commendations, either verbal or written, are one of the best ways to let someone know that you appreciate their work.

A commendation for a member of the Sonoma County Junior College District Police Department is most often sent to the Chief of Police. You may also advise the member’s supervisor or manager. Your comments can be made in person, by telephone, or by using the form in this brochure.

A commendation may address any event that you deem noteworthy on the part of a member whom you believe should be recognized. This may range from the display of unusual courtesy or compassion to significant life-saving measures or heroic acts. We are interested in hearing about your observations of any commendable act or behavior.

All commendations are documented and the member(s) will be notified.

A commendation takes only a few minutes to write or communicate. It can go a long way to let the members of the Sonoma County Junior College District Police Department know how you feel about them and their service.

Use this form or send your letter to:

Chief Robert Brownlee
Santa Rosa Junior College
Attention: District Police
1501 Mendocino Avenue
Santa Rosa, CA 95401

From:

Chief of Police Robert Brownlee
Santa Rosa Junior College
Attn: District Police
1501 Mendocino Avenue
Santa Rosa, CA 95401

STAMP

SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE



COMMENDATION AND COMPLAINT PROCEDURE

Robert Brownlee
Chief of Police

Complaints

All Police Offices in the State of California are required by law to have a process by which a citizen may make a complaint against Police Department members. Here are some of the questions we frequently encounter regarding our complaint procedures and processes:

Types of Complaints

There are two types of complaints. The first is an informal complaint, which is normally handled by the member’s supervisor for minor transgressions. The second type of complaint is a formal complaint. This is for more serious types of transgressions, and is lodged with the member’s supervisor or a manager.

Who Can Make a Complaint?

A complaint may be made by anyone. However, if the complainant is under the age of 18, we ask that the complainant be accompanied by a parent or an adult if made in person or the complaint form signed by a parent or adult if submitted in writing.

Will I Have to Testify if I Make a Complaint?

A complainant does not normally have to testify in any formal hearing. During the investigation you, along with witnesses, may be questioned concerning the incident. It is essential to any investigation to ask all pertinent questions and obtain factual information. Once an investigation is concluded, a disposition will be determined. Members of the Sonoma County Junior College District Police Department have the right to appeal any discipline recommended or imposed. In some cases these appeals may be reviewed by the Santa Rosa Junior College Human Resources Department. You may be asked to testify at such a hearing.

TemplateMemoOutsideEmployment.pdf



Sonoma County Junior College District Police Department

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707)527-1000
(707)524-1696 (FAX)
police.santarosa.edu

November 23, 2021

MEMORANDUM

From: John J. Doe, Police Officer

To: Robert Brownlee, Chief of Police
Thru: (1) Daniel James, Police Sergeant
(2) Brandon Fleetwood, Police Sergeant

Subject: **REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

In accordance with the Sonoma County Junior College District Police Department's Policy Manual, I respectfully request approval outside employment and provide the following information:

1. Employer (Name, Address, Telephone)
2. Supervisor and Department Head
3. Type of Work and Duties
4. Department Work Days and Hours
5. Outside Employment Work Days and Hours

I understand and agree that per the Department's policy, my outside employment must not create a conflict of interest or an impairment of my ability to perform the duties of my position with the Sonoma County Junior College District Police Department. I certify that my outside employment presents no conflict with my position. I understand that approval of outside employment may be rescinded if it becomes evident that it is creating a conflict of interest or significant impairment of my ability to perform the duties of my position. I understand that I must cease work at any secondary employment while on leave for a work related injury. I acknowledge that a copy of this request will be placed in my personnel file.

JOHN J. DOE
Police Officer

Copy: Doe Personnel File

SRJC Pursuit Policy Attestation.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

PURSUIT POLICY ATTESTATION

SB 719 Pursuit Policy Training Attestation

INTERNAL AGENCY USE ONLY – DO NOT SEND TO POST

Officer Identification

Last			First			Middle		
ID #			Assignment					
Station			Telephone			Fax		
Email			Other					

Training Specifications

Training Date		Location			
Instructor		Instructor ID#			
Course Name		Course #		Hours	
Other/Notes					

Attestation

Pursuant to Vehicle Code §17004.7(b)(2), I have received, read, and understand my agency's vehicle pursuit policy.

Signature

Print Name

Date

SRJCDomesticViolenceCheckist (3).pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

DOMESTIC VIOLENCE CHECKLIST

Page 1 of 2

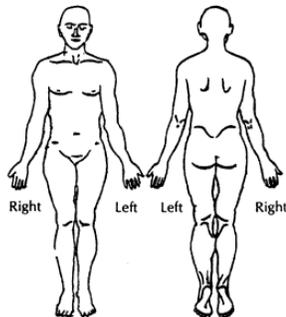
DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
--------------------------------	-------------	---------------------------------	----------------------------

SUSPECT INFORMATION

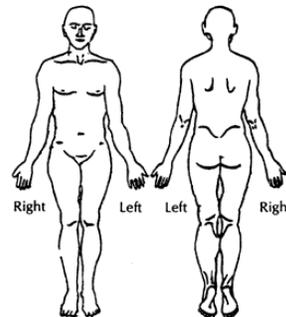
Suspect on scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested at scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect cited and released?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested per 836 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Suspected transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Suspect photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken (within 24-72 hours): _____
Suspect made death threats; 422 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Suspect threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Suspect under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Suspect interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect interviewed before Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect advised of Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect admitted crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect has prior DV arrest?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

VICTIM INFORMATION

Victim injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Victim photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	Date taken (within 24-72 hours): _____
Victim used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Victim threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Victim under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Victim claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV arrest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior victim of DV?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim cooperative with investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	



VICTIM INJURIES



SUSPECT INJURIES

*NOTE: Items with an asterisk require an explanation in the report narrative.

RCC Policy and Procedures October 2018 PDF.pdf

Redwood Children's Center Policy and Procedures Manual



Mission Statement

The Redwood Children's Center exists to provide a child-friendly environment in which children and youth can be interviewed using the skills and knowledge of the multi-disciplinary team to ascertain the facts and discover the truth concerning suspected child abuse.



Redwood Children’s Center Policy and Procedure Manual

TABLE OF CONTENTS

Section Title	Page(s)
Overview.....	2
1. Multidisciplinary Team.....	4
2. Cultural Competency and Diversity.....	11
3. Forensic Interviews.....	13
4. Victim Support and Advocacy.....	20
5. Medical Evaluation.....	24
6. Mental Health.....	31
7. Case Review.....	34
8. Case Tracking.....	36
9. Organizational Capacity.....	38
10. Child-Focused Setting.....	45
11. Viewing RCC Recordings.....	47
12. Citizen Complaint Procedure.....	50

Overview

A. Introduction

The Redwood Children's Center is a Children's Advocacy Center designed to provide forensic interviews and medical examinations in child sexual abuse investigations for children less than eighteen years of age. Consideration on a case by case basis will be given to victims of domestic violence, physical abuse, emotional abuse, child witnesses, and adults with developmental or emotional disabilities. The participating agencies are:

- Sonoma County Human Services Department
- Sonoma County District Attorney's Office
- Sonoma County Department of Health Services
- All Sonoma County Law Enforcement Agencies

B. Jurisdiction Out of County

1. During the initial assessment, an attempt to determine the location of the offense should be made. If it is determined that the offense occurred outside of Sonoma County, the appropriate law enforcement agency and/or child protective agency having jurisdiction will be notified prior to any interview at RCC.
2. If it is determined that the offense occurred within Sonoma County, the law enforcement agency having jurisdiction over the location of the offense will have the investigative responsibility.
3. In cases where there are multiple jurisdictions within Sonoma County involved, the law enforcement agency having jurisdiction over the majority of these offenses will be responsible for handling the investigation.
4. In situations where the assessment interview is unable to establish where the offense(s) may have occurred, the law enforcement agency having jurisdiction in the location of the child's residence will assume initial investigative responsibility.

C. Courtesy Interviews/ Report

1. In the event of contact by another non-local law enforcement agency for a courtesy interview at Redwood Children's Center, the law enforcement agency contacted is responsible for scheduling, taking possession of the interview recording, and reporting back to the requesting agency.
2. In the event that our local agency providing the courtesy report does not have personnel available to attend the interview, a request will be made to any justice partner including but not limited to a District Attorney investigator.

D. Redwood Children's Center Procedures Manual

Definitions

1. Procedures
 - Procedures are documented steps that provide direction for a function that is the responsibility of the Redwood Children's Center.
2. Best Practices
 - Procedures identified as best practices serve as guidelines that allow for flexibility and individual style and creativity to accomplish a specific function.

Issuance of Procedures

1. The RCC Oversight/Policy Committee will have the ultimate responsibility for developing, approving and implementing policy and procedures.
2. All members of the Oversight/Policy Committee shall approve all policy and procedures.

Distribution of Procedures

Procedures shall be made available to members of the Oversight/Policy Committee, Steering Committee, and the RCC Team. Digital copies shall also be made available to any participating agency at their request.

Master Procedure Manual

1. The Redwood Children's Center shall be responsible for maintaining a master procedure manual.
2. The Coordinator will ensure that all procedures are assigned a number for identification prior to printing and distribution.
3. The effective date is indicated on the footer of the procedure.
4. The Steering Committee will conduct an annual review of all procedures. This shall be accomplished in order to determine the needs for cancellations or revisions. After this review is completed, a recommendation will be presented to the Oversight/Policy Committee.

Cancellation and Purging

All procedures are not self-canceling, and shall remain in effect until canceled or superseded.

1. Multidisciplinary Team

Purpose

The Multidisciplinary Team (MDT) at Redwood Children's Center (RCC) is an interagency group of dedicated professionals from specific, distinct disciplines that collaborate from the point of report and throughout a child and family's involvement with RCC. The MDT coordinates intervention to reduce potential trauma to children and families and improve service delivery overall while preserving and respecting the rights, mandates and obligations of each agency.

All MDT representatives contribute their knowledge, experience, and expertise for a coordinated, comprehensive, compassionate, and professional response. Quality assurance and a review of the effectiveness of the collaborative efforts is part of the ongoing process of the MDT.

The core MDT must be comprised of representatives from law enforcement, child protective services, children's advocacy center, prosecution, medical, mental health, and victim advocacy. Other experts could be called in as needed for a specific case, such as federal investigators, County Counsel, minor's counsel, Family Justice Center, Community Care Licensing (CCL), school personnel or juvenile probation officers.

Many MDT members are co-located at RCC, facilitating interagency communication and information sharing, as well as continuous involvement of the key individuals who can best support children and families.

A. Interagency Agreement

RCC has a memorandum of understanding (MOU) signed by authorized representatives at the highest level of each core MDT agency committing all signed parties to the RCC model for its multidisciplinary child abuse intervention response. These agencies are:

- Sonoma County District Attorney's Office
- Sonoma County Law Enforcement Chief's Association (includes Sonoma County Sheriff's Office and Santa Rosa Police Department or other local law enforcement)
- Sonoma County Human Services Department (includes Family, Youth, and Children's Services/CPS and Redwood Children's Center)
- Sonoma County Department of Health Services (includes Sonoma County Public Health and Sonoma County Behavioral Health)
- Verity (Sexual Assault Advocate)

The MOU formalizes the cooperation and commitment to RCC policy, ensuring continuity of practice. Case referral, intake and interviewing procedures, collaborative decision-making and coordinated case planning and service delivery are included in the interagency response.

The MOU includes the Redwood Children's Center Policy and Procedures Manual. Each member of the MDT has participated in the development of this manual, which is reviewed annually by the Steering Committee. If practice, policy, or current agency leadership changes, the manual is updated.

B. MDT Roles and Responsibilities

Redwood Children's Center Multi-Disciplinary Team:

1. Collaboratively provides interviews, sexual abuse examinations, referral follow up and linkages to needed services, and case review for children referred to RCC.
2. Gathers forensic evidence for sexual abuse cases.
3. Meets as a team to review cases and resolve any operational issues.
4. Provides outreach to diverse communities and groups regarding child abuse and child sexual abuse.
5. Provides community education or referrals for people who call RCC requesting help for child abuse and child sexual abuse.
6. Keeps their representative on the Steering Committee informed of issues or concerns.

The participating agencies and their representatives have various responsibilities during the course of the investigation. Their responsibilities include, but are not limited to the following:

1. **Redwood Children's Center Team** is responsible for scheduling the forensic interview within the prescribed time, coordinating notification and scheduling with all involved parties, assigning an interview specialist to the case, and scheduling sexual assault examinations when required by the investigative team. The core investigative team will include the Law Enforcement Officer, Child Welfare Worker, Deputy District Attorney, and any other investigative agencies as appropriate.
2. **Redwood Children's Center Coordinator** is responsible for general oversight of RCC operations and coordination of the Multidisciplinary Team. The Coordinator will be responsible for assigning the appropriate interview specialist depending on the needs of the case being investigated. See Appendix A for more detailed information.
3. **Forensic Interview Specialist** is responsible for conducting a forensic interview according to established guidelines, conducting further interviews when necessary, documenting the interview, being available for consultation with involved investigative agencies, and providing courtroom testimony. See Appendix B for more detailed information.

4. **Sexual Assault Examiner** is responsible for conducting sexual assault examinations according to the California Department of Justice protocol for sexual abuse medical evidentiary examinations when requested by the investigative team. The Sexual Assault Examiner is responsible for completing the appropriate CalEMA form. The Sexual Assault Examiner will be available for consultation with the investigative team and court testimony, as required. See Appendix C for more detailed information.

5. **Deputy District Attorney (DDA)** is responsible for determining whether there is sufficient information to file criminal charges against an identified perpetrator. The DDA is also responsible for observing all interviews conducted at RCC, assessing the child victim's competency as a witness in court, and operating recording equipment for the purpose of documenting the interview and memorializing evidence.

The DDA will consult with the Law Enforcement Officer and Child Welfare Worker to determine the nature and extent of any supplemental investigations necessary, and is responsible for authorizing any additional interviews of child victims. Collaboration between the DDA, the Law Enforcement Officer, Child Welfare Worker, and Interview Specialist will determine whether a sexual assault examination is indicated.

The DDA will assist law enforcement officers in obtaining search and arrest warrants and will prosecute criminal cases, as assigned by the District Attorney. See Appendix D for more detailed information.

6. **The Child Welfare Worker** is responsible for observing interviews with children involved in inter-familial cases, coordinating and collaborating with the law enforcement representative and the District Attorney's Office in criminal investigation and prosecution, collaborating with the Sexual Assault Advocate regarding service provision, and initiating possible dependency actions. The Child Welfare Worker is also responsible for presenting the Human Services Department's perspective on the case to the Team in the pre and post interview meetings and at Case Review. See Appendix E for more detailed information.

7. **Law Enforcement Officer** is responsible for observing all interviews, conducting follow up investigation, preparing search warrants and preparing a written report documenting the interview and all follow-up investigative activity connected with the case. The officer is also responsible for placing the child in protective custody, should the forensic interview reveal that the child is in imminent danger of further abuse. See Appendix F for more detailed information.

8. **Sexual Assault Advocate** provides crisis intervention and emotional support, advocacy on the behalf of victim, explores child mental health issues with caregiver, collaborates with Law Enforcement, the assigned Deputy District Attorney, Child Welfare Worker and Interview Specialist to determine appropriate support to the victim and non-offending family members while the child is at RCC and follow up as needed. See Appendix G for more detailed information.

9. **District Attorney Advocate**, Victim Services Division, is available to provide support to the victim and non-offending family members and education concerning the ongoing criminal investigation and prosecution of the perpetrator. DA Advocate also facilitates submission of victim compensation claims with the State of California. See Appendix H for more detailed information.
10. **Behavioral Health Representative** attends and participates in the case review and shares information that is relevant to the case in accordance with confidentiality regulations. They are available to consult on the effects of child trauma and report out on the most current evidence-based treatment modalities. The child/family may be receiving counseling from other clinicians, however, DHS/BH is available to consult on treatment progress and expected outcomes. See Appendix I for more detailed information.

The involvement of agency leaders and MDT members is critical to ensuring that policies and procedures by which investigations are conducted and services provided are consistently followed.

The RCC Policy and Procedures Manual incorporates individual roles and responsibilities of each participating agency. Each of these agencies has been instrumental in creating the Policies and Procedures Manual and collaborates with RCC to define the duties of each agency.

Agency roles and responsibilities are consistently followed unless there is a need for change. If that should happen, the Steering Committee will discuss and present to the Oversight Committee for inclusion in the Policy and Procedures Manual. At a minimum, the Manual is reviewed every three years by the Oversight Committee.

C. MDT Members Involvement in Investigation and/or Intervention

A pre-interview debriefing occurs to advise the forensic interviewer with the basic background of the case and the communicative process of the child. Investigating Team (IT) members with a relevant nexus to the subject matter and or injured parties are allowed to participate. IT members are defined as those members of the MDT who serve in an investigative capacity:

- Law Enforcement Agencies
- Deputy District Attorney
- Sonoma County Human Services (includes RCC and child welfare worker)
- Sonoma County Health Services
- Community Care Licensing

IT members are strictly prohibited from discussing or allowing discussion of any facts however related to the alleged abuse or criminal investigation. Any discussion about the facts of abuse or criminal investigation must only include members of the IT and must occur in the RCC observation room or conference room in order to ensure absolute confidentiality.

Following the forensic interview, IT members will have a post-interview discussion in the observation room immediately following the interview to strategize next steps in the criminal

investigation. Following that discussion, the IT members inform other MDT members about the outcome of the interview, identified next steps, and/or services needed for the family.

D. Communication within the MDT

Information is shared that is consistent with legal, ethical, and professional standards of practice. California Welfare and Institutions Code (WIC) 10850.1 allows an MDT to disclose and exchange any information or writing that is believed to be relevant to the prevention, identification, management, or treatment of child abuse or neglect. All discussions must be kept confidential. Agencies that partner with RCC will immediately share and receive pertinent case information in adherence to applicable law.

Protected information, including certain mental health and medical records that are not relevant to the investigation is not shared with the MDT. In circumstances that require the sharing of protected information among the MDT, RCC utilizes a Release of Information form (Appendix J) to be signed by the child's legal guardian. The RCC medical team utilizes an authorization to disclose protected health information (to be discussed in section 5.F) that covers what can be disclosed and the time period for which the authorization is in effect. The RCC mental health team utilizes a similar release that covers protected mental health information and will be referenced in detail in section 6.G.

E. Information Sharing and Confidentiality

Confidential information is defined as case information regarding a family or individual that is shared among MDT members through oral communications or through review of records. The MDT is limited to sharing only information that is relevant and necessary to investigating abuse and coordinating services. Relevant information must be shared across agencies to the full extent allowed by law, in order to prevent, identify, or treat child abuse. No further dissemination of such information shall occur for any purpose outside the MDT's objectives.

Agreement

The Members of the Redwood Children's Center agree that the following Best Practice Model agreement will guide confidential information sharing with and referrals to member agencies within the collaborative. This agreement (Appendix K) is signed before all MDT meetings:

I, as a member of the Redwood Children's Center Multidisciplinary Team, agree to keep confidential all information discussed at the Team Meetings. I also agree to return all outside case information received in the meetings involving cases to the Chairperson of the Case Review following each meeting.

F. Opportunity for Feedback

RCC encourages open communication in order to create an atmosphere of trust and respect and to enable MDT members to share ideas and raise concerns. It shall be the policy and intent of

RCC to provide a system for addressing and resolving inter-agency disputes or policy conflicts concerning any aspect of RCC.

Procedure

The purpose of this procedure is to establish guidelines to process and resolve inter-agency disputes or policy conflicts.

All Inter-agency disputes or policy conflicts shall be reported to the Redwood Children's Center Coordinator.

Redwood Children's Center Coordinator Responsibilities

1. The RCC Coordinator shall make an assessment of the problem to determine whether or not it can be resolved at the RCC Coordinator's level or is of such a nature that it could impair the operation of the RCC.
2. If the RCC Coordinator determines that the problem could impair RCC's operations, the problem shall be addressed at the next meeting of the RCC MDT.
 - a. The team shall attempt to resolve the problem within the framework of existing policies and procedures.
 - b. If the problem can only be resolved by a policy change or by the development of a new policy, the team shall prepare an appropriate recommendation to the Steering Committee.
 - c. If additional training or coaching can resolve the problem, the RCC Coordinator will ensure that training opportunities for those directly under the RCC Coordinator's supervision are provided. For staff not under the RCC Coordinator's supervision, the supervisor of the MDT member involved in the complaint will be included in the discussion.
3. The RCC Coordinator shall present a summary of the problem and appropriate recommendations to the Steering Committee at its next regularly scheduled meeting.

Steering Committee Responsibilities

1. The Steering Committee shall review the MDT recommendations and adopt or reject the proposed resolution.
2. If the Steering Committee is unable to resolve the problem, it shall be referred to the Oversight/Policy committee for resolution at their next regularly scheduled meeting. If the problem is of such a nature that it requires immediate action, a special meeting shall be scheduled.

G. Training and Educational Opportunities

RCC identifies and/or provides relevant educational opportunities for MDT members including topics that enhance the skills of MDT members. Topics will be cross-discipline and MDT focused.

MDT members bring available outside trainings and conferences to the attention of RCC staff for discussion at meetings.

RCC staff provides a quarterly newsletter that includes available training opportunities that would benefit the MDT or individual agencies. Training may include online modalities as well as in-person training.

2. Cultural Competency and Diversity

Purpose

RCC is committed to ensuring that the administration of all its programs and services is non-discriminatory. All persons shall have equal access to programs, facilities, and employment without regard to personal characteristics not related to ability, performance or qualifications as set forth by the Sonoma County's policies and as outlined by state and federal statutes. No person shall, because of race, color, national origin, political affiliation, religion, marital status, gender, sexual orientation, age, or disability, be excluded from participation or be denied the benefits of any program. The National Children's Alliance, and therefore RCC, further clarifies gender to include gender identity and/or expression; as well as ethnicity, culture, geography, and socioeconomic status.

In addition, RCC strives to be culturally competent in the manner in which children and families are served. To effectively meet the needs of all clients, RCC will strive to understand the differing worldview of each child and family by adapting practices as needed and offering assistance in a manner in which it can be utilized. All children and families of all backgrounds will be welcomed, valued, and respected by staff, MDT members, and service providers.

A. Assessment

RCC is committed to continuous improvement to raise awareness of diversity issues and how they impact disclosure, investigation, provision of follow-up services, and involvement in the judicial system. An assessment of the entire community and jurisdiction that RCC serves is conducted at a minimum, every three years. This assessment is compiled utilizing the Sonoma County Community Health Needs Assessment and will serve to inform the development of goals and strategies that ensure RCC delivers high quality, relevant and accessible services to all children and families in need. This assessment will include:

- Community demographics
- RCC client demographics
- Analysis of disparities between these populations
- Methods that RCC utilizes to identify and address gaps in services
- Strategies for outreach to unserved or underserved communities
- A method to monitor the effectiveness of outreach and intervention strategies

The 2018 Cultural Competency Plan can be found in Appendix L.

RCC is committed to building relationships within the community to provide education and to develop resources to better serve the diverse ethnic and racial groups represented in the community, as well as individuals with disabilities.

Cultural competency and diversity training will further the goal for staff to have the ability to appreciate, understand and interact with members of diverse populations within the local community. The County of Sonoma, through the Commission on Human Rights provides educational materials and training that will promote equal rights and recognition and appreciation of human diversity.

Assessment and evaluation will be included in the RCC strategic plan and will include who will be responsible for the provision of the information necessary for assessment, outcome measures, and accountability for reporting out.

B. Interpreter Services

It is recognized that traumatic events can affect a child's ability to communicate. RCC is committed to conducting the interview in the language in which the child is the most comfortable. RCC will utilize qualified court-certified interpreters whenever possible for non-English speaking or hearing impaired clients as determined by the investigatory team; including intervention and case management.

Due to the importance of maintaining a legally defensible interview process and communication with all members of the team, a qualified bilingual and court-certified interpreter will be used whenever possible, even when a forensic interview specialist is able to communicate with a child in their native language.

C. Service Accessibility

RCC is committed to ascertaining a client's unique needs in order to understand and tailor services to the diverse backgrounds. RCC is accessible to children and families with physical disabilities, and responsive to those with cognitive delays and medical or mental health disorders. If for any reason this cannot be accomplished at Redwood Children's Center an alternate and accessible location will be provided.

D. Reflecting the Community Served by RCC

RCC is committed to having staff members that reflect the cultural diversity in our community and who are able to provide culturally competent services. In the event that staff members are unable to communicate with clients, professional interpreter services are utilized.

3. Forensic Interviews

Purpose

The purpose of a forensic interview at RCC is to obtain information from a child about abuse allegations that will support accurate and fair decision making by the MDT within the criminal justice, child protection, and service delivery systems. Forensic interviews are conducted in a manner that is developmentally and culturally sensitive, unbiased, fact-finding, and legally sound. When a child is unable or unwilling to provide information regarding any concern about abuse, other interventions to assess the child's experience and safety are required.

RCC adheres to research-based forensic interview guidelines that create an interview environment that enhances free recall, minimizes interview influence, and gathers information needed by all MDT members in order to avoid duplication of the interview process.

The forensic interview is the foundation for multiple MDT functions including child abuse investigation, prosecution, child protection, and implementation of selected services, and may also be the beginning of the road toward healing for many children and families. The manner in which a child is treated during the initial forensic interview may significantly impact the child's understanding of, and ability to respond to, the intervention process and/or criminal justice system.

A. Training

RCC is located at the Family Justice Center and offers a neutral setting, effective communication among MDT members, and employment of legally sound interviewing techniques. All forensic interviewers receive initial and on-going formal forensic interviewer training that is approved by NCA for purposes of accreditation. In California, professionals are certified through the completion of California Forensic Interview Training (CFIT). CFIT is a National Children's Alliance (NCA) approved training and meets all components of the forensic interviewing technique including:

1. Minimum of 32 hours of instruction and practice
2. Evidence-supported interview protocol
3. Pre- and post-testing that reflects understanding of the principles of legally sound interviewing
4. Content that includes: child development, question design, implementation of protocol, dynamics of abuse, disclosure process, cultural competency, and suggestibility
5. Practice component with a standardized review process
6. Required reading of current articles specific to the practice of forensic interviewing

B. Responsibilities

Individuals with forensic interviewing responsibilities must demonstrate participation in ongoing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of 8 contact hours every two years. RCC ensures that opportunities are available for interviewers to remain current in the field relevant to the delivery of these services.

C. Forensic Interview Process Guidelines

Compliance with the following NCA Standards ensures consistency and quality in interviews as well as in subsequent MDT discussions and decision-making.

1. Case acceptance

- A member of the Investigative Team will schedule interviews with victims and witnesses of suspected abuse in assigned investigations to RCC.
- Cases from law enforcement regarding children and adolescents ages 2-17, and adults with developmental disabilities of any age are considered eligible for acceptance if they meet one or more of the following criteria:
 - a. Sexual Abuse
 - b. Witness to homicide, great bodily injury or threats of great bodily injury
 - c. Severe physical abuse
 - d. Sexual exploitation
- At the discretion of the investigating parties the following types of cases may be investigated per this protocol:
 - a. Children exhibiting extreme sexualized behaviors inappropriate for the age or developmental level of the child when no disclosure has been made
 - b. Children and adolescents exposed to an individual suspected of possessing, distributing, or manufacturing pornography
 - c. Severe neglect

2. Choosing the interviewer

- The RCC Coordinator and forensic interviewers review each case and choose the interviewer that is the best fit given the child's circumstances.

3. Who is expected to attend or observe?

- At minimum, a representative from Law Enforcement, Community Care Licensing, or Family, Youth, and Children's Services must attend.

- Others that could be in attendance include representatives from the District Attorney's Office, Minor's Counsel, Child Protective Services, and RCC's Investigative Team.
4. Preparation, information sharing and communication with the MDT and the forensic interviewer
- A pre-interview meeting is set to advise the forensic interviewer with the basic background of the case and the communicative process of the child. Investigative Team (IT) members, with a relevant nexus to the subject matter and or injured parties, and the DA Advocates are allowed to participate.
 - IT members are strictly prohibited from discussing or allowing discussion of any facts related to the alleged abuse or criminal investigation.
 - Any discussion about the facts of abuse or criminal investigation must only include members of the IT and must occur in the RCC observation room or conference room in order to ensure absolute confidentiality.
5. Use of interview aids
- The interviewer utilizes an ear-piece to allow observers to ask for additional information or clarification when needed.
 - Interviewers may use the following aids during forensic interviews:
 - a. Blank paper
 - b. Markers
 - c. Drawings of a girl's body and a boy's body, both of front and back
6. Use of interpreters
- Due to the importance of maintaining a legally defensible interview process and communication with all members of the team, qualified bilingual or deaf/hard-of-hearing court-certified interpreters will be used whenever possible, even when a forensic interview specialist is able to communicate with a child in their native language.
7. Recording and/or documentation of the interview
- The law enforcement agency of jurisdiction has the responsibility to complete a crime report documenting the interview.
 - The Forensic Interviewer completes the documentation of the interview in the case file and RCC staff enters the data into the database.
 - The Deputy District Attorney will complete documentation in the case file.
 - RCC will provide law enforcement with a DVD recording of the interview.
 - The law enforcement agency will be responsible for retaining the DVD as evidence in accordance with that agency's procedures.
 - RCC staff will complete documentation in the case file and refer to DA Advocate and community and therapeutic resources.

- RCC will maintain a case file including DVD documentation in accordance with agency procedure. RCC will make the DVD available to the District Attorney's Office at case filing.
 - RCC will make recordings available to other agencies with an investigative mandate such as Juvenile Court and its designees, State of California Community Care Licensing, and Family Court and its designees.
8. Interview methodology
- Forensic interviewers receive initial and on-going formal forensic interviewer training that is approved by NCA for purposes of accreditation. In California, professionals are certified through the completion of California Forensic Interview Training (CFIT). CFIT is an NCA approved training and meets all components of forensic interviewing technique including child forensic interviewing within the context of multidisciplinary team investigations; interviewer and team responsibilities; interview models and techniques; child development of language and cognition as it applies to interviewing; disclosure dynamics; and childhood trauma as it relates to interviewing.
9. During the forensic interview, suspect photographs and/or other physical evidence may be introduced if directed by the IT.
10. How information is shared among MDT members:
- A post interview meeting is conducted with IT members and the DA Advocate.
 - Non-privileged topics may be discussed to assist in the victim's advocacy and or in arrangement of services to be offered. IT members are strictly prohibited from discussing, or allowing discussion of any privileged facts however related to the alleged abuse or the criminal investigation once they leave the observation room.
11. What is the mechanism for collaborative case coordination?
- MDT members are co-located at the Sonoma County Family Justice Center which is operated by the Sonoma County District Attorney's Office. Resources are available and RCC provides the forum to interview and serve children and families at one location.
12. What are the criteria and what is the process by which a child has a multi-session or subsequent interview?
- The IT makes joint decisions on the need for subsequent interviews. Reasons for additional interviews may include hospitalization of the child, trauma to the child during the interview that requires the initial interview to be terminated, family is out-of-county and cannot return.

D. MDT Representatives Attending the Interview

The Investigative Team must observe the forensic interview(s) to ensure necessary preparation, information sharing, and IT/interviewer coordination throughout the interview process.

At a minimum, a representative from Family, Youth, and Children's Services (Child Protective Services), Community Care Licensing, or law enforcement is present and observes all interviews with RCC personnel and facilitates information-sharing from others in advance of and after the interview. A victim advocate meets with the parent/guardian while the interview is taking place and coordinates with other team members before and after the interview. The victim advocate may be a Sexual Assault Advocate or the District Attorney's Advocate or both.

E. Forensic Interviews Conducted at RCC

RCC is best equipped to conduct forensic interviews and meet the child's needs during that process. RCC meets the standard by ensuring that 75% of all cases accepted per the case acceptance guidelines are conducted at RCC.

F. Peer Review Process

Structured peer review will include participants and facilitators who are trained to conduct child forensic interviews. Individuals who conduct forensic interviews at RCC must participate in a structured peer review process for forensic interviewers a minimum of two times per year, as a matter of quality assurance.

The peer review process serves to reinforce the methodologies utilized as well as provide support and problem-solving for shared challenges. A structured peer review will include:

1. Ongoing opportunities to network with, and share learning and challenges with peers
 - RCC forensic interviewers attend peer review with surrounding CACs at least twice a year and retain copies of attendance sheets and agendas detailing inclusion of all four required elements of the structures review process.
2. Review of the interview and feedback of actual interviews in a professional and confidential setting.
3. Discussion of current relevant research articles and materials.
4. Training opportunities specific to forensic interviewing of children and RCC methodologies.

G. Information Sharing Coordination

RCC coordinates history taking, assessments, and forensic interviews, in order to avoid duplication of information gathering from children and families. Having MDT members onsite contributes to this process.

H. Scheduling of Interviews

1. RCC will facilitate scheduling the interview with the appropriate law enforcement jurisdiction and notifying the appropriate agency representatives.
2. In situations where the initial assessment is done jointly, the Law Enforcement Officer shall be responsible for completing the initial crime report and the Child Welfare Worker shall be responsible for completing the appropriate contact report.
 - The task of contacting RCC to schedule the interview and notifying the child's non-offending parent or guardian remains with law enforcement.
3. When a child welfare worker handles the initial assessment alone, it will be the responsibility of the worker to document the contact and cross report to the appropriate law enforcement agency.
4. When a law enforcement officer handles the initial assessment alone, it will be the responsibility of the officer to complete the initial crime report and notify the child welfare worker so that a child welfare case can be initiated.
 - Law enforcement will contact RCC to schedule the interview and notify the child's non-offending parent or guardian with whom the child resides, of the date and time of the interview.

Scheduling After-hours Emergency Interviews

It is the policy of the Redwood Children's Center to provide forensic interviews outside of regular working hours under certain circumstances.

1. If an acute sexual assault medical exam must be conducted after hours on a child younger than seven (7) years of age, due to suspected traumatic sexual penetration of the child within the last 5 days / 120 hours, it should be preceded by a forensic interview.
2. Other after-hours forensic interviews can be conducted with a child of any age when the assigned detective or officer believes that there is an absolute need to do so. Examples of absolute need would include cases where critical evidence would be irretrievably lost; an arrest must immediately be made with the information obtainable only from an interview; when the safety of the child is at stake, etc.

3. When the above circumstance occurs, the assigned detective or officer is to contact the Deputy District Attorney (DDA) to discuss the merits of an after-hours interview. If the DDA contacted concurs that an after-hours interview is necessary, they are to contact an interviewer directly or an Emergency Response Supervisor at Family, Youth, and Children's Services.

Exception to the Standard Protocol - Alternate Response by Law Enforcement

During the investigation of cases involving child sexual abuse, RCC shall be utilized to interview victims in accordance with current protocol and practice. In the event of an extenuating circumstance, an investigating officer that has been specifically trained in a POST (Commission on Peace Officer Standards and Training) approved training in the investigation of child sexual abuse may conduct an interview if one or both of the following criteria are present:

1. The suspect is in custody, and the RCC interview team cannot be assembled in a timely manner;
2. The investigating officer, based on their training and experience in child sexual abuse cases, believes that utilizing RCC would be detrimental to the victim and/or the investigation of the case due to lack of cooperation from the victim or if there are unusual circumstances present which require an interview be done immediately and without unnecessary delay.

In situations where the investigating officer has not completed a POST approved training in the area of child sexual abuse, but one or both of the above criteria exists, approval from the on-call RCC Deputy District Attorney should be obtained prior to conducting an interview outside existing RCC protocol. Best efforts should be made by the investigating officer to follow policy and protocol regarding victim advocacy and child medical exams in all interviews conducted outside RCC.

If a child sexual assault interview occurs outside of RCC, the investigating agency conducting the interview will make best efforts to notify RCC the next working business day so advocacy and resource referrals may be provided.

4. Victim Support and Advocacy

Purpose

The purpose of this policy is to establish guidelines for the delivery of advocacy services at RCC for the victim and non-offending family members and to ensure that they are provided with all information and services regarding their rights as victims of a crime.

Policy

Recognizing that advocacy is essential for children and families involved in investigations of child abuse, it is the policy of RCC to facilitate advocacy services through a multi-disciplinary team approach to all victims and non-offending caregivers regardless of their ability to pay. We recognize that victim-centered support and advocacy is a unique discipline with a distinct role in the MDT. All responsibilities are to be implemented consistent with victims' rights legislation. It is the goal of RCC to continue to incorporate best practices in trauma informed care and provide services that guide the child and family through investigation, possible prosecution, intervention, and treatment.

Redwood Children's Center provides advocacy services by utilizing both victim and family support advocates and victims' services advocates. Victim and family advocacy services will be provided by a sexual assault advocacy team (hereinafter known as SAA).

Additional victim support services are provided through the Sonoma County District Attorney's Office Victim Services Division (hereinafter known as DA Advocate). The District Attorney's Office and RCC maintain strong linkages to the California Victims Compensation Board (CalVCB) and other state programs and its advocates, as well as local child abuse treatment providers and agencies that provide domestic violence support/services.

Because multiple systems are involved throughout the process, the child and family may be represented by both a sexual assault advocate and the District Attorney's Office Victim Services Division (SAA and DA Advocate), or a YWCA advocate when necessary.

In providing victim advocacy services, RCC will work to ensure that community services are culturally and linguistically informed and reflective of the diverse populations in ethnicity/culture, gender, physical or mental disabilities, sexual orientation, and religion in Sonoma County. Further information regarding the policies and procedures are outlined in the section on Cultural Competency and Diversity.

A. Specialized Initial Training

Victim advocates providing services to RCC must comply with mandated training and continuing education. Minimum training requirements include 24 hours of initial instruction including, but not limited to:

1. Dynamics of Abuse
2. Trauma-informed Services
3. Crisis assessment and intervention
4. Risk assessment and safety planning
5. Professional ethics and boundaries
6. Understanding the coordinated multidisciplinary response
7. Assistance in accessing/obtaining victims' rights as outlined by law
8. Court education, support and accompaniment
9. Assistance with access to treatment and other services, including protective orders, housing, public assistance, domestic violence intervention, transportation, financial assistance, interpreters, among others as determined for individual clients

B. Ongoing Education and Training

Victim advocates providing services to RCC must comply with mandated training and continuing education. Minimum training requirements include ongoing education in the field of victim advocacy and child maltreatment consisting of at least 8 contact hours every 2 years.

C. Services Provided

Sexual Assault Advocates (SAA) and DA Advocates that serve RCC clients provide a collaborative approach to assure RCC clients receive comprehensive victim support and advocacy:

DA Advocates provide the following:

1. Participate in the pre and post-interview briefing, to share information; inform and support the family about the coordinated multidisciplinary response.
2. Assure the provision of education and access to victims' rights and crime victims' compensation.
3. Meet with the victim and caregiver at the time of the RCC interview to explain their role and the team approach to advocacy and support.
4. When appropriate, view part of the RCC interview and check in with the caregiver and SAA to report back how the victim is doing during the interview.
5. Provide case updates to the family on case status, continuances, dispositions, sentencing, and inmate status notification, including offender release from custody.
6. Coordinate case management meetings with all individuals providing victim advocacy services.

Sexual Assault Advocates provide the following:

1. Accompany the caregiver during the RCC interview and provide crisis assessment, intervention, risk assessment, and safety planning and support for children and family members at all stages of involvement with RCC.
2. Complete an assessment of the individual needs and cultural considerations for the child and family to ensure those needs are addressed.
3. Provide assistance in procuring concrete services such as housing, protective orders, domestic violence intervention, food, transportation, and public assistance.
4. Provision of referrals for specialized, trauma focused, evidence-supported mental health and medical treatment with approved providers, in accordance with the 2017 NCA Standards of Practice.
5. Coordinate case managements services with DA Advocates

DA Advocates and SAA provide the following services in collaboration:

1. Access to transportation to interviews, court, treatment and other case-related meetings and engage with the victim and family response regarding participation in the investigation and/or prosecution.
2. Participate in case review in order to discuss the unique needs of the child and family and plan associated support services, provide a seamless coordination of services, and ensure the child and family's concerns are heard and addressed.
3. Provide court education and courthouse/courtroom tours, support, and accompaniment.
4. Engage in child and family response regarding participation in the investigation and or prosecution.

The SAA is responsible for compiling and providing a folder of information to the non-offending caregiver during their first visit to RCC. This folder will be culturally appropriate and include information for children and families. Information will include the advocate's role and responsibilities, an RCC brochure, explanation of the forensic interview, medical exam, mental health services, victim compensation, names and contact information of relevant MDT members/agencies and referrals for follow-up services.

The DA Advocate is responsible for meeting the caregiver and victim during their first visit to RCC to explain the role of the DA Advocate. The DA Advocate will provide ongoing updates to the family regarding case status, continuances, dispositions, sentencing, and inmate status notification including any potential release from custody. The DA Advocate will also initiate victim compensation claims and any ongoing facilitation of claims, reimbursement and/or restitution.

D. Outreach and Support Services

RCC and partnering agencies recognize that the aftermath of victimization can be intimidating and confusing. An MDT response is meant to lessen that burden by providing initial assessment, crisis intervention, and follow-up until RCC has concluded its involvement with the case. Victim education must be empowering, ongoing, and reiterated as often as necessary until families are

able to process information. As families move through the process their needs may change and thus the dynamics of service delivery must change and adapt.

E. Roles and Responsibilities

RCC will detail the role and responsibilities of victim advocates including all 12 required services in the victim advocates job descriptions and qualifications, as well as at orientation and training of MDT members. In addition, information about RCC, its victim advocacy services, and the role of the victim advocates are provided in written form to the client during their initial meeting.

RCC has linkage, interagency agreements, or MOUs with victim advocacy providers outside RCC to provide some or all of the required constellation of advocacy services for RCC clients. Examples may include, but are not limited to DA Victim Advocacy services, community advocacy agencies, and law enforcement or court advocates.

Any agency that offers advocacy services, including RCC, will utilize a case management system to ensure follow-up is timely and appropriate to the changing needs of the victim and family. Sharing of this documentation may be accomplished by utilizing the case-tracking tool that delivers information on client contacts and is utilized through final case disposition. RCC and other participating agencies must be compliant with all applicable privacy and confidentiality requirements.

Data should be readily available to support local, regional, statewide, and national research into child maltreatment and may also be utilized for federal funding reporting and grant applications.

Advocacy is available for the family while the child is being interviewed. The advocate does not participate in the interview but is available for support to the family during the interview and to the child after.

Both the Sexual Assault Advocate and the DA Advocate participate in the Case Review.

5. Medical Evaluation

Purpose

To establish a process for performing pediatric sexual assault examinations at the Redwood Children's Center. Examination protocols are based on the California Medical Protocol for Examination of Sexual Assault and Child Abuse Victims, published by the California Office of Emergency Services (CAL-OES).

Policy

Child Sexual Assault (SA) examinations ordered by law enforcement agencies shall be performed at RCC by Department of Health Services (DHS) personnel when emergency medical attention is not needed. The RCC medical team examines all children less than 18 years of age for SA. Staff that conduct these exams will:

1. Provide expert witness testimony and witness in fact testimony, as required.
2. Participate in team meetings, trainings, etc., with other agencies supporting RCC, including the Human Services Department, District Attorney's Office, Mental Health, Verity or other sexual assault advocate, and local law enforcement agencies.
3. Participate in the California Association of Forensic Examiners (CAFÉ) meetings for purposes of updating, coordinating and sharing information between medical examiners responsible for SA examinations.
4. As part of quality assurance, participate in monthly team meetings and review of cases including photo/video review with the RCC medical team and coordinator.

A. Training and Eligibility

Identification and Selection of Examiners

1. Prospective examiners are recruited and screened by the Sonoma County Department of Health Services.
2. Examiners must be licensed as a Registered Nurse, Nurse Practitioner, or Physician Assistant.
3. Examiners will have pediatric experience and experience specific to child abuse and/or will be trained to achieve appropriate experience for both.
4. Examiners qualify as expert witnesses and will be available for court appearances, as needed.

5. Examiners may be County employees or contract employees.
6. Examiners must be trained, and follow the guidelines of the California Medical Protocol for Examination of Sexual Assault and Child Abuse Victims, Published by the California Office of Emergency Services.

SA examiners shall meet minimum qualifications for the position and be able to perform the duties listed in the job description. In addition, SA examiners shall be licensed as a Registered Nurse, Nurse Practitioner, or Physician Assistant. All SA examiners meet the requirements as outlined by the NCA Standards and must provide documentation to RCC.

SA Examiners must demonstrate thorough knowledge of the current California Medical Protocol for Examination of Sexual Assault and Child Abuse Victims, published by the California Office of Emergency Services.

New RCC Examiner Training

In addition to the formal training noted above, a new RCC medical examiner must meet the following minimum requirements before working independently. Requirements may be increased with direction from the Medical Director.

1. Any examiner new to RCC shall observe at least three sexual assault/abuse exams at the RCC. At least one exam should include evidence collection.
2. After observing the exams, the examiner shall be proctored for 3 exams including one exam when evidence is collected.
3. The readiness of an examiner shall be determined by the RCC medical coordinator in consultation with the medical director. Discretion may be used with the criteria stated above when an experienced examiner joins the medical team.

Continuous Quality Improvement

Quality assurance is recorded on the form “RCC Medical Quality Assurance Chart/Case Review” (Appendix M), which is filed separately from the client’s chart, and on the “Colposcopic Photo Review” form (Appendix N), which is kept in the client’s chart. The RCC Medical Team meets monthly.

The California Association of Forensic Examiners (CAFÉ) meets for purposes of updating, coordinating and sharing information between Northern California medical examiners responsible for SA examinations. As part of quality assurance, members of the RCC Medical Team may participate in scheduled meetings and review of cases including photo/video review and coordination. Cases can be submitted for review by CAFÉ. The purpose of submitting a case is not for an additional opinion or for fact finding on a particular case. It is designed for “after the fact” to review the outcome and receive comments that may assist with future medical services.

B. Ongoing Education and Training

SA Examiners shall maintain proficiency in the field of SA by participating in a minimum of one approved conference or equivalent SA training every two years. Verification of completion of training is maintained by the Health Program Manager of Special Clinical Services.

C. Review Guidelines

At least 50% of all cases with abnormal findings are reviewed by an advanced medical consultant. These consultations are tracked with de-identifying data as part of the Continuous Quality Improvement process.

D. Specialized Medical Evaluation Availability

RCC offers an on-site examination room. Specialized Child Sexual Assault (SA) examinations are ordered by law enforcement agencies and shall be performed at RCC by Department of Health Services (DHS) personnel when emergency medical attention is not needed. The RCC medical team is responsible to examine children less than 18 years of age that may have been victims of a sexual assault.

An examination can be scheduled on an as-needed basis and is performed by “qualified medical professionals” as described in Standard 5.A.

If emergency medical attention is indicated the exam will be performed by the emergency room physician.

The medical professionals on staff at RCC are not meant to take the place of the primary care doctor. Once the sexual assault exam is complete, the child is referred to a primary care provider for follow-up and to receive care as indicated. If the child does not have a primary care provider the family/child will be offered assistance in locating a physician or facility that can provide healthcare services. This specific process will be detailed in 5.G.

E. Specialized Medical Evaluation Payment

The specialized medical evaluation (sexual assault exam) is ordered by law enforcement and paid for by the law enforcement agency of jurisdiction.

Services to cope with the after effects of physical or emotional trauma as a result of the sexual assault will be made available. Each child will be referred to a DA Advocate that will assist the family in accessing funding to pay for any after-effects of the assault. This process is further addressed in 5.F.

F. Protocols and Guidelines for Evaluation and Treatment

A child that comes to RCC receives an array of services. The child will receive a specialized medical exam at RCC or at an emergency room if necessary. Following that exam the child must access ongoing care. The child must be fully assessed for ongoing physical or emotional trauma resulting from the assault but must also be assessed for signs of physical abuse or neglect or general neglect.

Once the SA exam is complete, RCC medical staff will refer the child and family to appropriate providers for follow-up care. The parent/guardian/child will be asked to sign a release (Appendix O) that authorizes other medical personnel to report their findings back to the assigned social worker. In the event there are signs of other sexual abuse, physical abuse or neglect or general neglect, a medical provider, as a mandated reporter, would be required to report that information to our CPS hotline at (707) 565-4304.

If a physical or emotional crisis becomes evident during the course of the sexual assault exam the child will either be transported to the emergency room by law enforcement or by ambulance if a life-threatening emergency (9-1-1).

G. Protocols and Guidelines for Sexual Assault Exam

When there is suspicion that the crime of sexual assault has occurred, law enforcement orders the specialized medical exam. These exams take place at RCC or at the emergency room if there is severe injury.

1. A child sexual assault examination is ordered by law enforcement agencies and shall be performed at RCC by Department of Health Services (DHS) personnel when emergency medical attention is not needed. A forensic medical/legal exam may only be authorized by law enforcement.
2. When possible, forensic medical/legal exams are to be scheduled at RCC during normal business hours as part of the RCC Sexual Assault Forensic Interview. Acute exams may be performed after hours by an on-call examiner.
3. Informed consent will be obtained as per the CalOES guidelines.
4. If the victim is unable to be transported to RCC due to medical reasons, the forensic exam may be done at the hospital where the child is receiving care. An exam can be done upon approval of the hospital administration and when all privileging criteria have been met, including informed consent from the victim or legal guardian.
5. All first report examinations must follow the California Medical Protocol and be completed on the appropriate CalOES forms within the appropriate time frame and dependent on whether the case is acute or non-acute.
 - a. Acute exams are performed when the abuse has occurred within a 5-day timeframe.

- b. Non-acute exams are recommended and made available on-site by specially trained and qualified medical providers when the alleged abuse has occurred outside of the 5-day timeframe, and the abuse allegations include at least one of the following:
 - i. Any penetration
 - ii. Any exchange of bodily fluids
 - iii. Anytime the Investigative Team has reason to believe that i. or ii. above has occurred
6. Collection and Preservation of evidence follows the guidelines as established in the CalOES Medical Protocol.
7. CalOES protocols for Chain of Custody are followed.
 - a. Access to evidence is restricted to RCC SA Examiners only. Keys to evidence storage areas are kept behind double locks and the RCC medical room refrigerator is secured with a lock.
 - b. If law enforcement is not present to transport forensic evidence after an acute exam is completed, the forensic evidence kit will be stored in the RCC locked refrigerator. Arrangements will be made by the medical coordinator or examiner for transfer of the evidence to law enforcement at the earliest possible date.
8. Forensic Medical Report
 - The Redwood Children's Center sexual assault (SA) examination report is initiated by the scheduling of an SA exam.

In addition, RCC staff and RCC medical personnel have processes that ensure a child has access to on-going medical care beyond the evidentiary exam. Further medical care by a Primary Care Physician:

1. Ensures their health, safety, and well-being
2. Can evaluate, document, diagnose, and address medical conditions that result from abuse, including abuse unrelated to the sexual assault
3. Differentiates medical findings of abuse from other medical conditions that may mimic abuse
4. Documents, diagnoses, and addresses medical conditions unrelated to abuse
5. Assesses the child for any developmental, emotional, or behaviors issues that may need further evaluation and treatment
6. Reassures and educates the child and family
7. Addresses trauma related to the abuse or assault

Once the evidentiary exam is complete the child/family receives a “discharge form” (Appendix P) to take to their Primary Care Physician (PCP). This form details any medications dispensed for purposes related to the evaluation of injuries related to the sexual assault, recommendations for follow-up of possible sexually transmitted infections, any recommended vaccines as well as referral information for the PCP to evaluate for routine health and safety concerns. Ideally, follow-up will occur 1-2 weeks after being examined at RCC.

During the follow-up survey, the family is asked if they have been able to see their PCP and if they need additional referral resources.

H. Documentation of Medical Findings

Forensic Medical reports are currently noted on a numerical log and are designated with an R (indicating RCC exam commencing 09/21/2004) and a two-part number consisting of the last two digits of the year of the exam and a sequential number. Prior to this procedure, forensic medical reports were given a simple sequential number (1-141 ending 12/30/1996) and a two part number commencing 01/03/1997. For example the first RCC exam performed in 2016 would be designated R 16-01.

The documents in the chart will include the appropriate CalOES form, CD copy of digital photographs, DVD of videography of the exam, as well as addendum reports when appropriate, lab results, and the ‘Colposcopic Photographs, Video and Medical Review’ form. There is also a medical referral form which is not discoverable per HIPPA.

The referring law enforcement officer receives the original CalOES form and is entitled to addendums and photos. Access to the RCC forensic medical charts and the forensic medical report contained with them is protected and must be released subject to a court order. Advice of the DHS Compliance Officer is to be obtained for all subpoenas or requests for records except those from the District Attorney.

Standard procedure is to keep medical records of a minor for 10 years after the last activity and the client (in the case of RCC clients this is the child) is 19 years old. All RCC records will be kept in accordance with this, plus 75 years due to evidence retention standards. Records will be kept active or accessible at the RCC site, for 2 years. They will then be sent to the County Records Storage Center to finish out their retention period.

A record of digital photography will be kept in the RCC log for each forensic case. All RCC examinations digital images from 1/01/2006 will be stored in a password protected computer and backed up on an external hard drive. A CD-ROM copy of the exam images will be stored in the RCC forensic medical file.

I. MDT & CAC Member Training

MDT members and RCC staff are trained regarding the purpose and nature of the medical evaluation for suspected sexual abuse. Designated MDT members and/or RCC staff educate clients and/or caregivers regarding the medical evaluation.

J. Information Sharing

Findings of the medical exam may be shared with members of the investigative team verbally at the time of the interview. Written findings will be shared with Law Enforcement within 10 days via the CalOES 923/924/930 form.

Access to RCC forensic medical charts and the forensic medical reports contained within them may **not** be made without written authorization or subpoena.

6. Mental Health

Purpose

To establish policies and procedures based on evidence-based, trauma focused mental health services. The services provided should meet the unique needs of the children and caregivers and be consistently available as a part of the Multi-Disciplinary Team response.

A. Training Requirements

Mental Health services are provided by professionals who deliver trauma-focused, evidence-supported mental health treatment.

1. Individuals and agencies who provide mental health services to RCC have completed at a minimum 40 contact hour CEUs in accordance with the provider's mental health related license requirements, CEUs from evidence-based treatment for trauma training, and clinical supervision hours by a licensed clinical supervisor. RCC has linkage, interagency agreements, or MOUs with any individual or agency that delivers mental health treatment.
2. The linkage agreements also include how the individual or agency demonstrates compliance with the following academic training standards:
 - a. Master's degree, licensed, certified, or supervised by a licensed mental health professional
 - b. Master's degree or license-eligible in a related mental health field
 - c. Student intern in an accredited mental health related graduate program, when supervised by a licensed/certified mental health professional

B. Ongoing Education and Training

Clinicians providing mental health treatments to RCC clients must demonstrate completion of continuing education in the field of child abuse consisting of a minimum of 8 contact hours every 2 years.

Compliance with meeting this requirement is included in linkage agreements.

C. Evidence Based, Trauma Focused Services

Evidence-supported, trauma-focused mental health services for the child client are consistently available and include:

1. Trauma-specific assessment including traumatic events and abuse-related trauma symptoms
2. Use of standardized assessment measures initially to inform treatment and periodically to assess progress and outcome
3. Individualized treatment plan based on assessments that are periodically reassessed
4. Individualized, evidence-supported treatment appropriate for the child client and other family members
5. Child and caregiver engagement in treatment
6. Referral to other community services as needed

D. Payment

Mental health services are available and accessible to all RCC child clients regardless of ability to pay.

E. Protocols and Guidelines for Assessment Access

The RCC Policy and Procedures Manual and linkage agreements with service providers outlines the protocols and guidelines that govern how trauma-informed mental health assessment and treatment for RCC clients is accessed.

F. Roles and Responsibilities

Linkage agreements with mental health providers and/or agencies address each of the following roles and responsibilities on the MDT:

1. Attendance and participation in MDT case review
2. Sharing relevant information with the MDT while protecting the clients' rights to confidentiality
3. Serving as a clinical consultant to the MDT on issues relevant to child trauma and evidence-based treatment
4. Supporting the MDT in the monitoring of treatment progress and outcomes

Sonoma County Department of Health Services; Behavioral Health Services Division (DHS/BH) is a member of the MDT. The Behavioral Health representative attends and participates in the case review and shares information that is relevant to the case in accordance with confidentiality regulations. They are available to consult on the effects of child trauma and report out on the most current evidence-based treatment modalities. The child/family may be receiving counseling from other clinicians, however, DHS/BH is available to consult on treatment progress and expected outcomes.

G. Information Sharing

RCC has protocols in place that include how mental health information is shared and how client confidentiality and mental health records are protected in accordance with state and federal laws.

RCC utilizes consent forms that have been developed and approved by the MDT that have applicable state and federal confidentiality laws cited. See Appendix Q.

H. Support Services for Caregivers

RCC provides supportive services for caregivers to address. Supportive services for caregivers are included in the agency linkage agreements and address:

1. Safety of the child
2. Emotional impact of abuse allegations
3. Risk of future abuse
4. Issues or distress that allegations may trigger

Mental health providers coordinate with the victim advocates in accordance with all confidentiality requirements to make appropriate referrals for any other identified services. Additional services may be identified through clinical assessment and referred to domestic violence specialists, substance abuse counselors, community food programs and any other community mental health agency that may be of service to siblings and/or other family members.

Supportive services are usually provided by an agency or individual whose roles and responsibilities are outlined in the linkage agreements. However, in some cases, a social worker employed by Sonoma County Human Services; Family, Youth, and Children's Services (FY&C) Division may provide these services.

I. Ongoing Clinical Supervision

The linkage agreements with mental health providers delineate requirements to participate in regularly scheduled clinical supervision with a senior clinician at the agency.

7. Case Review

Purpose

The purpose of the policy is to guide the process of selected review of client cases that have utilized the services at Redwood Children's Center. It is the policy of the RCC to conduct monthly follow-up case reviews in order to evaluate the Multi-Disciplinary Team's (MDT) coordinated response, case status and services needed by the child and family.

A. Criteria and Procedures

Subsequent sections address the following essential components of Case Review:

1. Frequency of meetings
2. Designated attendees
3. Case selection criteria
4. Process for adding cases to the agenda
5. Designated facilitator and/or coordinator
6. Mechanism for distribution of agenda and/or notification of cases to be discussed
7. Procedures for follow-up recommendations to be addressed
8. Location of the meeting

B. Forum

Case Reviews are conducted monthly at RCC on particularly complex or challenging cases or where RCC or another team member expresses concern about the intervention or possible outcome. Cases reviewed could also demonstrate complexity in cross-cultural interventions or identify areas where diversity training could be needed in intervening with ethnic/racial or other groups.

Daily or weekly briefings will be conducted with onsite staff to review immediate scheduling and/or case issues and are never intended to take the place of formal case review.

C. Participants

Participants in the Case Review will include all members of the MDT including Law Enforcement, the District Attorney's representative, Child Welfare, RCC, Medical Examiner, Mental Health counselor, and Victim Advocates. All Case Review members will be asked to sign a confidentiality agreement prior to the meeting. Additional participants to the MDT may include County Counsel, therapists, social workers, counselors, medical professionals, or other

professionals as deemed relevant by the MDT that are involved in the case and requested by the MDT.

D. Input

The MDT will utilize a Case Review checklist (Appendix AE) in order to ensure standard components are included. Any action items arising out of the Case Review will be assigned to one or more members of the MDT for follow-up and will be reported back at the following monthly meeting.

E. Coordination and Facilitation

MDT members that would like a case to be reviewed will contact the RCC Coordinator. RCC will forward all cases to be considered for review to the DA who will select the cases to move forward in the case review process. The final list will be sent back to RCC to be included on the case review agenda. The RCC Coordinator is responsible for notifying agencies of cases selected for review, distributing the agenda prior to the meeting, and inviting outside participants. Best efforts will be made to invite the Law Enforcement investigative agency. The chairing of the meeting will be shared between the RCC Coordinator and the DA and will take place at RCC. In certain instances, an invited participant may be accommodated by utilizing a confidentially secure method of communication.

All cases are followed through prosecution of the offender in order to evaluate services to the victim and victim's family, and outcomes in the criminal justice system. Cases where a criminal complaint is not filed or a law enforcement agency declines to forward a case to the District Attorney will also be included.

8. Case Tracking

Purpose

To provide the policy guidelines for the monitoring of case progress and tracking case outcomes for all MDT components, including collection and dissemination of data on children and families seen at RCC. The gathering, ordering and analysis of client outcome data form the basis of an evaluation component. RCC is committed to the ongoing development of case tracking tools that provide timely reporting and facilitate the evaluation of RCC's services as well as quality assurance.

A. Tracking Case Information through Final Disposition

RCC tracks cases through final disposition. MDT members utilize their own systems to collect agency data, which is shared monthly with RCC.

B. NCA Statistical Information

The RCC database includes:

1. Demographic information about the child and family
2. Demographic information about the alleged offender
3. Type(s) of abuse
4. Relationship of alleged offender to child
5. MDT involvement and outcomes
6. Charges filed and case disposition in criminal court
7. Child protection outcomes
8. Status/follow-through of medical and mental health referrals

C. Case Tracking Responsibility

RCC Administrative Staff is responsible for ensuring that client demographic data is entered in a timely manner. The RCC Coordinator will continue to explore new and upgraded software to improve the evaluative capacity of RCC.

D. Information Sharing

Each participating agency has a case-tracking tool that delivers information on client contacts and is utilized through final case disposition. RCC and other participating agencies must be complaint with all applicable privacy and confidentiality requirements.

Data should be readily available to support local, regional, statewide, and national research into child maltreatment and may also be utilized for federal funding reporting and grant applications. While agencies may have individual systems and data collected, the MDT response requires sharing the information to better inform decision-making.

E. Feedback

RCC values client feedback. Feedback is utilized as a way to ensure RCC is aware of the needs of clients and that improvements in service delivery are made.

RCC has developed a survey that is given to each client/family. The Sexual Assault Advocate phones each client/family at the end of the families involvement with RCC. Questions (Appendix R) are designed to elicit responses to several topics including:

- What was helpful?
- What could have made it better?
- How is your child doing?
- How is the family?
- Has the child or family followed up with counseling or medical care?

There is space for the advocate to note any other questions or concerns by the child or family. A personal phone call gives the advocate an opportunity to provide any other referrals or ask other pertinent questions that may arise.

The advocate documents the information into their own database and forwards information on to RCC staff who also records information. Any necessary follow-up is forwarded to the appropriate person or organization.

9. Organizational Capacity

Purpose

Redwood Children's Center is required to have a designated legal entity that is responsible for the governance of its operations.

A. Governance

In Sonoma County, the Human Services Department; Family, Youth, and Children's Services Division oversees the business practices of RCC, including setting and implementing administrative policies, hiring and managing personnel (RCC Staff), obtaining funding, supervising program and fiscal operations, and long-term planning.

Redwood Children's Center Oversight/Policy Committee

The RCC Oversight/Policy Committee will have the ultimate responsibility for developing and implementing policy and resolving inter-agency disputes or policy conflicts. The Committee will be comprised of department heads, or a designee with the appropriate decision making authority, from the following agencies:

- Sonoma County District Attorney's Office
- Sonoma County Law Enforcement Chief's Association
- Sonoma County Human Services Department
- Sonoma County Department of Health Services

Oversight/Policy Member Responsibilities

1. Attend Committee meetings as needed.
2. Be prepared for meetings by reading relevant meeting materials and being knowledgeable about the RCC's overall activities.
3. Be available between committee meetings for occasional requests for assistance related to RCC's activities.
4. Support RCC's collaborative structure by encouraging the full and active participation of their agency or department.
5. Provide policy advocacy within member organizations and with organizations outside of RCC.
6. Ensure that the overall policies and direction of RCC remain consistent with the mission and goals established by the Oversight Committee.

7. Help secure and oversee financial, human, legal, technical and other resources deemed necessary within member organizations and through organizations outside of RCC.
8. Act as ultimate arbitrators of problems identified by RCC Team.
9. Analyze and improve strategic plans as presented.

Redwood Children's Center Steering Committee

The RCC Steering Committee will have the responsibility for developing and implementing policy and resolving inter-agency disputes or policy conflicts. In addition, they provide supervision for their staff responsibilities at RCC. The Steering Committee will be comprised of department head designees with appropriate decision making authority, from the following agencies:

- Sonoma County the District Attorney Office
- Sonoma County Law Enforcement Chief's Association
- Sonoma County Human Services Department
- Sonoma County Department of Health Services
- Verity Sexual Assault Advocate
- DA Advocate

Steering Committee Member Responsibilities

1. Attend Committee meetings quarterly as a representative of an Oversight/Policy Committee organization.
2. Act on behalf of the Oversight/Policy Committee between their meetings.
3. Be prepared for meetings by reading relevant meeting materials and being knowledgeable about the collaborative overall activities.
4. Be available between Committee meetings for occasional requests for assistance related to the RCC activities.
5. Find solutions to operational barriers in a collaborative manner.
6. Provide ongoing operational, administrative, and management guidance by holding the RCC Team and the RCC Coordinator accountable for implementation of the RCC Mission.
7. Provide evaluation of RCC's implementation of mission and staff performance.
8. Maintain meaningful communication between Steering Committee partners and between Oversight and MDT.

9. Help secure financial, human, legal, technical, and other resources deemed necessary by member organizations and through organizations outside of RCC.
10. Provide a forum for conflict resolution of problems identified by the RCC Team.
11. Develop and implement, with approval of the Oversight/Policy Committee, strategic plans for RCC.

B. Liability Insurance

Sonoma County Human Resources Risk Management/Liability and Insurance Unit maintains the Self-Insured policy that covers all entities associated with the County of Sonoma.

C. Administrative Policies

Redwood Children's Center maintains written policies and procedures that govern administrative operations, including: job descriptions, personnel policies, financial management policies, document retention and destruction policies and safety/security policies. Written policies are maintained by Sonoma County Human Services Department; Family, Youth, and Children's Services Division; Redwood Children's Center.

Job classification descriptions for a Social Services Supervisor II (RCC Coordinator), Social Worker IV (Forensic Interviewers and Social Work staff) and Senior Office Assistant (SOA) can be located at <https://www.governmentjobs.com/careers/sonoma/classspecs>. Job classifications that are tailored to working at Redwood Children's Center are included as Appendices A and B. Document retention and destruction policies are included as Appendices S and T.

Issuance of Procedures

The RCC Steering Committee will develop policies and procedures with input from MDT members. Once approved by Oversight, the Steering Committee will implement policies and procedures.

Oversight/Policy Committee shall approve all policies and procedures and bear ultimate responsibility for approval and give assurance that implementation takes place

Distribution of Procedures

Procedures shall be made available to members of the Oversight/Policy Committee, Steering Committee, and the RCC Team.

Master Procedure Manual

1. The Redwood Children's Center Coordinator shall be responsible for maintaining a master procedure manual. This manual is to be kept at RCC.

2. The Coordinator will ensure that all procedures are assigned a format for identification prior to printing and distribution.
3. The Steering Committee will conduct a review of all procedures annually. This shall be accomplished in order to determine the needs for cancellations or revisions. After this review is completed, a recommendation will be presented to the Oversight/Policy Committee.

General Formats of Procedures

1. An outline of the Procedure format is included in Appendix U of this procedure.
2. The effective date is indicated on the footer of the procedure.
3. Procedures designated as Best Practices shall be denoted as such preceding the subject title.

Cancellation and Purging

All procedures are not self-canceling, and shall remain in effect until canceled or superseded.

D. Independent Financial Review

Redwood Children's Center is under the jurisdiction of Sonoma County Human Services Department and financially governed by the County of Sonoma. A single agency audit is completed at the close of each fiscal year. The current agency report as well as any past reports can be found at http://www.sonoma-county.org/auditor/financial_reports.htm

E. Staff Screening Policies

RCC complies with screening policies for staff. RCC does not have volunteers. The background check and screening process includes a check of criminal background, sex offender registration and the child abuse registry check.

The components of the background check are listed in the document provided by the County of Sonoma; Guidelines for Conducting Background Checks (updated 01/2018, Appendix V). This and other documents pertaining to Recruitment and Classification can be found at: <http://sonomacounty.ca.gov/HR/Recruitment-and-Classification/Filling-a-Position/Department-Selection/#background>

Staff at RCC are employees of the Sonoma County Human Services Department; Family, Youth, and Children's Services Division. All employees, including those at RCC, are screened upon hiring and a background check is conducted prior to beginning work, see Appendix W. Potential employees receive notification of background investigation. The background investigation is conducted by an outside third-party consumer reporting agency service.

Other background notification and authorization forms include:

- Fair Credit Reporting Act (FCRA) Summary of Rights (Appendix X)
- Credit Report Disclosure for California Applicants (Appendix Y)
- Additional Notice for California Consumers: Summary of Rights for California Consumer Reporting Agencies Act (Appendix Z)

A general background request is used for most positions (clerical, technical, maintenance, accounting, management, etc.), and includes a Social Security Number Trace & Address History (SSN Trace), County Criminal Convictions Records check, National Criminal Database search, and Government Watch List search. County Criminal Convictions checks will include all locations where the applicant has worked, lived, or been educated, as well as all legal names used in the last seven years (10 years if required by statute). Locations are determined from information reported in the SSN Trace as well as information provided by the applicant on the application and resume (if provided).

In addition to the general level background check identified above, background checks for applicants of positions in the client services field including social workers are conducted. The Client Services Background check includes a Live-Scan of fingerprints. Clerical staff that accept a position at RCC must also agree to the additional Client Services background check. Because staff at RCC may have unsupervised contact with children, a National Sex Offender Search will also be requested. Use of information found in the Megan's Law database to make employment decisions is prohibited. If a sex offender search is required, departments should utilize the consumer reporting agency service.

F. Succession Plan

The succession plan is to ensure the orderly transition and continuance of operations of the Child Advocacy Center (CAC). Unlike most CAC's, the Redwood Children's Center (RCC) is a county government administered and funded program, housed under the County of Sonoma Human Services Department – Family, Youth and Children's (FY&C) Division. As such, staffing standards and procedures are consistent with civil service standards applied by the County of Sonoma Human Resources Department. RCC employs the following County of Sonoma position types:

- 1 Social Services Supervisor II – CAC Coordinator
- 2 Social Services Worker IV – Forensic Interviewer
- 1 Senior Office Assistant – CAC Administrative Support

The FY&C Division Director serves as the CAC Director, with additional management support provided by a dedicated FY&C Section Manager. As a County Government Division, temporary staffing strategies are manageable, with access to a larger pool of staff within the same classifications who are able to step in to support the program. There are 5 other Social Services Supervisor II staff members within the same section who are all available to provide temporary coverage for the CAC Coordinator. Additionally, the assigned Section Manager is equipped to step in to provide coverage as needed. RCC maintains a pool of at least 5 Social Services

Worker IV staff who are trained and able to provide back-up coverage as forensic interviewers. RCC is able to access the support of other regional CAC's during times of emergency or exceptional circumstances. Finally, FY&C employs several staff in the Senior Office Assistant classification who are able to provide back-up administrative support as needed. If there are no available permanent staff for back up in any of these positions, FY&C has the option to hire temporary extra hire employees to fill the gap until the position has been filled. Should vacancies occur, permanent positions are filled following FY&C Division protocol, whereby a transfer opportunity is opened up to existing staff in the corresponding job classification. If there is no interest in any of the aforementioned positions, FY&C will either involuntarily transfer an existing staff, or pursue an open recruitment per civil service rules.

County of Sonoma Human Services Department envisions a department where all employees have the opportunity to become part of a pool of qualified candidates for positions that require leadership skills, at all levels of the organization. As such, HSD has developed the Emerging Leader Track (ELT), which aims to:

1. Ensure the uninterrupted and continuous improvement in the quality of services Increase employee commitment to HSD
2. Prepare HSD employees to assume leadership roles at all levels
3. Improve performance in current positions
4. Build relationships between co-workers that fosters fast and clear communication between divisions and provides each participant with a cohort of professional resources

Long-term and/or permanent leadership replacement follows civil service rules adhered to by the County of Sonoma. Again, once the list of those interested in transfer opportunities has been exhausted, a permanent recruitment will ensue in coordination with the Human Resources Department. The process includes evaluation of minimum qualifications requirements for the job classification, followed by panel interview. Hiring interviewers will include a panel of leadership level MDT members, including but not limited to, FY&C/RCC, Health, Behavioral Health, District Attorney's Office, Law Enforcement and Community Partners.

RCC Forensic Interviewers are cross trained in child protective services, mental health systems, and are able to provide victim advocacy. Additionally, RCC Forensic Interviewers can provide linkage to services for victims and their families. As mentioned above, FY&C provides forensic interviewing cross training to a pool of Social Service Worker IV's, who serve as child protective social workers as their primary role.

Funding for the Forensic Interviewers, Administrative Support and Supervisory staff as well as related operational expenses are funded through federal Health revenue, State Realignment funds and various other funding sources. Facility space is provided in-kind by the Family Justice Center/District Attorney's office. Fiscal and program leadership staff proactively review all organizational revenue and expenses to ensure budgets are maintained and financial stability is achieved.

G. Sustainability

Redwood Children's Center has updated the Strategic Priorities for the years 2017 – 2020, see Appendix AA.

H. Employee Well Being

RCC utilizes practices that identify and mitigate factors that negatively influence staff wellbeing which can affect quality of service and staff turnover. Each agency that partners with RCC provides opportunity for their staff to attend in-person and online training that is relevant to their work at RCC.

The RCC Coordinator and RCC staff provide written materials, articles, and tools that address the issue of vicarious trauma, and employee well-being is addressed during supervision conferences.

After critical incidents there is opportunity to debrief and RCC supports staff needs related to chronic exposure to abuse and violence.

I. MDT Well Being

Generally speaking, information provided to RCC staff is provided to the entire MDT. During meetings of the Oversight Committee, Steering Committee, and Case Review, time is allotted to address vicarious trauma and bring forth topics on well-being that may be relevant to the group. Trainings at Family, Youth, and Children's Services are regularly open to partner agencies. A goal included in Strategic Priorities addresses the need for the MDT to attend trainings as a group.

10. Child-Focused Setting

Purpose

RCC provides a child-focused setting that is designed to offer a safe, comfortable and neutral place where forensic interviews and other RCC services can be accessed expeditiously.

A. Designated Facility

RCC provides a child-focused environment where children and families can feel physically and psychologically safe.

Physical safety is addressed by attending to basic safety standards:

1. Alleged offenders are not allowed at RCC.
2. RCC provides observation of supervision of clients within sight or hearing distance by RCC staff or MDT members at all times.
3. RCC is convenient and accessible to clients and MDT members.
4. Areas where children may be present as well as age and culturally appropriate toys and other resources are childproofed, cleaned, and sanitized to be as safe as possible.

Psychological safety:

1. Client services areas are designed and decorated to alleviate anxiety and instill confidence and comfort for the intervention.
2. Interview rooms should help a child feel comfortable, safe, and free of distractions.

A checklist will be utilized to ensure that safety standards are consistently implemented and follow all county, state, and/or federal guidelines.

B. Separation of Victims and Offenders

Alleged offenders, regardless of the case, are not allowed at RCC, and will be escorted from the facility and property if they arrive.

In some cases victims may display reactive or problematic sexual behaviors. In these cases, appointments will be scheduled when there are no other children in the building. They will be supervised at all times and escorted directly to interview or therapy rooms.

C. Accommodations

RCC complies with all guidelines stipulated in the Americans with Disabilities Act (ADA) and/or state legislation.

D. Live Interview Observation

RCC allows for live observation of interviews by IT members. Team members observing the interview can communicate with the forensic interviewer by means of a microphone plus ear piece worn by the interviewer.

E. Privacy

RCC maintains separate and private areas for case consultation and discussion, for meetings or interviews, and for clients that are waiting for services.

Client privacy and confidentiality are of paramount concern. Cases are never discussed where they could be overheard. Family members are also provided space to privately discuss aspects of the case and receive community resources.

11. Viewing RCC Recordings

Purpose

RCC was established in order to minimize the number of times that a child abuse victim was interviewed regarding the specifics of alleged abuse. Two original recordings are made at the time of interview. Law enforcement retains one original and the other remains in the RCC case file.

RCC staff shall label one recording with the RCC case number, and one recording with the police case record number. One original video shall be kept at RCC in a locked filing cabinet or archived at a local police department for a length of time established through court protective orders or agency policies.

The second original video shall be released to law enforcement with any related original drawings.

A. Video Viewing

RCC shall provide onsite viewing of interview videos to any of the following:

1. Child Welfare Workers
2. Adult Protective Services Workers.
3. Attorneys and Investigators for Community Care Licensing.
4. Family Court Evaluators appointed by the Sonoma County Superior Court with a court order directing RCC to allow the evaluator to view the RCC DVD.
5. Attorneys of parties to the dependency proceedings.
 - Attorneys for the Minors shall only be allowed to view the video(s) of their client(s). Attorneys for the Parents shall only be allowed to view the video(s) of the child(ren) of their clients(s) or the siblings of those children if an allegation is made under WIC section 300(j). Any viewing outside these parameters shall be allowed only by Juvenile Court order after the Juvenile Court has determined that such viewing is relevant and/or necessary.

Parties viewing a video must call RCC to schedule an appointment (Appendix AB) and, upon arrival provide identification and party-status documentation and sign a confidentiality statement (Appendix AC). RCC shall maintain a copy of the identification, party documentation and record of viewing the client file.

Law enforcement shall notify RCC at the time of the forensic interview if any viewing of the interview by non-law enforcement personnel will compromise the criminal investigation, and RCC shall document the notification. If RCC receives a request by an attorney, (including an attorney for a parent in a dependency action and an attorney with Community Care Licensing and excluding an attorney with the Office of the District Attorney) or Family Court Evaluator to view a video in such a case, RCC shall notify the relevant law enforcement agency of the request. If the law enforcement agency disagrees with the video being made available for viewing, RCC will delay making the video available for not less than ten court days to allow either or both parties to address their concerns and seek remedial orders in the appropriate court. If either party to the disagreement fails to seek court action before the expiration of 10 days the video will be available to view, per this policy, as if no agreement occurred.

RCC videos may be shown to representatives from MDT partner agencies and other professionals involved with the prevention, investigation and treatment of child abuse for the purpose of training and/or education. Videos used for such purposes will not depict a child for whom there is an active criminal or dependency action.

B. Confidentiality and Videos

Confidentiality of all information obtained through RCC shall be maintained as provided by California law and as follows:

Dependency Matters

No individual copy of a video is to be provided to any party or attorney. Attorneys for the parties to the dependency proceeding, but not the parties themselves, may view the video at RCC in accordance with Part A. above. Upon a valid subpoena to produce the video for trial in the dependency proceeding, RCC will provide a copy of the video to the Juvenile Court and will retrieve such copy at the Court's request. Upon case disposition, all but one copy of the video shall be destroyed and the remaining copy shall be kept and stored according to RCC's retention schedule.

Criminal and Juvenile Matters

One original DVD shall be provided by RCC to the investigating law enforcement officer and, as requested, a copy will be provided to the District Attorney. No video or copy thereof shall be released by the District Attorney through criminal discovery or any other action without seeking and obtaining a protective order limiting the use, exhibition, duplication and release of the video. The protective order shall prohibit the use, exhibition, duplication and or transfer of the video unless in a judicial proceeding or for stated purposed pertaining to the use of experts and the preparation of a defense and provide that absent court order, the video cannot be provided to, loaned, sold, or shown on any electronic or print media outlet (including, but not limited to television, radio, newspaper, Facebook, YouTube or any similar communications media). The protective order shall provide for the retention or destruction of all video copies, see Appendix AD, Sample Protective Order.

Community Care Licensing

Upon a valid subpoena, RCC shall notify any other investigating agencies of the order and deliver a copy of the video to the court or Administrative Law Judge.

C. Other Requests

All other requests to view recordings will be sent to the Investigative Team, who will determine the appropriateness of the request and coordinate the viewing of the recording for requests that have been approved.

12. Citizen Complaints

Purpose

The purpose of this procedure is to establish guidelines to process and resolve citizen complaints concerning RCC. This procedure is not intended to alter, supersede, or modify any existing citizen complaint procedures set forth by individual participating agencies. It shall be the policy and intent of RCC to provide a system for addressing and documenting citizen complaints concerning child sexual abuse cases referred to the center in accordance with the Sonoma County Chief's Association's RCC Protocol.

A. Procedure

Complaints from citizens shall be handled in the following manner:

1. Complaints concerning any aspect of the RCC may be made by mail, telephone, or in person.
2. All complaints will be directed to the RCC Coordinator who shall accept the complaint.

B. Coordinator Responsibilities

1. Complaints alleging violations of rules, regulations, policy, procedure and other acts of misconduct by a specific employee of a participating agency shall be referred to that agency by the Coordinator. This may be accomplished by referring the complainant to the specific agency.

These types of complaints are confidential in nature and shall be dealt with in an appropriately confidential fashion.

2. If a complaint is received by the Coordinator and a resolution is achieved immediately between the Coordinator and the Complainant, documentation and additional investigation is not required unless the Coordinator feels it is necessary to do so.
 - a. An example of this would be when the complaint is a result of a misunderstanding of a procedure, policy, protocol or memorandum of understanding and clarification by the Coordinator satisfies the complainant.
 - b. The Coordinator may choose to document this type of complaint in order to bring it to the attention of the Steering Committee for the purpose of making recommendations to modify existing procedures, policies, protocols or memorandums of understanding or to address training needs.

3. If a complaint is not immediately resolved or is of such a nature to require additional investigation, the Coordinator shall prepare a written memorandum to the Steering Committee outlining the nature of the complaint and the steps taken to attempt to reach a resolution. This memorandum shall be presented to the Steering Committee at its next regularly scheduled meeting, unless the Coordinator feels a delay would jeopardize the investigation. In such a case, the Coordinator shall notify the Steering Committee as soon as practical.
 - a. The Coordinator shall encourage the complainant to provide a signed statement concerning the facts surrounding the complaint.
 - b. The fact that the complainant was encouraged to provide a written statement shall be documented in the Coordinator's memorandum.
 - c. If a written statement is obtained, it shall be attached to the memorandum, along with any other applicable documents.
 - d. The complainant shall be advised that the complaint will be referred to the Steering Committee.

C. Steering Committee Responsibilities

1. The Steering Committee shall review the complaint and ensure that it does not involve misconduct by a specific member of a participating agency.
2. The Steering Committee shall assign a minimum of two members to investigate the complaint.
 - a. If at any time the investigation reveals that the complaint involves misconduct by a specific member of a participating agency, the investigation shall be terminated and the complainant shall be referred to the involved agency.
 - The Steering Committee investigation shall be closed and the fact that the complainant was referred to the involved agency shall be documented.
 - b. The Steering Committee shall notify the Oversight/Policy Committee in written form of the pending investigation. The notification shall include a brief description of the complaint and the names of the Steering Committee members who will conduct the investigation.
3. Upon completion of the investigation, a written report shall be prepared, including a description of the complaint, all investigative information and the conclusion reached as a result of the investigation.

- a. The report shall include the original memorandum prepared by the Coordinator, the complainant's written statement, and any other relevant documents or exhibits.
 - b. The Steering Committee shall meet as soon as practical to review the completed report.
4. The conclusion reached shall result in one or more of the following findings:
- a. Unfounded: The investigation indicates that the act or actions complained of did not occur.
 - b. Exonerated: The incident did occur, but conduct was lawful, proper and justified.
 - c. Sustained: The investigation disclosed sufficient information to clearly prove the allegations made in the complaint.
 - d. Inconclusive: The investigation fails to determine sufficient information to clearly prove or disprove the allegation. In any report classified as inconclusive, there must be a sound showing of investigative effort prior to this determination being made.

D. Corrective Action

1. The Steering Committee shall review the investigation and make a recommendation for corrective action.
 - a. The corrective action may include the identification of training needs, or procedure, policy, protocol or memorandum of understanding changes.
 - b. The Steering Committee shall ensure that training needs are addressed in an appropriate training forum.
2. The completed report and plan for corrective action shall be forwarded to the RCC Oversight/Policy Committee.
3. The Steering Committee shall notify the Oversight/Policy Committee of the completion of the investigation in writing within 5 working days of their review.

E. Oversight/Policy Committee Responsibilities

1. The Oversight/Policy Committee shall review all written documentation and other relevant information to ensure all facts are adequately documented.
2. The Oversight/Policy Committee shall conduct this review within 15 working days of being notified by the Steering Committee that the investigation is complete.

3. The Oversight/Policy Committee shall indicate concurrence or modification of the conclusion and will be responsible for communicating to the complainant, in written form, the disposition of the complaint.
 - a. A copy of that letter will be made a part of the file.
 - b. It is not necessary to communicate to the complainant the corrective action to be taken.

F. Complaint File Retention

1. It shall be the responsibility of the District Attorney's Office to maintain the original file on all completed complaints.
2. The files shall be maintained for a period of three years from the date the Oversight/Policy Committee makes a final approval of the complaint.

SRJC Supervisors Report Of Injury.pdf



SUPERVISOR'S REPORT OF INJURY

Fax to Human Resources within 8 hours of injury @ (707) 527-4967

Name of injured: _____

Date of injury: _____ Date reported: _____

Time of injury: _____ am pm Time started work: _____ am pm

Job title: _____

Work location: Santa Rosa PSTC Windsor Petaluma Shone Farm Other _____

Hrs. worked/day: _____ Days/week: _____ Total weekly hrs: _____

Did employee lose at least one full day of work AFTER incident?

Yes No Date last worked: _____

If yes, has employee returned to work?

Yes, date returned _____ No

To your knowledge, did the employee see a physician for this injury/illness?

Yes No

If yes, give name and address of physician: _____

Place and location where accident or exposure occurred? _____

What was employee doing when injured? _____

Describe how the injury/illness occurred? _____

Object or substance that directly injured employee (e.g. teeth, nails, chair, etc.): _____

Describe the injury/illness (e.g. cut, strain, fracture, exposure): _____

Part of the body affected (i.e. back, wrist, leg, eye): _____

Name of witnesses: _____

What steps have been taken to prevent a similar accident?: _____

Supervisor's Signature: _____ Phone No: _____ Date: _____

Printed Supervisor's Name: _____

StateOfCaliforniaDOJMissingPersonReportCJIS8568.pdf



MISSING PERSON REPORT

Pursuant to Penal Code §13519.07(d)

<input type="checkbox"/> Adult <input type="checkbox"/> Child	Date and Time of Report:	Date and Time of Last Contact:	Report Number:	
Report Type:	<input type="checkbox"/> Runaway	<input type="checkbox"/> Voluntary Missing Adult	<input type="checkbox"/> Parental/Family Abduction	
	<input type="checkbox"/> Dependent Adult	<input type="checkbox"/> Unknown Circumstances	<input type="checkbox"/> Stranger Abduction	
	<input type="checkbox"/> Suspicious Circumstances	<input type="checkbox"/> Catastrophe	<input type="checkbox"/> Lost	
Category:	<input type="checkbox"/> Prior Missing	<input type="checkbox"/> Sexual Exploitation	<input type="checkbox"/> Urgent Case	
	<input type="checkbox"/> Silver Alert	<input type="checkbox"/> Abducted During a Crime	<input type="checkbox"/> Amber Alert	
	<input type="checkbox"/> At Risk	<input type="checkbox"/> Endangered Missing Advisory		
Missing Person Information	Name (Last, First, Middle):		Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK	
	Alias/Moniker/Nickname:		DOB/Age:	
	Height:		Weight:	
	Eye Color:	Facial Hair:	Corrective Lenses: <input type="checkbox"/> Glasses <input type="checkbox"/> Contacts	Hair Color/Style:
	Scars/Marks/Tattoos:		Cell Phone Number:	
	Residence Address, City, State, Zip Code:		Residence Phone Number:	
	Business Address, City, State, Zip Code:		Business Phone Number:	
	FBI Number:	Local Reference Number:	CII Number:	Social Security Number:
	Email Address:		Driver's License/ID Number:	
	State:		Probation/Parole/Social Worker Name & Phone:	
	Clothing:		Social Networking Site(s) and Screen Name(s):	
	Alcohol, Drug, Mental Health, or Medical Condition(s):		Jewelry:	
	Last Known Location/Activity (Description or Address, City, State, Zip Code):		Possible Destination (Description or Address, City, State, Zip Code):	
	Known Associates and Lifestyle:			
	X-rays Available: Dental: <input type="checkbox"/> Y <input type="checkbox"/> N Skeletal: <input type="checkbox"/> Y <input type="checkbox"/> N	Visible Dental Work: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe:	Dentures: <input type="checkbox"/> Upper <input type="checkbox"/> Full <input type="checkbox"/> Lower <input type="checkbox"/> Partial	Braces: <input type="checkbox"/> Upper <input type="checkbox"/> Lower
Dentist Name, Address, Phone Number:		Medical Provider Name, Address, Phone Number:		
Photo Available: <input type="checkbox"/> Y <input type="checkbox"/> N	Age in Photo:	Fingerprints: <input type="checkbox"/> Y <input type="checkbox"/> N	Broken Bones / Missing Organs: If Yes, Describe: <input type="checkbox"/> Y <input type="checkbox"/> N	
Registered Owner: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect	Color(s):	Make:	Model:	
Body Style:	Veh. Year:	VIN:		
Describe:				
License Number:	State/Province/Country:	Reg. Year:	Operator: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other	
Damage to Vehicle:		Describe:		
Operator: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other	Registered Owner: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other	Damage to Boat:		
Describe:				
Boat Year:	Make:	Model:	Body Style:	
Color(s):	Hull Number:	State/Province/Country:	Reg. Expiration:	
Name (Last, First, Middle):				
Relationship to Missing:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK	Race:	
DOB/Age:		Address, City, State, Zip Code:		
Phone Number:		E-Mail Address:		
Scars/Marks/Tattoos:		Clothing:		
Name (Last, First, Middle):				
Relationship to Missing:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK	Race:	
DOB/Age:		Address, City, State, Zip Code:		
Phone Number:		E-Mail Address:		
FCN Number:		NIC Number		
		M		



MISSING PERSON REPORT Pursuant to Penal Code §13519.07(d)

Missing Person's Name (Last, First, Middle):	DOB/Age:	Report Number:
--	----------	----------------

Narrative:

Reporting Officer:	ID/Badge #:	Date:	Investigating Agency Address and Phone Number:	Forward Copy of Report to: (per PC §14211(g)):
Approving Officer:	ID/Badge #:	Date:		Internally Route to:

Authorization to release photo, dental treatment notes, and skeletal x-rays per PC §14212:
I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the missing person, and I hereby authorize the release of all dental or skeletal x-rays and treatment notes, photographs, physical description, and circumstances surrounding the disappearance to assist law enforcement agencies in locating the above named missing person. This information may be used by the Department of Justice for inclusion in bulletins and posters, which will be distributed throughout California and on the Internet, including the Attorney General's Web Site at <http://oag.ca.gov/> and the FBI's National Dental Image Repository, to assist law enforcement agencies in locating the missing person.

Yes No Initial _____

Authorization to release information to the National Missing and Unidentified Person System per PC §14209:
I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the missing person and I hereby authorize the release of all dental or skeletal x-rays, photographs, physical description, and circumstances surrounding the disappearance to the National Missing and Unidentified Person System (NamUs) at <http://namus.gov/>.

Yes No Initial _____

Authorization to refer missing juveniles who are the victims of sexual exploitation/human trafficking to victim advocacy groups and resources:
I am the parent or legal guardian of a missing juvenile believed to be the victim of sexual exploitation/human trafficking. I hereby authorize the law enforcement official investigating the disappearance, the power/right to refer the above named missing juvenile to the victim advocacy group(s) and/or resource of their choice.

Yes No Initial _____

Name:	Signature:			Date:		
Relationship to Missing Person:	Address:	City:	State:	Zip Code:	Phone Number:	

Per Penal Code §14212, submit photographs, dental/skeletal x-rays, dental treatment notes, and fingerprints for entry into the Missing Person System at:
Department of Justice Missing & Unidentified Persons Section, P.O. Box 903387, Sacramento, CA 94203-3870, or via email at:
Missing.Persons@doj.ca.gov. For questions, please call the MUPS at (916) 210-3119.



MISSING PERSON REPORT Pursuant to Penal Code §13519.07(d)

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Penal Code sections 13519.07(d) and 14206. The CJIS Division uses this information to collect physical and medical reports on missing persons in order to assist law enforcement agencies (LEAs) in locating the missing person. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. Providing any personal information is voluntary.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to assist LEAs in locating the missing person, we may need to share the information you give us with the Federal Bureau of Investigation's National Dental Image Repository and the public for inclusion in bulletins and posters to be distributed throughout California, nationally, the Internet, and the Attorney General's Web Site at <http://oag.ca.gov>.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the program manager in the DOJ's Missing Persons Section by phone at (916) 210-3119, by email at missing.persons@doj.ca.gov, or by mail at:

California Department of Justice
Missing Persons Section
P.O. Box 903387
Sacramento, CA 94203

SRJCCitizensArrestForm.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000 / (707) 524-1695 (Fax)

CITIZEN'S ARREST FORM

DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
--------------------------------	-------------	---------------------------------	----------------------------

CITIZEN'S INFORMATION

Name _____

Address _____	Phone () _____
---------------	--------------------

I, the undersigned, hereby arrest _____
on a charge of _____. The public offense was committed
in my presence. I request a peace officer with the Sonoma County Junior College District Police Department take this
defendant into custody. I understand I have arrested this person and request to prosecute for the violations listed above.
Furthermore, I promise to respond when subpoenaed by the Sonoma County District Attorney's Office.

REMARKS:

Citizen's Signature

Date

Time

OFFICER'S NAME

BADGE / I.D. NUMBER

WHITE COPY IN CASE FILE / YELLOW COPY TO CITIZEN

JAAuthToReleaseDentalSkeletalXraysTreatNotesPhotoMissingJuvenileF

**AUTORIZACIÓN PARA
DIVULGAR RADIOGRAFÍAS
DENTALES/ESQUELÉTICAS/
NOTAS DE TRATAMIENTO/FOTOGRAFÍA
DE UN MENOR DESAPARECIDO**

NOMBRE DEL MENOR DESAPARECIDO	
AGENCIA DENUNCIANTE Y NÚMERO DE CASO	PARTE DENUNCIANTE

Bajo la sección 14212 del Código Penal de California, los familiares o las personas más cercanas a cualquier menor de 18 años de edad que cuya desaparición haya sido reportada y a quien no se haya podido ubicar en un plazo de 30 días, pueden autorizar la divulgación de radiografías dentales y/o esqueléticas, notas de tratamiento y una fotografía reciente del menor desaparecido. Este formulario de divulgación **deberá** ser entregado al dentista, médico o cirujano, o a la institución médica de la persona desaparecida, para conseguir que se libere el uso de sus radiografías dentales o esqueléticas y las notas de tratamiento. Las radiografías dentales y/o esqueléticas **deberán** ser entregadas a la persona que presenta esta solicitud. La persona que reciba esta documentación **deberá**, en un plazo de 10 días, llevarla al departamento de policía o del alguacil, o a otra agencia del orden público que tenga jurisdicción sobre la investigación.

Si se encuentra al menor desaparecido, notifique a la agencia del orden público **inmediatamente**.

AUTORIZACIÓN

Soy un familiar o la persona más cercana del menor desaparecido nombrado precedentemente, y por la presente autorizo la divulgación de todas sus radiografías dentales o esqueléticas y notas de tratamiento, con el fin de ayudar a las agencias del orden público a localizarlo. También doy permiso para que se divulgue una fotografía, la descripción física y las circunstancias que rodean la desaparición del menor nombrado precedentemente. El Departamento de Justicia podrá incluir esta información en los boletines y afiches de niños desaparecidos que se distribuirán a lo largo de California a las agencias del orden público, escuelas primarias y preparatorias, edificios del estado, áreas de descanso apropiadas en las carreteras y otras partes que el Departamento de Justicia considere apropiadas para ayudar a ubicar al menor desaparecido, como el sitio web del Procurador General, www.caag.state.ca.us.

NOMBRE DEL DENTISTA			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
NOMBRE DE MÉDICO, CIRUJANO O CENTRO MÉDICO			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
FIRMA DEL FAMILIAR			
PARENTESCO CON EL MENOR DESAPARECIDO			FECHA
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()

**AUTORIZACIÓN PARA
DIVULGAR RADIOGRAFÍAS
DENTALES/ESQUELÉTICAS Y
NOTAS DE TRATAMIENTO DE
UN ADULTO DESAPARECIDO**

NOMBRE DEL ADULTO DESAPARECIDO	
AGENCIA DENUNCIANTE Y NÚMERO DE CASO	PARTE DENUNCIANTE

Bajo la sección 14212 del Código Penal de California, los familiares o las personas más cercanas a cualquier persona cuya desaparición haya sido reportada y a quien no se haya podido ubicar en un plazo de 30 días, pueden autorizar la divulgación de radiografías dentales y/o esqueléticas y notas de tratamiento de la persona desaparecida. Este formulario de divulgación **deberá** ser entregado al dentista, médico o cirujano, o a la institución médica de la persona desaparecida, para conseguir que se libere el uso de sus radiografías dentales o esqueléticas y las notas de tratamiento. Las radiografías dentales y/o esqueléticas **deberán** ser entregadas a la persona que presenta esta solicitud. La persona que reciba esta documentación **deberá**, en un plazo de 10 días, llevarla al departamento de policía o del alguacil, o a otra agencia del orden público que tenga jurisdicción sobre la investigación.

Si se encuentra al adulto desaparecido, notifique a la agencia del orden público **inmediatamente**.

AUTORIZACIÓN

Soy un familiar o la persona más cercana al adulto desaparecido nombrado precedentemente, y por la presente autorizo la divulgación de todas las radiografías dentales o esqueléticas y notas de tratamiento, con el fin de ayudar a las agencias del orden público a localizarlo. También doy permiso a que se divulgue una fotografía, la descripción física y las circunstancias que rodean la desaparición del adulto nombrado precedentemente. El Departamento de Justicia podrá incluir esta información en los boletines y afiches de personas desaparecidas que se distribuirán a lo largo de California a las agencias del orden público, edificios del estado, zonas de descanso apropiadas en las carreteras y otras partes que el Departamento de Justicia considere apropiadas para ayudar a ubicar a la persona desaparecida, como el sitio web del Procurador General, www.caag.state.ca.us.

NOMBRE DEL DENTISTA			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
NOMBRE DE MÉDICO, CIRUJANO O CENTRO MÉDICO			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
FIRMA DEL FAMILIAR			
PARENTESCO CON EL ADULTO DESAPARECIDO		FECHA	
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

OfCaliforniaDOJMonthlyReportAntiReproductiveRightsCrimesBCIA837

**MONTHLY REPORT OF ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)
SUMMARY WORKSHEET**

BCIA 8370 (rev. 11/06)

AGENCY	
NCIC NUMBER	REPORTING MONTH/YEAR
<input type="checkbox"/> THERE WERE _____ ARRCs REPORTED TO THIS DEPARTMENT FOR THIS MONTH (Attach Data Collection Worksheets) <input type="checkbox"/> THERE WERE NO ARRCs REPORTED TO THIS DEPARTMENT FOR THIS MONTH	
PREPARER'S NAME	TELEPHONE NUMBER
SUBMIT THIS SUMMARY SHEET WITH THE ARRC DATA COLLECTION WORKSHEET(S), IF ANY, TO: State of California Department of Justice CRIMINAL JUSTICE STATISTICS CENTER P.O. Box 903427 Sacramento, CA 94203-4270 ATTN: Anti-Reproductive-Rights Crimes	

Purpose:

It is the intent of the Department of Justice to:

- Collect data on all crimes relating to violations of the Reproductive Rights Law Enforcement Act.
- Collect data on the threatened commission of anti-reproductive-rights crimes and persons suspected of committing these crimes or making these threats.
- Distinguish between crimes of violence and non-violence.

INSTRUCTIONS FOR COMPLETION:

SUBMIT ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC) AS DEFINED IN PENAL CODE SECTION 13776 (A). SEE REVERSE SIDE OF THIS FORM FOR PENAL CODE STATUTES TO BE USED WHEN COMPLETING THIS FORM.

***NOTE:** It is the purpose of this legislation to collect data on any crime committed partly or wholly because the victim is a reproductive health services client, provider, or assistant, or a crime that is partly or wholly intended to intimidate the victim, any other person or entity, or any class of persons or entities from becoming or remaining a reproductive health services client, provider, or assistant.*

Requirement:

This form should be submitted monthly whether or not an ARRC occurred.

Frequency:

Submit monthly, by the 10th working day for the preceding month (for example, July data should be submitted by the 10th working day in August).

Reporting # of ARRCs:

If there are ARRCs to be reported by your agency, check the first box and enter the total number of ARRCs for the reporting month. Attach Data Collection Worksheets for each ARRC reported.

If there were no ARRCs to report, check the second box and submit the Summary Worksheet only.

Appendix 2-C

The following Penal Code Sections are to be used when completing this form and the Data Collection Worksheet (BCIA 8371):

Section 423.1 PC (Definitions)

The following definitions apply for the purposes of this title:

- (a) "Crime of violence" means an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another.
- (b) "Interfere with" means to restrict a person's freedom of movement.
- (c) "Intimidate" means to place a person in reasonable apprehension of bodily harm to herself or himself or to another.
- (d) "Nonviolent" means conduct that would not constitute a crime of violence.
- (e) "Physical obstruction" means rendering ingress to or egress from a reproductive health services facility or to or from a place of religious worship impassable to another person, or rendering passage to or from a reproductive health services facility or a place of religious worship unreasonably difficult or hazardous to another person.
- (f) "Reproductive health services" means reproductive health services provided in a hospital, clinic, physician's office, or other facility and includes medical, surgical, counseling, or referral services relating to the human reproductive system, including services relating to pregnancy or the termination of a pregnancy.
- (g) "Reproductive health services client, provider, or assistant" means a person or entity that is or was involved in obtaining, seeking to obtain, providing, seeking to provide, or assisting or seeking to assist another person, at that other person's request, to obtain or provide any services in a reproductive health services facility, or a person or entity that is or was involved in owning or operating or seeking to own or operate, a reproductive health services facility.
- (h) "Reproductive health services facility" includes a hospital, clinic, physician's office, or other facility that provides or seeks to provide reproductive health services and includes the building or structure in which the facility is located.

Section 423.2 PC (Elements of Offense)

Every person who, except a parent or guardian acting towards his or her minor child or ward, commits any of the following acts shall be subject to the punishment specified in Section 423.3.

- (a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant....
- (c) By nonviolent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant....
- (e) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility....

Section 13776 PC (Definitions)

- (a) "Anti-reproductive rights crime" means a crime committed partly or wholly because the victim is a reproductive health services client, provider, or assistant, or a crime that is partly or wholly intended to intimidate the victim, any other person or entity, or any class of persons or entities from becoming or remaining a reproductive health services client, provider, or assistant. "Anti-reproductive rights crime" includes, but is not limited to, a violation of subsection (a) or (c) of Section 423.2.

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

StateOfCaliforniaDOJReportAntiReproductiveRightsCrimesBCIA8371.pdf

ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)

DATA COLLECTION WORKSHEET

BCIA 8371 (rev. 11/06)

ADMINIS-TRATION	PREPARER'S NAME			TELEPHONE NUMBER		
	AGENCY			NCIC NUMBER		DATE
INCIDENT INFORMATION	OCCURRENCE DATE		TIME		CRIME CASE NUMBER	
	TOTAL NUMBER OF INDIVIDUAL VICTIMS			TOTAL NUMBER OF PROPERTY VICTIMS		
	ARRC OFFENSE(S)					
		STATUTE (CODE SECTION)	LITERAL		LEVEL (M/F)	NUMBER OF VICTIMS/ PROPERTY
	1.	_____	_____		_____	_____
	2.	_____	_____		_____	_____
3.	_____	_____		_____	_____	
4.	_____	_____		_____	_____	
5.	_____	_____		_____	_____	
6.	_____	_____		_____	_____	
7.	_____	_____		_____	_____	
8.	_____	_____		_____	_____	
LOCATION TYPE <i>(Check one)</i>						
<input type="checkbox"/> PUBLIC HEALTH FACILITY <input type="checkbox"/> GOVERNMENT/PUBLIC BUILDING <input type="checkbox"/> RELIGIOUS FACILITY <input type="checkbox"/> PRIVATE HEALTH FACILITY <input type="checkbox"/> PARKING LOT/GARAGE <input type="checkbox"/> SCHOOL/COLLEGE <input type="checkbox"/> COMMERCIAL/OFFICE BUILDING <input type="checkbox"/> RESIDENCE/HOME/DRIVEWAY <input type="checkbox"/> OTHER _____						
IF WEAPON INVOLVED, CHECK TYPE <i>(Up to 3)</i>						
<input type="checkbox"/> FIREARM (TYPE UNKNOWN) <input type="checkbox"/> BLUNT OBJECT (CLUB, HAMMER, ETC.) <input type="checkbox"/> DRUGS/NARCOTICS <input type="checkbox"/> HANDGUN <input type="checkbox"/> MOTOR VEHICLE (WHEN USED AS A WEAPON) <input type="checkbox"/> ASPHYXIATION (BY DROWNING, STRANGULATION, SUFFOCATION, GAS, ETC.) <input type="checkbox"/> RIFLE <input type="checkbox"/> PERSONAL WEAPONS (I.E., HANDS, FISTS, FEET, ETC.) <input type="checkbox"/> UNKNOWN <input type="checkbox"/> SHOTGUN <input type="checkbox"/> POISON <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER FIREARM (MACHINE GUN, BAZOOKA, ETC.) <input type="checkbox"/> EXPLOSIVES <input type="checkbox"/> KNIFE/CUTTING INSTRUMENT (AX, ICE PICK, SCREWDRIVER, SWITCHBLADE, ETC.) <input type="checkbox"/> FIRE/INCENDIARY DEVICE						
VICTIM INFORMATION	V1	RACE*	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE*	VICTIM OF: <i>(Refer to Statute List Above)</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
	V2	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
	V3	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
	V4	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
	V5	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8

* See Legend on reverse

Appendix 2-A

PROPERTY	PROPERTY TYPE*	TYPE OF LOSS OR DAMAGE <input type="checkbox"/> NONE <input type="checkbox"/> BURNED <input type="checkbox"/> DESTROYED/DAMAGED/VANDALIZED <input type="checkbox"/> STOLEN	QUANTITY	VALUE	
	PROPERTY DESCRIPTION OR PROPERTY CATEGORY CODE*				
PROPERTY	PROPERTY TYPE*	TYPE OF LOSS OR DAMAGE <input type="checkbox"/> NONE <input type="checkbox"/> BURNED <input type="checkbox"/> DESTROYED/DAMAGED/VANDALIZED <input type="checkbox"/> STOLEN	QUANTITY	VALUE	
	PROPERTY DESCRIPTION OR PROPERTY CATEGORY CODE*				
SUSPECT INFORMATION	S1	RACE*	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	S2	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	S3	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	S4	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	S5	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	

***LEGEND**

<p>RACE/ETHNICITY CODES</p> <p>A – Other Asian L – Laotian B – Black O – Other C – Chinese P – Pacific Islander D – Cambodian S – Samoan F – Filipino U – Hawaiian G – Guamanian V – Vietnamese H – Hispanic W – White I – American Indian Z – Asian Indian J – Japanese X – Unknown K – Korean</p>	<p>VICTIM TYPE CODES</p> <p>IC – Individual Client IE – Individual Employee IO – Individual Other</p> <p>PROPERTY TYPE CODES</p> <p>B – Business G – Government H – Health Facility OE – Other Entity R – Religious Organization</p>	<p>PROPERTY CATEGORY CODES</p> <p>1 – Automobiles 9 – Radios/TVs/VCRs 2 – Bicycles 10 – Structures–Single Occupancy Dwellings 3 – Buses 11 – Structures–Other Dwellings 4 – Clothes/Furs 12 – Structures–Other Commercial/Business 5 – Computer 13 – Structures–Public/Community Hardware/Software 14 – Structures–Other 6 – Office-type Equipment 15 – Other 7 – Other Motor Vehicles 8 – Personal Items Other Than Clothing (Purses/Handbags/ Wallets)</p>
--	--	--

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

SOC341.pdf

REPORT OF SUSPECTED DEPENDENT ADULT/ELDER ABUSE

Date Completed

CONFIDENTIAL REPORT - NOT SUBJECT TO PUBLIC DISCLOSURE
 TO BE COMPLETED BY REPORTING PARTY. PLEASE PRINT OR TYPE.
 SEE GENERAL INSTRUCTIONS.

A. VICTIM Check box if victim consents to disclosure of information
 (Ombudsman use only - WIC 15636(a))

Name (Last Name, First Name)	Age	Date of Birth	SSN
------------------------------	-----	---------------	-----

Gender Identity <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other/Nonbinary <input type="checkbox"/> Unknown/Not Provided	Sexual Orientation <input type="checkbox"/> Straight <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Questioning <input type="checkbox"/> Unknown/Not Provided	Ethnicity	Race
		Language (Check one) <input type="checkbox"/> Non-Verbal <input type="checkbox"/> English <input type="checkbox"/> Other (Specify) _____	

Address (If facility, include name and notify ombudsman)	City	Zip Code	Telephone
---	------	----------	-----------

Present Location (If different from above)	City	Zip Code	Telephone
---	------	----------	-----------

<input type="checkbox"/> Elderly (65+) <input type="checkbox"/> Developmentally Disabled <input type="checkbox"/> Mentally Ill/Disabled <input type="checkbox"/> Physically Disabled <input type="checkbox"/> Unknown/Other	<input type="checkbox"/> Lives Alone <input type="checkbox"/> Lives with Others
--	--

B. SUSPECTED ABUSER Check if Self-Neglect

Name of Suspected Abuser

Address	City	Zip Code	Telephone
---------	------	----------	-----------

<input type="checkbox"/> Care Custodian (Type) _____ <input type="checkbox"/> Parent <input type="checkbox"/> Son/Daughter <input type="checkbox"/> Other _____ <input type="checkbox"/> Health Practitioner (Type) _____ <input type="checkbox"/> Spouse <input type="checkbox"/> Other Relation _____
--

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	Age	D.O.B
---	-----------	-----	-------

Height	Weight	Eyes	Hair
--------	--------	------	------

- C. REPORTER’S OBSERVATIONS, BELIEFS, AND STATEMENTS BY VICTIM IF AVAILABLE. DOES ALLEGED PERPETRATOR STILL HAVE ACCESS TO THE VICTIM? DOES THE ALLEGATION INVOLVE A SERIOUS BODILY INJURY (see definition in section “Reporting Responsibilities and Time Frames” within the General Instructions)? PROVIDE ANY KNOWN TIME FRAME (2 days, 1 week, ongoing, etc.). LIST ANY POTENTIAL DANGER FOR INVESTIGATOR (animals, weapons, communicable diseases, etc.) or concerns about the client’s mental health.**
- CHECK IF MEDICAL, FINANCIAL (ACCOUNT INFORMATION, ETC.), PHOTOGRAPHS, OR OTHER SUPPLEMENTAL INFORMATION IS ATTACHED.

D. REPORTING PARTY Check appropriate box if reporting party waives confidentiality to
 All All but victim All but perpetrator

Name	Signature	Occupation	Agency/Name of Business
Relation to Victim/How Abuse is Known	Street	City	Zip Code
Telephone	E-mail Address		

E. INCIDENT INFORMATION - Address where incident occurred

Date/Time of Incident(s)

Place of Incident (Check One)
 Own Home Community Care Facility Hospital/Acute Care Hospital
 Home of Another Nursing Facility/Swing Bed Other (Specify)_____

F. REPORTED TYPES OF ABUSE (Check All that Apply)

1. Perpetrated by Others (WIC 15610.07 & 15610.63)

a. <input type="checkbox"/> Physical (e.g. assault/battery, constraint or deprivation, chemical restraint, over/under medication) b. <input type="checkbox"/> Sexual c. <input type="checkbox"/> Financial d. <input type="checkbox"/> Neglect (including Deprivation of Goods and Services by a Care Custodian)	e. <input type="checkbox"/> Abandonment f. <input type="checkbox"/> Isolation g. <input type="checkbox"/> Abduction h. <input type="checkbox"/> Psychological/Mental i. <input type="checkbox"/> Other _____
---	--
2. Self-Neglect (WIC 15610.57 (b)(5))

a. <input type="checkbox"/> Neglect of Physical Care (e.g. personal hygiene, food, clothing, malnutrition/dehydration) b. <input type="checkbox"/> Self-Neglect of Residence (unsafe environment)	c. <input type="checkbox"/> Financial Self-Neglect (e.g. inability to manage one’s own personal finances)
--	---

Abuse Resulted In (Check All that Apply)
 No Physical Injury Minor Medical Care Hospitalization Care Provider Required
 Death Mental Suffering Serious Bodily Injury* Other (Specify)_____

Unknown Health & Safety Endangered

G. OTHER PERSON BELIEVED TO HAVE KNOWLEDGE OF ABUSE
(Family, significant others, neighbors, medical providers, agencies involved, etc.)

Name	Relationship
Address	Telephone
Name	Relationship
Address	Telephone

H. FAMILY MEMBER OR OTHER PERSON RESPONSIBLE FOR VICTIM'S CARE*(If known, list contact person)* If Contact person check

Name		Relationship	
Address	City	Zip Code	Telephone

I. TELEPHONE REPORT MADE TO APS Law Enforcement Local Ombudsman
 Calif. Dept. of State Hospitals Calif. Dept. of Developmental Services

Name of Official Contacted by Phone	Telephone	Date/Time
-------------------------------------	-----------	-----------

J. WRITTEN REPORT Enter information about the agencies receiving this report. If the abuse occurred in a LTC facility and resulted in Serious Bodily Injury*, please refer to "Reporting Responsibilities and Time Frames" in the General Instructions. Do not submit report to California Department of Social Services Adult Programs Division.

Agency Name	Address or Fax	<input type="checkbox"/> Date Mailed	<input type="checkbox"/> Date Faxed
Agency Name	Address or Fax	<input type="checkbox"/> Date Mailed	<input type="checkbox"/> Date Faxed
Agency Name	Address or Fax	<input type="checkbox"/> Date Mailed	<input type="checkbox"/> Date Faxed

K. RECEIVING AGENCY USE ONLY Telephone Report Written Report

1. Report Received By	Date/Time
2. Assigned <input type="checkbox"/> Immediate Response <input type="checkbox"/> Ten-Day Response <input type="checkbox"/> No Initial Response (NIR) <input type="checkbox"/> Not APS <input type="checkbox"/> Not Ombudsman <input type="checkbox"/> No Ten-Day (NTD)	
Approved By	Assigned To (optional)
3. Cross-Reported to <input type="checkbox"/> CDPH-Licensing & Cert.; <input type="checkbox"/> CDSS-CCL; <input type="checkbox"/> Local Ombudsman; <input type="checkbox"/> Bureau of Medi-Cal Fraud & Elder Abuse; <input type="checkbox"/> Calif. Dept. of State Hospitals; <input type="checkbox"/> Law Enforcement; <input type="checkbox"/> Professional Licensing Board; <input type="checkbox"/> Calif. Dept. of Developmental Services; <input type="checkbox"/> APS; <input type="checkbox"/> Other (Specify) _____ Date of Cross-Report _____	
4. APS/Ombudsman/Law Enforcement Case File Number	

**REPORT OF SUSPECTED DEPENDENT ADULT/ELDER ABUSE
GENERAL INSTRUCTIONS****PURPOSE OF FORM**

This form, as adopted by the California Department of Social Services (CDSS), is required under Welfare and Institutions Code (WIC) Sections 15630 and 15658(a)(1). This form documents the information given by the reporting party on the suspected incident of abuse or neglect of an elder or dependent adult. **Abuse** means any treatment with resulting physical harm, pain, or mental suffering or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. **Neglect** means the negligent failure of an elder or dependent adult or of any person having the care or custody of an elder or a dependent adult to exercise that degree of self-care or care that a reasonable person in a like position would exercise. **Elder** means any person residing in this state who is 65 years of age or older (WIC Section 15610.27). **Dependent Adult** means any person residing in this state, between the ages of 18 and 64, who has physical or mental limitations that restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age (WIC Section 15610.23). Dependent adult includes any person between the ages of 18 and 64 who is admitted as an inpatient to a 24-hour health facility (defined in the Health and Safety Code Sections 1250, 1250.2, and 1250.3).

COMPLETION OF THE FORM

1. This form may be used by the receiving agency to record information through a telephone report of suspected dependent adult/elder abuse.
2. If any item of information is unknown, enter "unknown."
3. Item A: Check box to indicate if the victim waives confidentiality.
4. Item C: Check box if the reporting party waives confidentiality. Please note that mandated reporters are required to disclose their names, however, non-mandated reporters may report anonymously.

REPORTING RESPONSIBILITIES AND TIME FRAMES:

Any mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be abuse or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting abuse or neglect, or reasonably suspects that abuse or neglect has occurred, shall complete this form for each report of known or suspected instance of abuse (physical abuse, sexual abuse, financial abuse, abduction, neglect (self-neglect), isolation, and abandonment) involving an elder or dependent adult.

***Serious bodily injury** means an injury involving extreme physical pain, substantial risk of death, or protracted loss or impairment of function of a bodily member, organ or of mental faculty, or requiring medical intervention, including, but not limited to, hospitalization, surgery, or physical rehabilitation (WIC Section 15610.67).

Reporting shall be completed as follows:

- If the abuse occurred in a Long-Term Care (LTC) facility (as defined in WIC Section 15610.47) and resulted in serious bodily injury, report by telephone to the local law enforcement agency immediately and no later than two (2) hours after observing, obtaining knowledge of, or suspecting physical abuse. Send the written report to the local law enforcement agency, the local Long-Term Care Ombudsman Program (LTCOP), and the appropriate licensing agency (for long-term health care facilities, the California Department of Public Health; for community care facilities, the California Department of Social Services) within two (2) hours of observing, obtaining knowledge of, or suspecting physical abuse.
- If the abuse occurred in a LTC facility, was physical abuse, but did not result in serious bodily injury, report by telephone to the local law enforcement agency within 24 hours of observing, obtaining knowledge of, or suspecting physical abuse. Send the written report to the local law enforcement agency, the local LTCOP, and the appropriate licensing agency (for long-term health care facilities, the California Department of Public Health; for community care facilities, the California Department of Social Services) within 24 hours of observing, obtaining knowledge of, or suspecting physical abuse.
- If the abuse occurred in a LTC facility, was physical abuse, did not result in serious bodily injury, and was perpetrated by a resident with a physician's diagnosis of dementia, report by telephone to the local law enforcement agency or the local LTCOP, immediately or as soon as practicably possible. Follow by sending the written report to the LTCOP or the local law enforcement agency within 24 hours of observing, obtaining knowledge of, or suspecting physical abuse.
- If the abuse occurred in a LTC facility, was abuse other than physical abuse, report by telephone to the LTCOP or the law enforcement agency immediately or as soon as practicably possible. Follow by sending the written report to the local law enforcement agency or the LTCOP within two working days.
- If the abuse occurred in a state mental hospital or a state developmental center, mandated reporters shall report by telephone or through a confidential Internet reporting tool (established in WIC Section 15658) immediately or as soon as practicably possible and submit the report within two (2) working days of making the telephone report to the responsible agency as identified below:
 - If the abuse occurred in a State Mental Hospital, report to the local law enforcement agency or the California Department of State Hospitals.
 - If the abuse occurred in a State Developmental Center, report to the local law enforcement agency or to the California Department of Developmental Services.
- For all other abuse, mandated reporters shall report by telephone or through a confidential Internet reporting tool to the adult protective services agency or the local law enforcement agency immediately or as soon as practicably possible. If reported by telephone, a written or an Internet report shall be sent to adult protective services or law enforcement within two working days.

REPORTING PARTY DEFINITIONS

Mandated Reporter (WIC Section 15630 (a)) Any person who has assumed full or intermittent responsibility for care or custody of an elder or dependent adult, whether or not that person receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian, health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency, is a mandated reporter.

Care Custodian (WIC Section 15610.17) means an administrator or an employee of any of the following public or private facilities or agencies, or persons providing care or services for elders or dependent adults, including members of the support staff and maintenance staff: (a) Twenty-four hour health facilities, as defined in Sections 1250, 1250.2, and 1250.3 of the Health and Safety Code; (b) Clinics; (c) Home health agencies; (d) Agencies providing publicly funded in-home supportive services, nutrition services, or other home and community-based support services; (e) Adult day health care centers and adult day care; (f) Secondary schools that serve 18- to 22-year-old dependent adults and postsecondary educational institutions that serve dependent adults or elders; (g) Independent living centers; (h) Camps; (i) Alzheimer’s Disease Day Care Resource Centers; (j) Community care facilities, as defined in Section 1502 of the Health and Safety Code, and residential care facilities for the elderly, as defined in Section 1569.2 of the Health and Safety Code; (k) Respite care facilities; (l) Foster homes; (m) Vocational rehabilitation facilities and work activity centers; (n) Designated area agencies on aging; (o) Regional centers for persons with developmental disabilities; (p) State Department of Social Services and State Department of Health Services licensing divisions; (q) County welfare departments; (r) Offices of patients’ rights advocates and clients’ rights advocates, including attorneys; (s) The Office of the State Long-Term Care Ombudsman; (t) Offices of public conservators, public guardians, and court investigators; (u) Any protection or advocacy agency or entity that is designated by the Governor to fulfill the requirements and assurances of the following: (1) The federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, contained in Chapter 144 (commencing with Section 15001) of Title 42 of the United States Code, for protection and advocacy of the rights of persons with developmental disabilities; or (2) The Protection and Advocacy for the Mentally Ill Individuals Act of 1986, as amended, contained in Chapter 114 (commencing with Section 10801) of Title 42 of the United States Code, for the protection and advocacy of the rights of persons with mental illness; (v) Humane societies and animal control agencies; (w) Fire departments; (x) Offices of environmental health and building code enforcement; or (y) Any other protective, public, sectarian, mental health, or private assistance or advocacy agency or person providing health services or social services to elders or dependent adults.

Health Practitioner (WIC Section 15610.37) means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, licensed clinical social worker or associate clinical social worker, marriage, family, and child counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedic, or person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family, and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code, or an unlicensed marriage, family, and child counselor intern registered under Section 4980.44 of the Business and Professions Code, state or county public health or social service employee who treats an elder or a dependent adult for any condition, or a coroner.

Any officer and/or employee of a financial institution is a mandated reporter of suspected financial abuse and shall report suspected financial abuse of an elder or dependent adult on form SOC 342, "Report of Suspected Dependent Adult/Elder Financial Abuse".

MULTIPLE REPORTERS

When two or more mandated reporters are jointly knowledgeable of a suspected instance of abuse of a dependent adult or elder, and when there is agreement among them, the telephone report may be made by one member of the group. Also, a single written report may be completed by that member of the group. Any person of that group, who believes the report was not submitted, shall submit the report.

IDENTITY OF THE REPORTER

The identity of all persons who report under WIC Chapter 11 shall be confidential and disclosed only among APS agencies, local law enforcement agencies, LTCOPs, California State Attorney General Bureau of Medi-Cal Fraud and Elder Abuse, licensing agencies or their counsel, Department of Consumer Affairs Investigators (who investigate elder and dependent adult abuse), the county District Attorney, the Probate Court, and the Public Guardian. Confidentiality may be waived by the reporter or by court order.

FAILURE TO REPORT

Failure to report by mandated reporters (as defined under "Reporting Party Definitions") any suspected incidents of physical abuse (including sexual abuse), abandonment, isolation, financial abuse, abduction, or neglect (including self-neglect) of an elder or a dependent adult is a misdemeanor, punishable by not more than six months in the county jail, or by a fine of not more than \$1,000, or by both imprisonment and fine. Any mandated reporter who willfully fails to report abuse of an elder or a dependent adult, where the abuse results in death or great bodily injury, may be punished by up to one year in the county jail, or by a fine of up to \$5,000, or by both imprisonment and fine (WIC Section 15630(h)).

No one, including a supervisor, employer, or lawyer, can excuse a mandated reporter from his or her personal legal duty to report known or suspected abuse. Anyone who attempts to impede or inhibit a mandated reporter from reporting may be prosecuted for a misdemeanor punishable by a fine, imprisonment, or both. Mandated reporters are therefore expected to report any such efforts to law enforcement, as well as any other responsible agency (see Welfare and Institutions Code Section 15630(f) and (h)).

Officers or employees of financial institutions are mandated reporters of financial abuse (effective January 1, 2007). These mandated reporters who fail to report financial abuse of an elder or dependent adult are subject to a civil penalty not exceeding \$1,000. Individuals who willfully fail to report financial abuse of an elder or dependent adult are subject to a civil penalty not exceeding \$5,000. These civil penalties shall be paid by the financial institution, which is the employer of the mandated reporter, to the party bringing the action.

DISTRIBUTION OF SOC 341 COPIES

Mandated reporter: After making the telephone report to the appropriate agency or agencies, the reporter shall send the written report to the designated agencies (as defined under “Reporting Responsibilities and Time Frames”); and keep one copy for the reporter’s file.

Receiving agency: Place the original copy in the case file. Send a copy to a cross-reporting agency, if applicable.

DO NOT SEND A COPY TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES ADULT PROGRAMS DIVISION.

SRJCMissingChildReportWorksheet.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

**CHILD ABDUCTION /
MISSING CHILD
REPORT WORKSHEET**

WITHOUT DELAY BROADCAST ALL POINTS BULLETIN to all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies						Time of Broadcast:
DESCRIPTION OF CHILD						
Child's Name		Nickname(s)		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Race/Ethnicity
Citizenship						
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Languages Spoken at Home	Disabilities
Clothing at Time of Disappearance:						
Distinguishing Features or Marks:						
Medical Conditions:						
CIRCUMSTANCES OF DISAPPEARANCE						
Last Seen By (witnesses)		Relationship	At (location)	At/Around (time)	With (child alone or with others)	
Reason the child is perceived as missing:						
DESCRIPTION OF ALLEGED PERPETRATOR IF KNOWN						
Name		Aliases/Monikers		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Race/Ethnicity
Citizenship						
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Languages Spoken	
Disabilities/Medical Conditions:						
Vehicle Description (make, model, year, color, etc.)		License/State	Occupation	Criminal Record	Relationship to Child	
Notes:						
Clothing at Time of Abduction				Other Observations/Distinguishing Marks/Tattoos		
Residential Address				Work Address		
Potential Destinations:						
Potential Routes of Escape:						
Type of Abduction: <input type="checkbox"/> Non-family <input type="checkbox"/> Family <input type="checkbox"/> International Risk <input type="checkbox"/> Removal from the United States						

This document is a sample and may not be all-inclusive. Documentation requirements of local jurisdictions may vary.
Sponsored by The California Child Abduction Task Force and The California Emergency Management Agency, Children's Section (916) 324-9120.

RISK ASSESSMENT (Degree of risk that child may be injured, killed or removed from the United States.) Complete risk assessment, then summarize concerns:

RELEVANT INFORMATION

Child Victim's Residential Address	Family Status	Legal Caretaker-Custodial Situation
	<input type="checkbox"/> Intact Two-Parent	
	<input type="checkbox"/> Divorce/Separation	
	<input type="checkbox"/> Step/parent	
Telephone:	<input type="checkbox"/> Out-of-Home Placement	
	<input type="checkbox"/> Other	

School/Day Care:

Address:

Grade, Teacher, Telephone #:

Individuals Living in Child's Household	Relationship to Child	Current Location	Contact Information

INTERNATIONAL RISK (Complete only if indicated)

Current Passport		Current Foreign Passport	
Country of Origin	Passport #: _____	Passport #: _____	
	Abductor: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown	<input type="checkbox"/> yes Country: _____	<input type="checkbox"/> Dual Citizen
	Child: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown	<input type="checkbox"/> yes Country: _____	<input type="checkbox"/> Dual Citizen

Out-of-Country Relatives/Friends	Relationship to Abductor/Child	Country	Contact Information (address, telephone, etc.)

ADOJ Auth To Release Dental Skeletal Xrays Treat Notes Photo Missing Juven

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS/TREATMENT
NOTES/PHOTOGRAPH OF MISSING
JUVENILE**

NAME OF MISSING JUVENILE	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14212, the family or next-of-kin of any person under the age of 18 years who is reported missing and has not been located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and treatment notes and a recent photograph of the missing juvenile. This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays and treatment notes. The dental or skeletal X-rays, or both, **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within 10 days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If your missing juvenile is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member or next-of-kin of the above-named missing juvenile and I hereby authorize the release of all dental or skeletal X-rays and treatment notes to assist law enforcement agencies in locating the above-named missing juvenile. I also consent to the release of the above-named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing children bulletins and posters which will be distributed throughout California to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing juvenile, including the Attorney General's Web Site at www.caag.state.ca.us.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING JUVENILE			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS
AND TREATMENT NOTES OF
MISSING ADULT**

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14212, the family or next-of-kin of any person reported missing and has not been located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and treatment notes of the person reported missing. This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays and treatment notes. The dental or skeletal X-rays, or both, and treatment notes **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within 10 days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If the missing adult is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member or next-of-kin of the above-named missing adult and I hereby authorize the release of all dental or skeletal X-rays and treatment notes to assist law enforcement agencies in locating the above-named missing adult. I also consent to the release of the above-named missing adult's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing person bulletins and posters which will be distributed throughout California to law enforcement agencies, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing person, including the Attorney General's Web Site at www.caag.state.ca.us.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING ADULT		DATE	
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

**93-1 Involved Employee Interview
Questions 2016 Scan.pdf**

INVOLVED EMPLOYEE* INTERVIEWS

Prior to the interview, employees involved in critical incidents should be sequestered with an uninvolved officer or employee. The sequestering employee should not be present during the interview.

The interview with the involved employee is voluntary on his/her part during the criminal investigation. Usually, the interview with the involved employee is done after interviews with material witnesses and witness officers.

Involved employees enjoy the same Fifth Amendment constitutional right as anyone and can only be compelled to give a statement by his/her employing agency. Compelled statements cannot be used in the criminal prosecution of an involved peace officer, Lybarger vs City of Los Angeles, 40 C.3d 822.

Standard questions for employee involved critical incidents:

I. Introductions: give time, date, case number and location.

A. Introduce the parties to the interview. Have them state their names for recognition purposes:

1. Investigating officer(s) states name, rank and agency
2. Interviewee states name, rank, agency, assignment
3. Have any legal representatives present introduce themselves
4. If others are present in the interview room they should introduce themselves as well

B. State that this is a criminal investigation and the employee is being interviewed as a victim or witness. (If the employee is to be interviewed as a suspect, investigators shall consult with the supervisor in charge of the investigation prior to proceeding with an interview.)

* Although some of the language in this questionnaire pertains exclusively to peace officers, it can be used when conducting an interview with any employee involved in a critical incident. Investigators should be careful to omit sections that are not applicable to the interviewee. The questionnaire is only intended to be used as a guideline when conducting interviews. Investigators may have to adapt their questions to the specific circumstances of the critical event being investigated.

1. Clarify with the interviewee that the statement sought is voluntary and advise them of the following:
 - a. The interviewee is free to leave at any time.
 - b. The interviewee is not obligated to answer any question asked by the investigators.
 - (1) In the event the interviewee elects to refuse to provide a voluntary statement, all questioning shall cease. However, if there is a public safety emergency, further questions may be compelled of the interviewee.
 2. If the employee provided a blood sample per the guidelines of the critical incident protocol, establish that the employee's blood draw was voluntary.
 3. Establish that the employee is prepared to provide a statement at this time.
 - a. Ask if he/she has had ample time to gather their thoughts and otherwise prepare for the interview.
 - b. Anything that would hinder giving a statement at this time.
- C. Establish that there is no close relationship or friendship between the interviewing investigator and the involved employee. This eliminates any accusations of bias.
- D. Status
1. Are you sick or injured?
 2. Did you receive any injuries as a result of the incident? Describe.
 3. At the time of the incident, were you suffering from any medical condition or taking any medication that may have impaired your abilities as a law enforcement officer?
 - a. If yes, explain the nature of the medication or medical condition, how much medication was taken and time of last dose.
 4. When did you last sleep?
 - a. How long?
 5. When did you last eat? Describe.
 6. Have you consumed any alcoholic beverages in the last 24 hours?
 - a. How much?

- b. Time started?
- c. Time stopped?
- d. At the time of the incident, did you feel the effects of the drinks? Describe.

II. Background Data

A. General experience:

- 1. How long in agency?
- 2. How long in law enforcement total?
 - a. Prior agencies
 - b. Time with prior agencies
 - c. Prior training firearms, SWAT, etcetera
 - d. Prior training as it relates to your duties (C.I.T., Tactical communications, drug recognition expert, etc.)
 - e. Prior special assignments, co-lateral duties

B. Present assignment:

- 1. Nature of duties
- 2. Work hours/shift
- 3. Time started work
- 4. Call sign
- 5. Uniform or non-uniform assignment?
- 6. How long in assignment?
- 7. Vehicle used/assigned, mechanical defects?
- 8. In uniform? Describe
- 9. Equipment – describe all equipment and any defects
 - a. Equipment carried on duty belt including description and caliber of firearm
 - b. Backup gun(s) - include how many, what caliber, location carried
 - c. Other firearms (rifle, shotgun)
 - d. Body worn camera
 - e. Audio recorder
 - f. Electronic Control Device (Tazer)

- g. Less-lethal
- h. Any other equipment deployed during shift

III. Statement

- A. The nature of this investigation concerns a significant incident you were recently involved in. It occurred in the general area of (describe):
 - 1. Please describe the event in as much detail as you can. Include the time of the event, names of witnesses and names of officers as best you can recall. Include all the information you can remember relative to the circumstances.
 - 2. Allow the employee to provide an uninterrupted narrative of the event.
- B. Follow up with necessary questions and make sure the following have been discussed:
 - 1. Position of employee
 - 2. Position of other officers and witnesses
 - 3. Position of vehicles and/or related equipment
 - 4. Location of possible evidence
 - 5. Equipment used/carried during event
 - a. Include firearm used
 - b. Other equipment such as ECD, less lethal, impact weapons, etc.
 - 6. Lighting conditions and distances
 - 7. Establish at what point during the incident the officer un-holstered his/her firearm.
 - 8. Establish and clarify if necessary all tactics employed by the involved employee, including verbal commands and use of force.
- C. Explore all information available to employee:
 - 1. Information from dispatch
 - 2. Direct observation
 - 3. Information from other officers or employees

4. Prior knowledge of individual(s) involved and/or location of event
5. Any specific training, knowledge or experience regarding type of crime employee was responding to (e.g. robbery – commonly armed during commission; drugs – those associated w/illegal drugs often carry weapons)

D. Determine the presence or absence of the employee's state of mind:

1. Scared or otherwise frightened
2. Need to protect self
3. Need to protect others
4. Need to prevent escape and/or future danger

E. If the employee opted to do a walk-through of the scene, explore any observations the employee made relevant to the event and to the scene not already discussed in the interview.

F. Video and Audio Recordings:

1. Was the incident recorded by the employee's body worn camera or other recording device?
 - a. Ask employee: "Have you reviewed the recording prior to this interview?"
2. Ask employee: "Do you wish to view any video recordings related to this event now?"
 - a. If yes, allow employee opportunity to view video at this time.
3. Obtain employee's comment regarding the video
 - a. Attempt to clarify any additional information employee provides

G. Follow-up questions to expand on or clarify details of incident

H. Anything employee wants to add

I. Anything attorney wants to ask or add

IV. Conclusion of interview - State time

V. After interview:

- A. Copy, label and book recording of interview into evidence
- B. Transcribe employee's statement for final report

93-1 Involved Employee Interviews.pdf

INVOLVED EMPLOYEE* INTERVIEWS

Prior to the interview, employees involved in critical incidents should be sequestered with an uninvolved officer or employee. The sequestering employee should not be present during the interview.

The interview with the involved employee is voluntary on his/her part during the criminal investigation. Usually, the interview with the involved employee is done after interviews with material witnesses and witness officers.

Involved employees enjoy the same Fifth Amendment constitutional right as anyone and can only be compelled to give a statement by his/her employing agency. Compelled statements cannot be used in the criminal prosecution of an involved peace officer, Lybarger vs City of Los Angeles, 40 C.3d 822.

Standard questions for employee involved critical incidents:

I. Introductions: give time, date, case number and location.

A. Introduce the parties to the interview. Have them state their names for recognition purposes:

1. Investigating officer(s) states name, rank and agency
2. Interviewee states name, rank, agency, assignment
3. Have any legal representatives present introduce themselves
4. If others are present in the interview room they should introduce themselves as well

B. State that this is a criminal investigation and the employee is being interviewed as a victim or witness. (If the employee is to be interviewed as a suspect, investigators shall consult with the supervisor in charge of the investigation prior to proceeding with an interview.)

* Although some of the language in this questionnaire pertains exclusively to peace officers, it can be used when conducting an interview with any employee involved in a critical incident. Investigators should be careful to omit sections that are not applicable to the interviewee. The questionnaire is only intended to be used as a guideline when conducting interviews. Investigators may have to adapt their questions to the specific circumstances of the critical event being investigated.

1. Clarify with the interviewee that the statement sought is voluntary and advise them of the following:
 - a. The interviewee is free to leave at any time.
 - b. The interviewee is not obligated to answer any question asked by the investigators.
 - (1) In the event the interviewee elects to refuse to provide a voluntary statement, all questioning shall cease. However, if there is a public safety emergency, further questions may be compelled of the interviewee.
 2. If the employee provided a blood sample per the guidelines of the critical incident protocol, establish that the employee's blood draw was voluntary.
 3. Establish that the employee is prepared to provide a statement at this time.
 - a. Ask if he/she has had ample time to gather their thoughts and otherwise prepare for the interview.
 - b. Anything that would hinder giving a statement at this time.
- C. Establish that there is no close relationship or friendship between the interviewing investigator and the involved employee. This eliminates any accusations of bias.
- D. Status
1. Are you sick or injured?
 2. Did you receive any injuries as a result of the incident? Describe.
 3. At the time of the incident, were you suffering from any medical condition or taking any medication that may have impaired your abilities as a law enforcement officer?
 - a. If yes, explain the nature of the medication or medical condition, how much medication was taken and time of last dose.
 4. When did you last sleep?
 - a. How long?
 5. When did you last eat? Describe.
 6. Have you consumed any alcoholic beverages in the last 24 hours?
 - a. How much?

- b. Time started?
- c. Time stopped?
- d. At the time of the incident, did you feel the effects of the drinks? Describe.

II. Background Data

A. General experience:

- 1. How long in agency?
- 2. How long in law enforcement total?
 - a. Prior agencies
 - b. Time with prior agencies
 - c. Prior training firearms, SWAT, etcetera
 - d. Prior training as it relates to your duties (C.I.T., Tactical communications, drug recognition expert, etc.)
 - e. Prior special assignments, co-lateral duties

B. Present assignment:

- 1. Nature of duties
- 2. Work hours/shift
- 3. Time started work
- 4. Call sign
- 5. Uniform or non-uniform assignment?
- 6. How long in assignment?
- 7. Vehicle used/assigned, mechanical defects?
- 8. In uniform? Describe
- 9. Equipment – describe all equipment and any defects
 - a. Equipment carried on duty belt including description and caliber of firearm
 - b. Backup gun(s) - include how many, what caliber, location carried
 - c. Other firearms (rifle, shotgun)
 - d. Body worn camera
 - e. Audio recorder
 - f. Electronic Control Device (Tazer)

- g. Less-lethal
- h. Any other equipment deployed during shift

III. Statement

- A. The nature of this investigation concerns a significant incident you were recently involved in. It occurred in the general area of (describe):
 - 1. Please describe the event in as much detail as you can. Include the time of the event, names of witnesses and names of officers as best you can recall. Include all the information you can remember relative to the circumstances.
 - 2. Allow the employee to provide an uninterrupted narrative of the event.
- B. Follow up with necessary questions and make sure the following have been discussed:
 - 1. Position of employee
 - 2. Position of other officers and witnesses
 - 3. Position of vehicles and/or related equipment
 - 4. Location of possible evidence
 - 5. Equipment used/carried during event
 - a. Include firearm used
 - b. Other equipment such as ECD, less lethal, impact weapons, etc.
 - 6. Lighting conditions and distances
 - 7. Establish at what point during the incident the officer un-holstered his/her firearm.
 - 8. Establish and clarify if necessary all tactics employed by the involved employee, including verbal commands and use of force.
- C. Explore all information available to employee:
 - 1. Information from dispatch
 - 2. Direct observation
 - 3. Information from other officers or employees

4. Prior knowledge of individual(s) involved and/or location of event
5. Any specific training, knowledge or experience regarding type of crime employee was responding to (e.g. robbery – commonly armed during commission; drugs – those associated w/illegal drugs often carry weapons)

D. Determine the presence or absence of the employee's state of mind:

1. Scared or otherwise frightened
2. Need to protect self
3. Need to protect others
4. Need to prevent escape and/or future danger

E. If the employee opted to do a walk-through of the scene, explore any observations the employee made relevant to the event and to the scene not already discussed in the interview.

F. Video and Audio Recordings:

1. Was the incident recorded by the employee's body worn camera or other recording device?
 - a. Ask employee: "Have you reviewed the recording prior to this interview?"
2. Ask employee: "Do you wish to view any video recordings related to this event now?"
 - a. If yes, allow employee opportunity to view video at this time.
3. Obtain employee's comment regarding the video
 - a. Attempt to clarify any additional information employee provides

G. Follow-up questions to expand on or clarify details of incident

H. Anything employee wants to add

I. Anything attorney wants to ask or add

IV. Conclusion of interview - State time

V. After interview:

- A. Copy, label and book recording of interview into evidence
- B. Transcribe employee's statement for final report

SRJC Cash Register Procedures Scan.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

Cash Register Procedures

The function of the cash register located in Dispatch is to properly store and to document the incoming cash and checks that the Department receives for the purchase of parking permits, and processing live scan services. The cash drawer should contain a set amount of cash (\$500.00) to facilitate making change for transactions as necessary.

Only authorized personnel have access to the register. On duty Dispatch staff are the only personnel authorized to access the register at any time.

The cash in the register is only to be used for official District business

Never commingle personal and District funds

Never use funds in the register for the purposes of a loan

The cash drawer should be balanced at the end of each shift by the primary dispatcher on duty. The register provides a "Z" report of all transactions since the last request for the transaction record (daily report). This report is dated and time stamped. The record is printed in duplicate and a copy is maintained on the second tape roll in the register. The "Z" report prints on register tape and the transaction amounts are clearly listed

Prepare deposit

- o Verify cash amount left in drawer, Perform an actual count of the cash using the Cash Drawer count sheet. Fill out the quantity of each denomination of currency and coin. The totals will populate automatically. A copy of that Excel file is on the desktop of the main PC in dispatch. After printing, close file without saving,
- o Cash in excess of \$500.00 and all checks should be deposited
- o Print the daily report ("Z" report) and attach a copy of that report to the envelope containing the cash and checks to be submitted for deposit
- o Verify that cash and check transaction totals agree with report

Any discrepancies (shortage or overage) should be reported to the OIC immediately

- o Endorse stamp all checks
- o Initial the top of the daily report
- o Initial the count sheet and attach the count sheet to the deposit envelope.
- o Place deposit into drop box in records office

In the event that there are no transactions during a shift, count the cash in the drawer at the end of the shift, fill out the Cash Drawer count sheet, initial, and place the completed sheet in the drop box.

Administrative staff will verify that each deposit balances to the activity on the transaction record and will submit the deposit to accounting

School Notification Alert.pdf

EMERGENCY SCHOOL NOTIFICATION MISSING OR ABDUCTED CHILD ALERT

Date of notification _____

This is a notice to the school administration of (School Name) _____

Name of missing / abducted child: _____

Sex _____ Race _____ Date of Birth _____

If this student is located, or if anyone calls asking for information, or requests the transfer of school records, immediate law enforcement notification is required.

Do not release any information or records until told to do so by law enforcement. Do not tell the requesting party of this notification, law enforcement will instruct you what to do. Immediately contact:

The employee assigned the case is _____ Serial No. _____

The phone number to contact the investigator is: _____

The report number on this case is _____ Date of missing / abduction _____

- If the employee is not available, ask for any Detective Supervisor.
- In you are unable to make personal contact with the assigned employee in this matter, immediately contact the Detective Watch Commander or the Patrol Watch Commander and reference this notification sheet. The phone numbers are:

Detective Watch Commander _____

Patrol Watch Commander _____

- If the child is found during off-hours, or no one answers the phone number listed above, call 911 and provide the information above.

Photograph

Attached to this form may or may not be a photograph of the missing child. Additionally, take into consideration the child's age when the photograph was taken. Many times the actual school yearbook photograph may be more current.

Photograph not provided by reporting party.

See back page for additional information / instructions

Pursuant to California Educational Code 49068.6 (a), which was added January 2001, the code requires all law enforcement agencies to notify the child's school of attendance, in writing, when a child is reported missing / abducted. The code requires the school to place the notification letter in the front of the student's school / attendance record.

This notification form has two purposes:

1. In many cases, young children in elementary school fall victim to parental abduction, or other related serious victimization / kidnapping. When this occurs, many times the abductor will have to request the previous school records in order to enroll the child into a new school. By having this form in the front of the child school / attendance record, the school would be made aware of the situation and cause law enforcement authorities to be notified immediately, potentially aiding in the recovery of the child.
2. The second purpose of this form involves cases where a child runs away and returns to school, not notifying his or her parent.

EDUCATION CODE SECTION 49062-49069.5

49068.5. EC Upon the initial enrollment of a pupil in a public or private elementary school; or whenever an elementary school pupil (a) transfers from one school district to another, (b) transfers to an elementary school within the same district, (c) transfers from one private elementary school to another, (d) transfers from a private elementary school to a public elementary school, or (e) transfers from a public elementary school to a private elementary school, the principal of the school that the child enters or to which he or she transfers **is urged to check to see if the child resembles a child listed as missing by the bulletins provided by the Department of Justice pursuant to Section 14201 of the Penal Code.**

49068.6(a) EC Any law enforcement agency responsible for the investigation of a missing child shall inform the school district, other local educational agency, or private school, in which the child is enrolled, that the child is missing. The notice shall be in writing, shall include a photograph of the child if a photograph is available, and shall be given within 10 days of the child's disappearance.

49068.6(b) EC Every school notified pursuant to this section shall place a notice that the child has been reported missing on the front of each missing child's school record. For public schools this shall be in addition to the posting requirements set forth in Section 38139.

49068.6(c) EC Local law enforcement agencies may establish a process for informing local schools about abducted children pursuant to this section.

49068.6(d) EC If a school receives a record inquiry or request from any person or entity for a missing child about whom the school has been notified pursuant to this section, the school shall immediately notify the law enforcement authorities who informed the school of the missing child's status.

Investigative Checklist.pdf

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS



This Checklist is meant to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted-children investigations.

First Responder

- Activate patrol-vehicle-mounted video camera, if circumstances warrant, when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the child is in fact missing.
- Attempt to verify the child's custody status.
- Identify the circumstances of the missing episode.
- Determine when, where, and by whom the missing child was last seen.
- Interview the individuals who last had contact with the child.
- Identify the child's zone of safety for his or her age and developmental stage.
- Make an **initial assessment**, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- Secure photos/videos of the missing child/abductor, and don't forget photos that may be available on cell phones.
- Evaluate whether the circumstances meet **AMBER Alert™ criteria** and/or other immediate community-notification protocol if not already activated. Discuss plan activation with supervisor.
- Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children's (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is in the area, does the child's case meet their activation criteria?
- Relay detailed descriptive information to communications unit for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with this task.
 - Note name, address, home/business phone numbers of each person.
 - Determine each person's relationship to the missing child.
 - Note information each person may have about the circumstances surrounding the missing episode.
 - Determine when/where each person last saw the child.
 - Ask each one, "What do you think happened to the child?"
 - Obtain names/addresses/phone numbers of the child's friends/associates and other relatives and friends of the family.
- Determine if any suspicious activity or people were seen in the area.
- Determine if any people were seen who seemed unusual, strange, or out-of-place.
- Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place **even if the premises have been previously searched by family members or others.**
- Conduct an immediate, thorough search of the missing child's home **even if the child was reported missing from a different location.**
- Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints/footprints/teeth impressions, so evidence is not destroyed during or after the initial search and to help ensure items that could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- Evaluate the contents and appearance of the child's room/residence.
- Inquire if the child has access to the Internet and evaluate its role. Do not overlook activity on social-networking websites and teen chatlines.
- Ascertain if the child has a cell phone or other electronic communication device and obtain the most recent records of their use.
- Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered "attractive nuisances."
- Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- Determine if surveillance or security cameras in the vicinity may have captured relevant information. This information may be used to help locate the child and/or corroborate or refute witness statements.
- Interview other family members, friends/associates of the child, and friends of the family to determine
 - When each last saw the child.
 - What they think happened to the child.
 - If the child had complained about being approached by anyone.

- [] Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC toll-free at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.
- [] Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File no more than two hours after receipt of the report and any information about a suspected abductor is entered into the NCIC Wanted Person File. Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever appropriate.
- [] Prepare flier/bulletin with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC toll-free at 1-800-THE-LOST (1-800-843-5678) for assistance with this step.
- [] Prepare reports/make all required notifications.

Supervisory Officer

- [] Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- [] Decide if circumstances meet the protocol in place for activation of an **AMBER Alert** and/or other immediate community-notification systems if not already activated.
- [] Determine if additional personnel are needed to assist in the investigation.
- [] Establish a command post away from the child's residence.
- [] Determine if additional assistance is necessary from
 - [] State/Territorial Police.
 - [] Missing-Children Clearinghouse.
 - [] Federal Bureau of Investigation (FBI).
 - [] Specialized Units.
 - [] Victim-Witness Services.
 - [] NCMEC's Project ALERT®/Team Adam.
 - [] CARTs.
- [] Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- [] Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- [] Verify all required notifications are made.
- [] Ensure all agency policies and procedures are in compliance.
- [] Be available to make any decisions or determinations as they develop.
- [] Use media including radio, television, and newspapers to assist in the search throughout the duration of the case.

Investigative Officer

- [] Obtain briefing from the first responding officer and other on-scene personnel.
- [] Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- [] Initiate a neighborhood canvass using a standardized questionnaire.
- [] Obtain a brief, recent history of family dynamics.
- [] Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- [] Collect article(s) of the child's clothing for scent-tracking purposes.
- [] Review and evaluate all available information and evidence collected.
- [] Secure the child's latest medical and dental records.
- [] Contact landfill management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
- [] Develop and execute an investigative plan.
- [] Conduct a criminal-history background check on all principal suspects, witnesses, and participants in the investigation.
- [] Determine what additional resources and specialized services are required.
- [] Ensure details of the case have been reported to NCMEC.
- [] Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse, FBI, and other appropriate agencies.
- [] Establish a phone hotline for receipt of tips and leads. Consider establishing an e-mail address and other methods of electronically receiving leads as well.
- [] Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on. **Note:** NCMEC has developed software, named the Simple Leads Management System, designed to manage and prioritize leads associated with missing-child investigations. It is available at no cost by calling NCMEC's Missing Children Division toll-free at 1-800-THE-LOST (1-800-843-5678).

Dental-X-ray Release.pdf

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS
OF MISSING ADULT**

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next-of-kin of any person reported missing and has not been located within 30 days may authorize the release of the dental or skeletal X-rays, or both, of the person reported missing. ***Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.*** This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays. The dental or skeletal X-rays, or both, **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within 10 days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If the missing adult is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member or next-of-kin of the above-named missing adult and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the above-named missing adult. I also consent to the release of the above-named missing adult's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing person bulletins and posters which will be distributed throughout California to law enforcement agencies, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing person, including the Attorney General's Web Site at www.caag.state.ca.us.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING ADULT		DATE	
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

Sample Missing Person Flyer.pdf

Missing/Endangered Child

Date: 4/20/2006

Case #: 06-456

Author ID: JJJ

Last Name: Jenkins
First Name: Alison
Nickname: Ali
Age: 9
Gender: Female
Height: 4'3"
Weight: 85
Eyes: Blue
Hair: Blonde
Complexion: Fair
Race: Caucasian



Alison was last seen in Rayburn Park in River City at 3:30 PM on April 20th while walking home from school.

Alison was wearing a blue jeans overall with a bright yellow short-sleeved shirt. She was wearing red tennis shoes and her hair was in a ponytail.

A possible suspect seen in the area is a white male, 6'0" and 175 lbs, wearing blue jeans and a white tee shirt.

The suspect may be driving a blue Ford Taurus, estimated 1995 model.

Any information on Alison, the suspect, or the vehicle should be reported to this department immediately.

River City Police Department

650/665-6655

See www.criticalreach.org for more information on Critical Reach alerts.

SCJCDPD_TASER_REPORT.pdf



SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

1501 Mendocino Ave., Santa Rosa CA 95401 Main: (707) 527-1000 Fax: (707) 524-1695

TASER USE REPORT

Date/Time: _____ CR #: _____ Fire/Med. Incident #: _____

TASER Officer's Name: _____ E-mail: _____

Department Address: _____ Phone: _____

On Scene Supervisor: _____ Officer(s) Involved: _____

TASER Serial #: _____ Medical Facility: _____ Doctor: _____

Nature of the Call or Incident: _____ Charges: _____ Booked: Yes No

Location of Incident: Indoor Outdoor Jail Hospital _____

Type of Force Used (Check all that apply): Physical Less-lethal Firearm

Nature of the Injuries and Medical Treatment Required: _____

Admitted to Hospital for Injuries: Yes No

Admitted to Psychiatric Emergency Services: Yes No

Medical Exam: Yes No Suspect Under the Influence: Alcohol / Drugs (specify): _____

Was an Officer, Police Employee, Volunteer or Citizen Injured? Yes No

Incident Type:

Civil Disturbance Suicidal Suicide by Cop Violent Suspect Barricade Warrant Service Other

Age: _____ Sex: _____ Height: _____ Race: _____ Weight: _____

TASER use: Success Failure Suspect wearing heavy clothes: Yes No

Number of Air Cartridges fired: _____ Number of cycles applied: _____

Usage (check one): Arc Display Only Laser Display Only Touch Stun TASER Application

TASER: Is this a dart probe contact: Yes No Is this a probe contact: Yes No

TASER® weapon used: X-26 X-2

Approximate target distance at the time of the dart launch: _____

Distance between the two probes: _____ Need for an additional shot? Yes No

Did dart contacts penetrate the subject's skin? Yes No

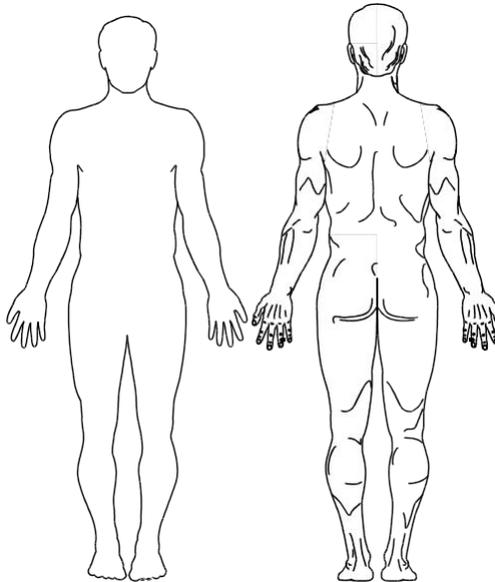
Probes removed on scene: Yes No

Did the application cause injury: Yes No

If yes, was the subject treated for the injury: Yes No

DESCRIPTION OF INJURY:

APPLICATION AREAS - Points of contact (place "X's" where probes hit suspect)



SYNOPSIS:

Need for additional applications? Yes No Did the device respond satisfactorily? Yes No

Describe the subject's demeanor after the device was used or displayed?

Chemical Spray: Yes No

Baton or Blunt Instrument: Yes No

Authorized control holds: Yes No If yes, what types: _____

Describe other means attempted to control the subject: _____

ADDITIONAL INFORMATION

SCJCDPD Use of Force Tracking Form.pdf

DiscriminatoryHarassmentAcknowledgement2.pdf



SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

1501 Mendocino Ave., Santa Rosa CA 95401 Main: (707) 527-1000 Fax: (707) 524-1695

Acknowledgement

Discriminatory Harassment Policy

I, _____, have read and understand the Sonoma County Junior College

District Police Department's policy relating to the **Discriminatory Harassment Policy**.

By signing below, I acknowledge my understanding of the policy and agree that I will abide by its provisions.

Furthermore, I understand that if at any time I am found to be in violation of this policy, I am subject to disciplinary action up to and including termination.

Signature

Date

Witness

SRJCDomesticViolenceCheckist.pdf

Child Abduction Checklist.pdf

**CHILD ABDUCTION & RISK OF DANGER TO
CHILD ASSESSMENT CHECKLIST**

ALWAYS consider the child endangered until proven otherwise.

ABDUCTOR-SUSPECT INFORMATION

- Prior threats to abduct child
- Prior abductions and/or prior concealments
- Has strong family ties in other states or countries
- Unwed parents
- Criminal history
- Has a weapon/access to a weapon
- Has/is threatening suicide
- Child taken without any personal items
- Recently been fired from employment
- Recently quit employment
- Made verbal threats to harm custodian/child
- Major deviation from normal behavior pattern
- Prior incidence of violence
- History of Domestic Violence/Child Abuse
- Chronic alcoholism/drug use
- Currently Under the Influence
- Mental illness
- Registered sex offender
- History of Stalking
- History of violent criminal acts
- Custody battle/recent divorce or separation
- Potential of International Abduction
- Has passport & support system outside U.S.
- Child has current passport
- Signs of pre-abduction plans to leave the U.S.
- Cumulative recent "stressors" and/or loss of "control" over personal life or other individuals

MOTHER ABDUCTOR-SUSPECT INFORMATION

(Additional factors common to female caretaker abductors)

- Allegations of child abuse by male custodian/father
 - Allegations are supported by mother's family
 - Child under age six
 - Recent court hearing/decision regarding custody
-
-

CHILD(REN) INFORMATION

- Is within at-risk age group
 - Is preschool age or younger
 - Knows own address and telephone number
 - Knows how to dial 911
 - No or limited English-speaking ability
 - Acute Serious Health Concern
 - Chronic Serious Health Concern
 - Requires Medication
 - Developmentally Delayed
 - Physical Disability
 - Child is Drug Dependent
 - Potential violence or sexual abuse of victim
-
-

CULTURAL CONSIDERATIONS

- Potential "Honor Killing"
 - Potential unwilling victim of "Marriage Abduction"
 - Child seen as rightful property of abducting party
 - Potential maiming such as, female circumcision
 - Mixed culture marriage relationship
 - Parents are members of a religious cult, militia, or other extremist group
-
-

This checklist is intended as a guide and may not be all-inclusive.
Local jurisdictions may have varying requirements.

Sponsored by The California Child Abduction Task Force and
The Governor's Office of Emergency Services
Children's Section (916) 323-7449

**CHILD ABDUCTION
FIRST RESPONDING OFFICER CHECKLIST**

RESPOND

RESPOND to ANY disappearance of a child as an Abduction Case until further information is developed. CHILD ABDUCTION BY A FAMILY MEMBER must be treated as an urgent missing child investigation. ALWAYS consider the child endangered until proven otherwise.

WITHOUT DELAY BROADCAST SUPPLEMENTAL INFORMATION TO: All police communication channels, other patrol officers, other law enforcement agencies, and consider AMBER ALERT.

GATHER DATA RELEVANT TO THE INITIAL RESPONSE: interview reporting party & witnesses

- Ensure child is missing
- Description of child
- Circumstances of disappearance
- Description of alleged perpetrator (if known)
- Description of vehicle
- Initial determination of abduction type
- Risk assessment (see risk assessment checklist)

YOU MUST IMMEDIATELY

- Establish and secure the crime scene
- Additional personnel and supervision

NOTIFY

- Additional personnel and supervision
- Highway Patrol

ENTER INFORMATION INTO

The Department of Justice Missing Person System (MUPS/NCIC)

GATHER ADDITIONAL INVESTIGATIVE DATA

- Photograph & other identifying data
- Re: child (and abductor-suspect, if known)
- Detailed family history
- Locations of other family members
- School, health and other info re: child
- Possible destinations

PRIOR TO LEAVING THE SCENE ADVISE FAMILY

- How to access victim witness services
- Can offer DNA if child is missing 30 days

IF APPROPRIATE, NOTIFY THE:

- District Attorney's Family Child Abduction Unit
- Local office of the FBI
- Media
- Amber Alert
- National Center For Missing & Exploited Children
- Missing children nonprofit organizations

CONTACTS AND RESOURCES

DOJ Missing & Unidentified
Persons Unit..... (916) 227-3290

DOJ Missing Children Hotline (800) 222-FIND
(3463)

California Highway Patrol or
nearest CHP Communications (800) TELL-CHP
Center..... (835-5247)

FBI

Los Angeles (310) 996-5000
Sacramento (916) 481-9110
San Diego (858) 565-1255
San Francisco..... (415) 553-7400

National Center for Missing &
Exploited Children..... (800) 843-5678

Missing Children Organizations:

District Attorney's Child Abduction Unit

Sponsored by

The California Child Abduction Task Force
and
The Governor's Office of Emergency Services
Children's Section
(916) 323-7449

This checklist is a suggested guide, but is not all-inclusive.
Local jurisdictions may have protocols with varying requirements.

HateCrimeBrochure2.pdf

amount of money designed to punish that person and to deter future violations of these laws. The court also may issue a restraining order or other type of injunctive order to protect you from further harm, and may order the person who has harmed you to pay your attorney's fees if you have hired an attorney.

What can you and your community do?

- Speak out against hate and intolerance
- Support the victims by holding community rallies and offering support and assistance to the victim.
- Encourage public officials to state their opposition to hate crimes.
- Establish a hate crime network that includes law enforcement, local government, schools, religious organizations and community-based organizations that immediately responds to a hate crime when it occurs and promotes prevention and awareness.

How To Obtain Assistance

If you have been the victim of a hate crime, the following resources may be of assistance to you:

- California Attorney General's Office of Victims' Services
Telephone: (877) 433-9069
- State of California - Department of Fair Employment and Housing
Telephone: 1-800-884-1684
TTY: 1-800-700-2320

- California State Board of Control Victims of Violent Crime Unit
Telephone: 1-800-777-9229
- Your local District Attorney's Victim/Witness Program (County listing in the telephone book)
- The United States Attorney's Office Victim/Witness Assistance Program in your district (Federal listing in the telephone book)
- United States Department of Justice, Community Relations Services (Federal listing in the telephone book)

For further information on this program and other crime prevention material, write to

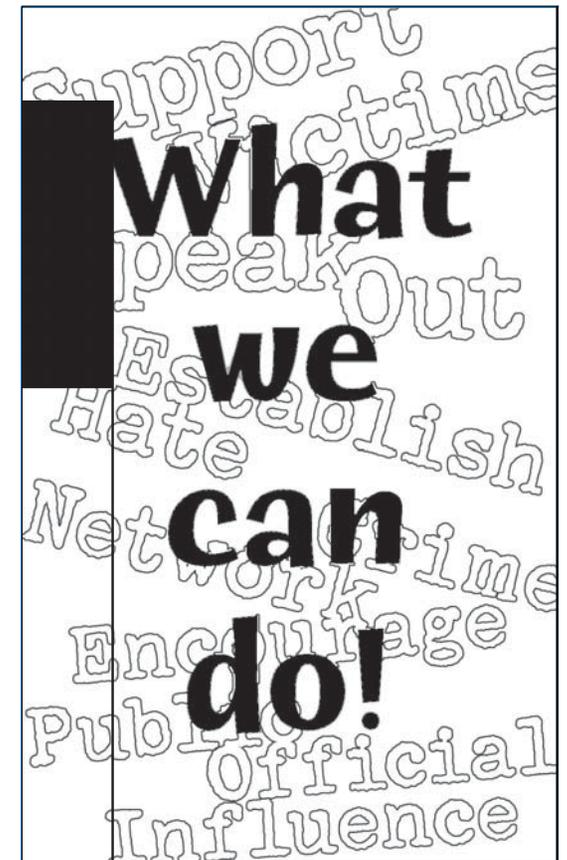
Crime and Violence Prevention Center
California Attorney General's Office
P.O. Box 944255
Sacramento, CA 94244-2550
www.safestate.org

This publication can be downloaded from www.safestate.org/publications

This publication is also available in: Arabic, Armenian, Chinese, Hindi, Korean, Punjabi, Spanish and Vietnamese



Preventing Hate Crime



Crime and Violence Prevention Center
California Attorney General's Office

“Hate Crimes are among the most dehumanizing of crimes because the perpetrator views his or her victim as lacking full human worth due to his or her skin color, language, religion, sexual orientation, or disability. In addition, a hate crime impacts the entire group to which the victim belongs, spreading concern throughout the community.”

California Attorney
General’s Office

Hate Crimes in California

In California, you can be a victim of a hate crime if you have been targeted because of your race or ethnicity, nationality, religion, gender, sexual orientation, physical or mental disability or your association with a person or group with one of more of these “real” or “perceived” characteristics.

It is important to be able to differentiate between hate incidents and hate crimes.

A **hate incident** is an action or behavior that is motivated by hate, but is protected by the First Amendment right to freedom of expression. Examples of hate incidents can include name calling, epithets, distribution of hate material in public places, and the display of offensive hate-motivated material on one’s property. The freedoms guaranteed by the U.S. Constitution, such as the freedom of speech, allow hateful rhetoric as long as it does not interfere

with the civil rights of others. If this type of behavior escalates to threats being made or carried out against a person or property, then it would be classified as a ***hate crime***.

A **hate crime** is a criminal act or attempted criminal act committed against a victim or his, her, or its property because the victim is, or is perceived to be a member of a protected class. (A victim can include an entity or group.)

Hate crimes should be reported to the proper authorities, such as your local police or sheriff’s department. If these hate crimes are not reported to law enforcement, the perpetrators will continue to act on their beliefs and will continue to pose a threat to society.

Hate Crime Victims

If you suspect you are a victim of a hate crime, you should:

- Call the police or sheriff’s department immediately.
- Obtain medical attention (if needed).
- Write down the exact words that were spoken and any other information that may be of value.
- Save any evidence (graffiti, egg shells, writing on victim’s vehicle). Do not remove any evidence. Wait until law enforcement officers respond and take photographs.
- Get the name(s), address(es), and telephone number(s) of other victims and witnesses.
- If possible, get a description of the perpetrator and perpetrator’s vehicle.
- Call community-based organizations in your area that respond to hate crimes.

Basic Clues

The following list indicates signs that a hate crime may have been committed:

- Perception of the victim or witness that he/she was selected by the perpetrator because of his or her membership in a protected class.
- Written or oral comments of the perpetrator that may indicate a bias.
- Date of incident coincides with a day that is of significance to the victim’s protected class.
- Differences between the race or religion, for example, of the victim and the perpetrator.
- Organized hate group activity in the area.

Services Available to Hate Crime Victims

- You have certain rights under the California Constitution’s Victim’s Bill of Rights. For example, you may be entitled to information about the prosecution of the perpetrator, and have the right to present a victim impact statement at the time of sentencing.
- You may be entitled to restitution for any loss, damage or injury that you may incur.
- You are also protected under the Ralph Act and the Bane Act. Under these laws, a court may award money to you. The court may require the person who has violated your rights to pay a civil penalty (\$25,000) to you, money to compensate you for the actual harm you have suffered, and/or an additional

SRJCUseOfForceTrack.pdf

Discriminatory_Harassment_Acknowledgement2.png

Tattoo Acknowledgment.pdf

SRJCUseOfForceTrack.pdf

SRJCUseOfForceTrack.pdf

SRJCUseOfForceTrack.pdf

Discriminatory_Harassment_Acknowledgement2.png

Tattoo Acknowledgment.pdf



SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

1501 MENDOCINO AVE., SANTA ROSA CA 95401 MAIN: (707) 527-1000 FAX: (707) 524-1695

Acknowledgement

Personal Appearance Standards Tattoos

I, _____, have read and understand the Sonoma County Junior College District Police Department's policy relating to **Personal Appearance Standards** and the restrictions imposed relating to tattoos.

By signing below, I acknowledge that I will remain in compliance of this policy for the duration of my employment. Furthermore, I understand that if at any time I am found to be in violation of this policy, I am subject to disciplinary action up to and including termination.

Signature

Date

Witness



SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

1501 MENDOCINO AVE., SANTA ROSA CA 95401 MAIN: (707) 527-1000 FAX: (707) 524-1695

Acknowledgement

Personal Appearance Standards Tattoos

I, _____, have read and understand the Sonoma County Junior College District Police Department's policy relating to **Personal Appearance Standards** and the restrictions imposed relating to tattoos.

By signing below, I acknowledge that I will remain in compliance of this policy for the duration of my employment. Furthermore, I understand that if at any time I am found to be in violation of this policy, I am subject to disciplinary action up to and including termination.

Signature

Date

Witness

SRJCDomesticViolenceCheckist.pdf

SRJCDomesticViolenceCheckist.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

DOMESTIC VIOLENCE CHECKLIST

Page 1 of 2

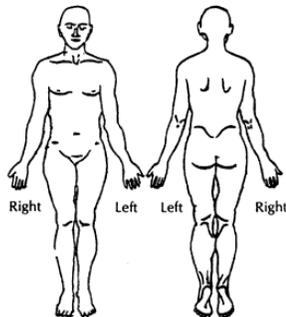
DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
--------------------------------	-------------	---------------------------------	----------------------------

SUSPECT INFORMATION

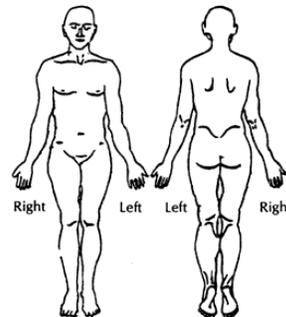
Suspect on scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested at scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect cited and released?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested per 836 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Suspected transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Suspect photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken (within 24-72 hours): _____
Suspect made death threats; 422 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Suspect threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Suspect under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Suspect interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect interviewed before Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect advised of Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect admitted crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect has prior DV arrest?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

VICTIM INFORMATION

Victim injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Victim photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	Date taken (within 24-72 hours): _____
Victim used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Victim threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Victim under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Victim claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV arrest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior victim of DV?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim cooperative with investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	



VICTIM INJURIES



SUSPECT INJURIES

*NOTE: Items with an asterisk require an explanation in the report narrative.



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

DOMESTIC VIOLENCE CHECKLIST

Page 1 of 2

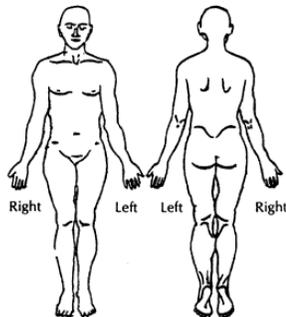
DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
--------------------------------	-------------	---------------------------------	----------------------------

SUSPECT INFORMATION

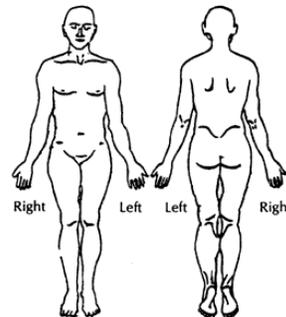
Suspect on scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested at scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect cited and released?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested per 836 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Suspected transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Suspect photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken (within 24-72 hours): _____
Suspect made death threats; 422 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Suspect threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Suspect under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Suspect interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect interviewed before Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect advised of Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect admitted crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect has prior DV arrest?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

VICTIM INFORMATION

Victim injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Victim photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	Date taken (within 24-72 hours): _____
Victim used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Victim threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Victim under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Victim claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV arrest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior victim of DV?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim cooperative with investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	



VICTIM INJURIES



SUSPECT INJURIES

*NOTE: Items with an asterisk require an explanation in the report narrative.



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

**DOMESTIC VIOLENCE
CHECKLIST**

Page 1 of 2

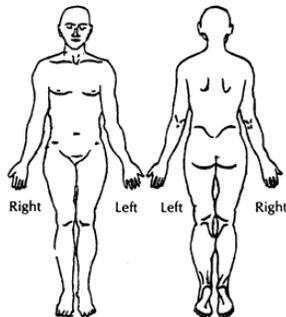
DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
--------------------------------	-------------	---------------------------------	----------------------------

SUSPECT INFORMATION

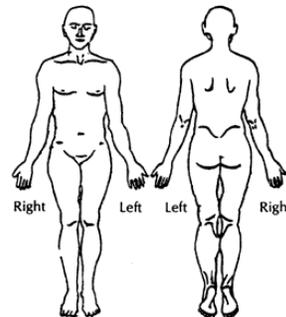
Suspect on scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested at scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect cited and released?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect arrested per 836 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Suspected transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Suspect photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken (within 24-72 hours): _____
Suspect made death threats; 422 PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Suspect threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Suspect under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Suspect interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect interviewed before Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect advised of Miranda?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect admitted crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suspect has prior DV arrest?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Suspect has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

VICTIM INFORMATION

Victim injured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Injury type: _____
Medical treatment needed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim transported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital: _____
Medical release?	<input type="checkbox"/> Obtained <input type="checkbox"/> Declined	
Victim photos taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date taken: _____
Follow up photos explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	Date taken (within 24-72 hours): _____
Victim used weapon?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Weapon type: _____
Victim threatened to use weapon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weapon type: _____
Was the weapon seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim used alcohol/drugs?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Type of alcohol/drugs: _____
Victim under the influence?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	How much alcohol/drugs (BAC): _____
Victim claims self defense?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV arrest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Victim has prior DV conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior victim of DV?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
Victim cooperative with investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	



VICTIM INJURIES



SUSPECT INJURIES

*NOTE: Items with an asterisk require an explanation in the report narrative.

CHP 187A Form.pdf

Refer To Page 2 For Detailed Instructions

SUPERVISOR'S INITIALS	VEHICLE PURSUIT NUMBER (For your agency use only, if applicable)
-----------------------	--

ALL CALIFORNIA LAW ENFORCEMENT AGENCIES: Carefully read the following information prior to completing form:
Vehicle Pursuit Data: Vehicle Code Section 14602.1 requires that "every state and local law enforcement agency, including, but not limited to, city police departments and county sheriffs' offices, shall report to the Department of California Highway Patrol, on an approved form, all vehicle pursuit data." This form has been developed to record this information.

Vehicle Pursuit Defined: An event involving one or more law enforcement officers attempting to apprehend a suspect operating a motor vehicle while the suspect is attempting to avoid arrest by using high speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but **willfully failing to yield** to the officer's signal to stop.

SECTION I - Mandatory For ALL California Law Enforcement Agencies Involved In Vehicle Pursuit

1. AGENCY NCIC	2. AGENCY NAME (Specify district, i.e., LAPD Rampart)	3. DATE VEHICLE PURSUIT WAS INITIATED	4. TIME VEHICLE PURSUIT WAS INITIATED (24 hr., e.g., 1430)
5. TIME YOUR AGENCY BECAME INVOLVED IN VEHICLE PURSUIT (24 hr., e.g., 1430)	6. PURSUED VEHICLE LICENSE PLATE NUMBER	7. STATE	8. VIN NUMBER (Complete only if "cold plated" or no license plate available)
9. TOTAL TIME YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT (Minutes)	10. TOTAL DISTANCE YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT (Miles)	11. COUNTY WHERE VEHICLE PURSUIT BEGAN	
12. AGENCY INITIATING VEHICLE PURSUIT	13. DID YOUR AGENCY TURN PURSUIT OVER? (If yes, indicate the agency below) <input type="checkbox"/> No <input type="checkbox"/> Yes	14. DID YOUR AGENCY CONCLUDE VEHICLE PURSUIT? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, complete Section II below)	
15. LIST I.D. NUMBERS OF YOUR AGENCY'S OFFICERS INVOLVED IN VEHICLE PURSUIT (Do not list names)			
16. ORIGINAL VIOLATION OBSERVED BY AGENCY INITIATING THE VEHICLE PURSUIT (Leave this section blank if your agency did not initiate pursuit) Section & Code: _____ a. <input type="checkbox"/> Felony b. <input type="checkbox"/> Misdemeanor c. <input type="checkbox"/> Infraction d. <input type="checkbox"/> BOL/Warrant/Wanted e. <input type="checkbox"/> Other: _____			
17. INDICATE THE ATTEMPTED FORCIBLE STOP(S) AND NUMBER OF TIMES ATTEMPTED Spike Strip _____ PIT _____ Other Ramming _____ Boxed In _____ Remote Engine Disabler _____ Other (Explain) _____			

If there were any injuries that were incurred as a result of a collision during your agency's involvement in the vehicle pursuit, and your agency did not conclude the vehicle pursuit, answer only #18 in Section II below.

SECTION II - Complete Only If Your Agency Brought Vehicle Pursuit To Conclusion (Includes Aborting Vehicle Pursuit)

18. WERE THERE ANY INJURIES INCURRED AS A RESULT OF A COLLISION? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, indicate the number of each type of injury:	19. WERE ANY INJURIES INCURRED AFTER THE VEHICLE PURSUIT? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, indicate the number of each type of injury:																																													
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Police Officer(s)</th> <th style="width: 15%;">Suspect(s)</th> <th style="width: 15%;">Other(s)</th> </tr> </thead> <tbody> <tr> <td>Fatal Injury</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Severe Injury</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other Visible Injury</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Complaint of Pain</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Police Officer(s)	Suspect(s)	Other(s)	Fatal Injury	_____	_____	_____	Severe Injury	_____	_____	_____	Other Visible Injury	_____	_____	_____	Complaint of Pain	_____	_____	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Police Officer(s)</th> <th style="width: 15%;">Suspect(s)</th> <th style="width: 15%;">Self-Inflicted</th> <th style="width: 15%;">Other(s)</th> </tr> </thead> <tbody> <tr> <td>Fatal Injury</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Severe Injury</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other Visible Injury</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Complaint of Pain</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Police Officer(s)	Suspect(s)	Self-Inflicted	Other(s)	Fatal Injury	_____	_____	_____	_____	Severe Injury	_____	_____	_____	_____	Other Visible Injury	_____	_____	_____	_____	Complaint of Pain	_____	_____	_____	_____
	Police Officer(s)	Suspect(s)	Other(s)																																											
Fatal Injury	_____	_____	_____																																											
Severe Injury	_____	_____	_____																																											
Other Visible Injury	_____	_____	_____																																											
Complaint of Pain	_____	_____	_____																																											
	Police Officer(s)	Suspect(s)	Self-Inflicted	Other(s)																																										
Fatal Injury	_____	_____	_____	_____																																										
Severe Injury	_____	_____	_____	_____																																										
Other Visible Injury	_____	_____	_____	_____																																										
Complaint of Pain	_____	_____	_____	_____																																										

20. SUSPECT WAS WAS NOT APPREHENDED. WHICH ONE OF THE FOLLOWING MOST NEARLY DESCRIBES THE EVENT CONCLUDING THE VEHICLE PURSUIT?

<input type="checkbox"/> Pursued suspect voluntarily stopped	<input type="checkbox"/> Pursuit aborted by law enforcement agency	<input type="checkbox"/> Pursued vehicle escaped pursuing vehicle
<input type="checkbox"/> Forcible stop	<input type="checkbox"/> Pursued vehicle and pursuing vehicle collided	<input type="checkbox"/> Suspect abandoned vehicle and fled on foot
<input type="checkbox"/> Pursued vehicle became disabled	<input type="checkbox"/> Pursued vehicle became involved in collision	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Pursuing vehicle became disabled	<input type="checkbox"/> Pursuing vehicle became involved in collision	

21. MOST SERIOUS VIOLATION SUSPECT(S) CHARGED WITH UPON CONCLUSION OF THE VEHICLE PURSUIT (Do NOT use 2800.1, 2800.2, or 2800.3 CVC)

Section & Code: _____ a. Felony b. Misdemeanor c. Infraction d. BOL/Warrant/Wanted e. Other: _____

22. D.O.B. OF PERSON PURSUED	23. GENDER OF PERSON PURSUED <input type="checkbox"/> Male <input type="checkbox"/> Female	24. DRIVING UNDER THE INFLUENCE? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, indicate substance(s) used)	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Drugs	<input type="checkbox"/> Combo
------------------------------	---	---	----------------------------------	--------------------------------	--------------------------------

25. ETHNICITY

<input type="checkbox"/> White	<input type="checkbox"/> Japanese	<input type="checkbox"/> Laotian	<input type="checkbox"/> Guamanian	<input type="checkbox"/> American Indian
<input type="checkbox"/> Black	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Alaskan
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Other Not Listed
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan	<input type="checkbox"/> Asian Indian	

ALLIED AGENCY VEHICLE PURSUIT REPORT

CHP 187A (Rev. 4-03) OPI 051

INSTRUCTIONS - READ CAREFULLY

SECTION I - Mandatory For All California Law Enforcement Agencies Involved In Vehicle Pursuit

1. **Agency NCIC** - Enter the four-digit NCIC number for the agency **completing this form**.
2. **Agency Name** - Enter the name of the law enforcement agency **completing this form**.
3. **Date Vehicle Pursuit Was Initiated** - Enter the **date the vehicle pursuit was initiated** by the agency involved.
4. **Time Vehicle Pursuit Was Initiated** - Enter the **exact time the vehicle pursuit actually began** (*i.e., when the stop was initiated*). If your agency was not the initiating agency, contact the initiating agency to correctly enter this time.
5. **Time Your Agency Became Involved In Vehicle Pursuit** - If not initiating agency, **enter the time your agency joined the vehicle pursuit**. If initiating agency, enter time from #4.
6. **Pursued Vehicle License Plate Number** - Enter the pursued vehicle license plate number.
7. **State** - Enter the state of the pursued vehicle license number (*i.e., CA, NV, etc.*).
8. **VIN Number** - Enter the pursued vehicle VIN number only if the pursued vehicle was "cold plated" or there was no license plate.
9. **Total Time Your Agency Was Involved In Vehicle Pursuit** - Enter the total time in **minutes** your agency was involved in the vehicle pursuit.
10. **Total Distance Your Agency Was Involved In Vehicle Pursuit** - Enter the total length in **miles** your agency was involved in the vehicle pursuit.
11. **County Where Vehicle Pursuit Began** - Enter the county where the vehicle pursuit first began.
12. **Agency Initiating Vehicle Pursuit** - Indicate the agency initiating the vehicle pursuit.
13. **Did Your Agency Turn Vehicle Pursuit Over?** - Indicate if your agency turned the pursuit over to another agency. If so, name the agency and station or office (*i.e., CHP Fresno, or LAPD Rampart*).
14. **Did Your Agency Conclude Vehicle Pursuit?** - Indicate if your agency brought the vehicle pursuit to conclusion.
15. **List I.D. Numbers Of Your Agency's Officers Involved In Vehicle Pursuit** - Enter the ID numbers of the officers from your agency involved in the vehicle pursuit.
16. **Original Violation Observed By Agency Initiating The Vehicle Pursuit** - Enter the applicable section and code, and check the appropriate box for the violation observed by the agency that initiated the traffic stop/pursuit (*not always CVC*). If your agency did not initiate the pursuit leave this section blank. (*"Other" category includes suspicious vehicles, etc.*)
17. **Indicate The Attempted Forcible Stop(s) And Number Of Times Attempted** - Enter the number of attempted forcible stops in the space provided accordingly. A "forcible stop" is defined as the use or presence of physical force (e.g., roadblock, ramming, boxing-in, channelization, pursuit immobilization technique [PIT], etc.).

SECTION II - Complete Only If Your Agency Brought Vehicle Pursuit To Conclusion (Includes Aborting Vehicle Pursuit)

18. **Were There Any Injuries Incurred As A Result Of A Collision?** - If a collision occurred as a result of the vehicle pursuit while your agency was involved, check the "yes" box. If a collision occurred as a result of the vehicle pursuit **before or after your agency was involved**, check the "no" box. If the "yes" box is checked, indicate the **number of each type of injury** corresponding to the victim type (*police officer, suspect, or other*). "Suspect" includes all occupants of the pursued vehicle. "Other" includes any other victim of the vehicle pursuit (*i.e., collision with other party, bystander, etc.*).
19. **Were Any Injuries Incurred After The Vehicle Pursuit?** - If any injuries were incurred by officers, suspects, bystanders, etc., as a result of any event occurring after the vehicle pursuit (*e.g., foot pursuit, arrest, shooting*), and while your agency was involved, check the "yes" box. Indicate the **number of each type of injury** corresponding to the victim type.
20. **Suspect Was, Was Not Apprehended. Which One Of The Following Most Nearly Describes The Event Concluding The Vehicle Pursuit?** - Indicate whether or not the suspect was apprehended by your agency and check the one box that most clearly describes the event terminating the vehicle pursuit. If the vehicle pursuit was terminated by an event not listed, check the "other" box and write a short description of the event (*e.g., the suspect was "cornered" in an alley or "apprehended by citizen"*).
21. **Most Serious Violation Suspect(s) Charged With Upon Conclusion Of The Vehicle Pursuit** - Enter the single most serious violation and the code (*i.e., felony over misdemeanor*) and check the appropriate box for which the suspect(s) was arrested at the end of the vehicle pursuit. 2800.1, 2800.2, or 2800.3 CVC should not be used as this violation relates only to the act of evading and does not describe the reason for the vehicle pursuit.
22. **D.O.B. Of Person Pursued** - Enter the date of birth of the person pursued.
23. **Gender Of Person Pursued** - Indicate the gender of the person pursued.
24. **Driving Under The Influence?** - Indicate if pursued driver was under the influence and substance(s) used, if known.
25. **Ethnicity** - Indicate the ethnicity that most closely resembles the person pursued.

Completed forms should be mailed to: **California Highway Patrol** or **Fax: (916) 375-2852**
Support Services Section, Data Analysis Unit
P.O. Box 942898, Sacramento, CA 94298-0001

Questions concerning the completion of this form should be directed to the California Highway Patrol, Research and Planning Section, at (916) 657-7237.

SRJC 7.18P Scan.pdf

Santa Rosa Junior College

7.18P

RESPONSE TO RAPE AND SEXUAL ASSAULT PROCEDURES

BOARD REVIEW: JULY 14, 1992

REVISED: NOVEMBER 14, 1995

REVIEWED: APRIL 10, 2001

REVIEWED: MARCH 10, 2009

1. Definitions

- a. Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and related conduct that threatens the health and safety of another person.
- b. For the purposes of this procedure, victim refers to any student, employee and/or visitor who experiences sexual assault as defined above on District owned or maintained property and/or while participating in District sponsored or supervised activities.

2. Reporting

- a. District personnel shall make every effort to ensure that victims of sexual assault feel safe enough to report this crime. Throughout the notification process and subsequent investigation, confidentiality and consideration for issues such as the nature of the relationship between the victim and assailant, social biases re: victims of sexual assault and the possibility of the victim having continued contact with the assailant will be given high priority. In that interest, the victim has the right to be accompanied by a person of his/her choice at all proceedings related to the sexual assault.
- b. If the victim of a sexual assault is a minor (under 18 years of age), an elder or a dependent adult, state law mandates that any employee of the District immediately report this crime to the District Police Department. The duty to report rests with the individual who learns of the sexual assault and must be met by notifying District Police immediately and calling Child Protective Services (CPS) or Adult Protective Services (APS) upon learning of a previously unreported assault.
- c. A victim who is not a minor, elder or dependent adult may choose not to report a sexual assault. However, any such victim should be encouraged to notify District Police or Health Services as soon as possible and should be referred to one of the community's advocacy agencies, i.e. United Against Sexual Assault.

3. Legal Reporting:

The following legal reporting requirements are the responsibility of the District Chief of Police.

- a. In accord with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall make statistics concerning specific types of crime, including sexual assault, available to students and employees.
- b. In cases of violent crimes with potential threat to other students and employees, the District shall make timely reports, respecting the confidentiality of the victim, in order to aid in the prevention of similar occurrences.

4. District Services

- a. Emergency intervention, including assessment, personal safety assistance, transportation for medical treatment and referral to appropriate community agencies, shall be provided by District Police. If the victim does not choose to report the crime to the police department, Health Services/Student Psychological Services shall provide the emergency intervention.
- b. Explanation of options and alternatives available to the victim shall be coordinated by the police department and the District Compliance Office and include but are not limited to: filing a police report, filing a sexual harassment complaint, filing a civil suit, availability of mediation, housing alternatives, withdrawal without penalty, disciplinary options available through the Student Conduct Code and academic assistance alternatives.

5. Case Management

- a. Upon request, the victim shall be kept informed of the status and disposition of any District disciplinary proceedings in connection with the assault by the District Compliance Office in consultation with the appropriate administrator(s).
- b. District Police shall keep the victim informed of the status of the criminal investigation, if any, and will provide liaison with the District Attorney's office as necessary.
- c. Health Services, including Student Psychological Services, will, upon request, assist student victims in dealing with the emotional and physical difficulties that may arise in response to the sexual assault and its impact.

6. Confidentiality and Requests for Information

- a. The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law.
- b. Requests for information from the press and others concerned will be handled by the Public Relations Office in consultation with the District's Compliance Office and in accordance with the Family Educational Rights and Privacy Act, applicable California Education and Administrative Code sections and District policy.

7. Dissemination of Procedure

The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law.

**Rape and Sexual Assault Response Procedures for
Sonoma County Junior College District Employees**

Upon learning of a rape or sexual assault, it is important to support and protect the victim while following District procedures. In accordance with the Federal Crime Reporting Act, in all cases where the employee has "significant responsibility dealing with student and campus activities," that employee shall maintain and report statistics on sexual assaults where the victim does not want to report the crime, to the police department. (For questions, contact District Police Administration).

IF THE VICTIM WISHES TO REPORT A SEXUAL ASSAULT:

Immediately contact the District Police Department.

VICTIM IS NOT A MINOR, ELDER, OR DEPENDENT ADULT AND DOES NOT WISH TO REPORT:

Encourage victim to contact Health Services, Student Psychological Services, or District Police Department to obtain referral and support services. If possible, escort victim to departments listed.

VICTIM IS A MINOR, ELDER OR DEPENDENT ADULT AND DOES NOT WISH TO REPORT: Report immediately to District Police and Child Protective Services or Adult Protective Services.

SRJC Use Of Force Track Form (2).pdf

SRJCVehicleServiceForm (1).pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

VEHICLE SERVICE FORM

- PROCEDURE:**
- 1) The SRJCPD staff member identifies any type of vehicle malfunction or repair need
 - 2) The staff member completes this Vehicle Service Form
 - 3) The staff member sends the completed form to mgriffin@santarosa.edu via e-mail attachment
 - 4) The staff member writes the problem in red dry erase marker on the Vehicle Status Board (hallway)
 - 5) If the vehicle needs immediate repair the staff member is to clear the vehicle of all weapons

VEHICLE NUMBER:	DATE	TIME:	ODOMETER
STAFF MEMBER NAME:			
CHECKLIST:		TYPE OF ISSUE:	
Vehicle out of service (non operational)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Mechanical	
Priority repair?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Electrical (vehicle)	
Weapons removed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Electrical (equipment)	
Was the vehicle towed in from the field?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Radio	
Was the vehicle involved in a collision?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> MDC	
If T/C, supervisor notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Equipment (other)	

SERVICE REQUEST / NATURE OF MALFUNCTION / REPAIR (describe in detail)

FOR OFFICE USE ONLY:

VEHICLE TO FACOPS:	
VEHICLE TO COUNTY FLEET OPS:	
VEHICLE TO DEALERSHIP:	
VEHICLE RETURNED:	

REPAIR NOTES:

SCJCPD ID Form Rev 8-2016.pdf

SRJCID Rev 8-2016.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

**PHOTOGRAPHIC AND
IN-FIELD IDENTIFICATION**

DATE OF INCIDENT

TIME

NCIC NUMBER
CA0491400

CASE NUMBER
JC -

PHOTOGRAPHIC IDENTIFICATION:

You will be asked to look at several photographs of individuals. You should draw no inference that the subject involved in this matter is amongst those in the photographs just because they are being shown to you. The relative position and quality of the photographs have no significance. Make no identification based upon variations in the photographs such as clarity or backgrounds. Keep in mind that hairstyles, facial hair, weight, and complexions of individuals may change over time. Remember the subject may not be included in this group. You are not obligated to identify anyone. You should be positive of any identification made. It is just as important to protect innocent persons from suspicion as it is to identify any responsible party.

Identification: Photograph # _____	<input type="checkbox"/> None <input type="checkbox"/> Probable <input type="checkbox"/> Positive
---------------------------------------	---

IN-FIELD IDENTIFICATION:

You will be asked to look at an individual or individuals who have been detained. You should draw no inference from the fact that the individual(s) is in custody; i.e. handcuffed and/or in a police vehicle. You are not obligated to identify anyone. You should be positive of any identification made. It is just as important to free innocent persons from suspicion as it is to identify guilty parties.

Identification:	<input type="checkbox"/> None <input type="checkbox"/> Probable <input type="checkbox"/> Positive
-----------------	---

Please do not discuss this case with other witnesses nor indicate in any way to anyone whether or not you identified someone. Only discuss this matter with and/or direct all questions to the investigating officer. The law precludes the investigating officer from confirming the results of any identification you should make.

I have been informed and understand the above which was related to me by a representative of the Sonoma County Junior College District Police Department. My Identification statement below accurately reflects my comments to the officer.

Identification Statement: _____

Witness Signature	Date	Time
Print Name		

OFFICER'S NAME

BADGE / I.D. NUMBER

DATE OF IDENTIFICATION

OFFICER'S SIGNATURE

Parking and Permit Machine Procedure 2016 Scan.pdf

PROCESS FOR COLLECTING PARKING METERS AND PARKING PERMIT MACHINES

REQUIREMENTS FOR COLLECTIONS

- Two uniformed personnel
- One marked police department vehicle
- All funds collected will be transported in the vehicle with the two uniformed personnel
- The permit coin bag must be placed in the canvas bag with the currency collected from the permit machine
- Necessary supplies to maintain the parking permit machines

PARKING PERMIT MACHINES

1. Notification Received
 - a. Email
 - b. Dispatch
 - c. Review VenTek International1 Login web page for permit machine status several times during your shift
2. Retrieval of parking permit machine keys from key box
 - a. If you are in the field, advise dispatch that you will be in route to the police department for equipment. Upon arrival, use your access card to remove the permit machine keys from the key box
 - b. If you are in the police department, use your access card to remove the permit machine keys from the key box
3. Notify dispatch of the following:
 - a. Collections will be performed (C.A.D. code of PMC)
 - b. Unit identifiers of personnel performing the parking permit machine collections
 - c. You are in route to the location of the permit machine to be collected
Use either the name of the permit machine location or the permit machine number
4. Upon arrival at the permit machine you will advise dispatch that you have arrived (10-97)
5. At the permit machine you will do the following:
 - a. Remove a canvas bag and a coin bag from the vehicle
 - b. Insert the door key and remove the lock
 - c. Insert the 3/8" hex key into the permit machine where the lock was removed from and turn counter clockwise to unlatch the door
 - d. Open the door and do a visual inspection the interior of the permit machine
 - e. Using the correct key remove the bill vault from the bill acceptor
 - f. Using the correct key open the bill vault and place the currency in the canvas bag
 - g. Before replacing the bill vault open the clam shell on the bill acceptor and inspect for any bill jams or debris in the bill acceptor.
 - i. Clear any bill jams or debris from the bill acceptor
 - h. Close the clam shell on the bill acceptor
 - i. Replace the bill vault
 - j. Remove the coin bag
 - k. The permit machine will automatically make a print out of the transactions for this

PROCESS FOR COLLECTING PARKING METERS AND PARKING PERMIT MACHINES

permit machine. Take the print out of the transactions and place it in the clear plastic pouch on the coin bag

- i. Place the coin bag in the canvas with the currency that was just collected
 - m. Place the empty coin bag in the permit machine replacing the coin bag just removed
 - n. Close the permit machine door and turn the hex key clockwise until it stops and remove the hex key
 - o. Replace the lock in the permit machine and turn it X turns and remove the key
 - p. Pull on the permit machine door to ensure that it is securely closed
 - q. Place the canvas bag containing the currency and coins in the vehicle
6. Notify dispatch of the following:
- a. In route to your next location (10-49 to location)
 - b. If in route to another permit machine repeat step 4. Repeat steps 4 and 5 for each permit machine to be collected.

7. **Bailey Hall Procedures/Normal Business Hours:**

If you are in route to the Accounting Department, notify dispatch of that destination.

- a. Upon arrival at Bailey Hall notify dispatch that you have arrived (10-97)
- b. Proceed to the Accounting Department
- c. Using your access card, unlock the door
- d. Log the number of canvas bags containing the collected coins on the clip board located in the first office on your left when you enter the accounting office. The entry should have both names of personnel performing the collections and the number of bags of coins collected.
- e. Take the canvas bags containing the funds to the vault and place them by the left side of the desk in the vault.

Bailey Hall Procedures/After Hours:

- a. When you swipe your card to access Accounting, and then open the door, the intrusion alarm is automatically disarmed. Nothing changes about how you unlock the door to enter.
- b. Log the number of canvas bags containing the collected coins on the clip board located in the first office on your left when you enter the accounting office. The entry should have both names of personnel performing the collections and the number of bags of coins collected.
- c. Take the canvas bags containing the funds to the vault and place them by the left side of the desk in the vault.
- d. When you leave after dropping off the permit machine collection, you will need to re-arm the intrusion alarm, by performing the following steps:
 - i. Allow the main door to close behind you fully.
 - ii. On the card reader, push the lower left hand button 'CMD' 2 times in a row.
 - iii. The card reader amber light will start flashing - present your card to the reader.
 - iv. The card reader display will say CMD ISSUED, and the alarm will be armed.

Custodial was trained in this procedure at the same time as the accounting staff, so if you enter while a custodian is present, they already know how to set the alarm when they leave.

8. Notify dispatch that you have completed the collections (10-98).

PROCESS FOR COLLECTING PARKING METERS AND PARKING PERMIT MACHINES

PARKING METERS

Parking meters are collected on a weekly basis.

NOTE: You should carry the proper tools to clear any coin jams in the parking meters or replace any with a dead battery while doing the collections.

9. Retrieval of parking permit machine keys from key box
 - a. If you are in the field, advise dispatch that you will be in route to the police department for equipment. Upon arrival, use your access card to remove the parking meter keys from the key box
 - b. If you are in the police department, use your access card to remove the parking meter keys from the key box
10. Notify dispatch of the following:
 - a. Collections will be performed (C.A.D. code of PMC)
 - b. Unit identifiers of personnel performing the parking meter collections c. You are in route to the location of the parking meters to be collected
 - d. Upon arrival at the parking meters you will advise dispatch that you have arrived (10-97).
11. At the parking meters you will do the following:
 - a. Remove a canvas bag from the vehicle
 - b. Insert the key 349 into the lock and open the door that is securing the coin container
 - c. Remove the container with the coins
 - i. Cylindrical container use key CB139 to open the door and close the door to remove the coins
 - ii. Aluminum tray - empty the tray into the canvas bag
 - iii. Plastic cup - empty the contents into the canvas bag
 - d. Replace the coin container in the parking meter
 - e. Secure the door, securing the container for the coins in the parking meter f. Repeat the process for all of the parking meters at this location
 - g. To replace a dead batter in a parking meter head, use key 40 to unlock the cover securing the parking meter head
 - i. Remove the parking meter head and remove the plastic door on the front of the parking meter head
 - ii. Remove the dead battery and replace with a new
 - iii. Replace the parking meter head battery
 - iv. Replace the cover on the parking meter
 - v. Secure using key 40
12. Notify dispatch of the following:
 - a. In route to your next location (10-49 to location)
 - b. If in route to another parking meter location repeat step 10c and 10d. Repeat steps 10 and 11 for each parking meter location.

PROCESS FOR COLLECTING PARKING METERS AND PARKING PERMIT MACHINES

13. **Bailey Hall Procedures/Normal Business Hours:**

If you are in route to the Accounting Department, notify dispatch of that destination.

- a. Upon arrival at Bailey Hall notify dispatch that you have arrived (10-97)
- b. Proceed to the Accounting Department
- c. Using your access card, unlock the door
- d. Log the number of canvas bags containing the collected coins on the clip board located in the first office on your left when you enter the accounting office. The entry should have both names of personnel performing the collections and the number of bags of coins collected.
- e. Take the canvas bags containing the funds to the vault and place them by the left side of the desk in the vault.

Bailey Hall Procedures/After Hours:

- a. When you swipe your card to access Accounting, and then open the door, the intrusion alarm is automatically disarmed. Nothing changes about how you unlock the door to enter.
- b. Log the number of canvas bags containing the collected coins on the clip board located in the first office on your left when you enter the accounting office. The entry should have both names of personnel performing the collections and the number of bags of coins collected.
- c. Take the canvas bags containing the funds to the vault and place them by the left side of the desk in the vault.
- d. When you leave after dropping off the permit machine collection, you will need to re-arm the intrusion alarm, by performing the following steps:
 - i. Allow the main door to close behind you fully.
 - ii. On the card reader, push the lower left hand button 'CMD' 2 times in a row.
 - iii. The card reader amber light will start flashing - present your card to the reader.
 - iv. The card reader display will say CMD ISSUED, and the alarm will be armed.

Custodial was trained in this procedure at the same time as the accounting staff, so if you enter while a custodian is present, they already know how to set the alarm when they leave.

14. Notify dispatch that you have completed the collections (10-98).

The above procedure shall be used for training purposes of Community Service Officers. Training form XX shall be signed by the Trainer and the Community Service Officer in training and placed in the trainee's personnel file.

SRJCCaseTermination.pdf



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

CASE TERMINATION FORM

DATE OF INCIDENT / /	TIME	NCIC NUMBER CA0491400	CASE NUMBER JC -
--------------------------------	-------------	---------------------------------	----------------------------

VICTIM: _____

SUSPECT: _____

I, _____, hereby request the termination of any further investigation by the Sonoma County Junior College District Police Department in reference to the case number listed above. I further recognize that my request to terminate this investigation will result in no criminal complaint being sought by the County Junior College District Police Department. Furthermore, I relieve the Sonoma County Junior College District, the Sonoma County Junior College District Police Department, its officers, and employees from any and all liabilities which may result in not pursuing this investigation.

Victim Signature _____ Date _____ Time _____

Print Name _____

Parent/Legal Guardian Signature _____ Date _____ Time _____

Print Name _____

Witness Signature _____ Date _____ Time _____

Print Name _____

OFFICER'S NAME	BADGE / I.D. NUMBER /	DATE	OFFICER'S SIGNATURE
-----------------------	---------------------------------	-------------	----------------------------

**Commission on Peace Officer Standards and
Training Hate Crimes Model Policy 2019.pdf**



POST HATE CRIMES MODEL POLICY



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

2019

© California Commission on Peace Officer Standards and Training

Published September 2008

Revised May 2019

All rights reserved. This publication may not be reproduced, in whole or in part, in any form or by any means electronic or mechanical or by any information storage and retrieval system now known or hereafter invented, *without prior written permission of the California Commission on Peace Officer Standards and Training (POST)*, with the following exception:

California law enforcement agencies in the POST peace officer program and POST-certified training presenters are hereby given permission by POST to reproduce any or all of the contents of this manual for internal use within their agency/school.

All other individuals, private businesses and corporations, public and private agencies and colleges, professional associations, and non-POST law enforcement agencies in-state or out-of-state, may print or download this publication for non-commercial use.

Infringement of the copyright protection law and the provisions expressed here and on the POST website under Copyright/Trademark Protection will be pursued in a court of law. Questions about copyright protection of this publication and exceptions may be directed to Publications Manager.



POST Mission Statement

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California Law Enforcement in serving its communities

POST COMMISSIONERS

CHAIR

Joyce Dudley

District Attorney, Santa Barbara County

VICE CHAIR

Rick Brazier

Educator, Humboldt State University

Xavier Becerra

Attorney General, Department of Justice

Alan Barcelona

Special Agent, Department of Justice

Lai Lai Bui

Sergeant, Sacramento Police Department

Thomas Chaplin

Chief, Walnut Creek Police Department

Barry Donelan

Sergeant, Oakland Police Department

Robert T. Doyle

Sheriff, Marin County

Geoff Long

Public Member

John McMahon

Sheriff, San Bernardino County

Jethroe Moore

Public Member

James O'Rourke

Sergeant, California Highway Patrol

Batine Ramirez

Sergeant, Placer County Sheriff's Department

Laurie Smith

Sheriff, Santa Clara County

Walt Vasquez

Chief, La Mesa Police Department

FOREWORD

Hate Crimes (i.e. crimes motivated by bias) convey a message of terror and exclusion, not just to the immediate victims but to entire communities. They often target victims who are least able to defend themselves. They cause trauma that is more extreme and longer lasting than similar crimes committed for other motivations. They can spark retaliatory crimes, escalating the cycle of crime and violence. If not addressed professionally and thoroughly they may undermine public confidence in law enforcement.

The 2018 California State Auditor's Report, titled "Hate Crimes in California," found that California law enforcement has not taken adequate action to identify, report, and respond to hate crimes. The report found that agencies did not properly identify some hate crimes, and underreported or misreported hate crimes as well. The report also noted that hate crimes are on the rise in California, increasing in both 2015 and 2016.

California Penal Code (CPC) 422.87 added new language and requirements to any newly created or updated agency hate crimes policy. Effective January 1, 2019, any local law enforcement agency that updates an existing hate crimes policy, or adopts a new one, shall include the content of the model policy framework provided in this document as well as any revisions or additions to the model policy in the future.

These guidelines are the primary elements that law enforcement executives are now required to incorporate into their hate crimes policy if an agency creates a new hate crimes policy or updates an existing one. The guidelines are designed for department-wide application and are intended to reflect a values-driven "top-down" process. They are intended to assist with the development and delivery of training and ensure proper identification, investigation, and reporting of hate crimes within each agency's jurisdiction.

TABLE OF CONTENTS

- Policy Guidelines1
- Minimum Legal Requirements for an Agency’s Hate Crimes Policy3
- Model Policy Framework5
 - Purpose5
 - Policy5
 - Response, Victim Assistance and Follow-up5
 - Initial response5
 - Investigation.....7
 - Supervision.....8
 - Training.....9
 - Planning and Prevention 10
 - Release of Information 11
 - Reporting 11
- Checklist for the Agency’s Policy Creation 13
- Appendix 15
 - Definitions and Laws 15
 - Statutes and Legal Requirements 19
 - Felonies 19
 - Misdemeanors 19
 - Enhancements 19
 - Reporting 20
 - Training and Policy Requirements 20
 - Miscellaneous Provisions 20
 - Hate Crimes First Responder Checklist..... 21

POLICY GUIDELINES

GUIDELINE #1

Develop the foundation for the agency's hate crimes policy.

The law enforcement executive is responsible for providing leadership, communicating organizational values to the department and the community, paying attention to hate crime trends and current events that could trigger hate incidents and/or hate crimes in the community, and providing education and training to establish the foundation for the agency's hate crimes policy. Employees' ability to respond appropriately to hate crimes and hate incidents is maximized when the executive effectively establishes and communicates the foundational values of the organization.

GUIDELINE #2

Develop a hate crimes policy for the agency.

- I. An agency's hate crimes policy shall include the statutory definition of a hate crime, and its policy and programs should minimally include the following:
 - A. Response
 - B. Training
 - C. Planning and Prevention
 - D. Reporting

The law enforcement executive is responsible for the initial development of the policy and should be actively involved in its implementation. See the appendix for the exemplar "Message from the Agency Chief Executive".

GUIDELINE #3

Develop expertise to identify and investigate hate crimes.

The law enforcement executive is responsible for ensuring that the agency possesses expertise to identify and investigate hate crimes, as well as ensuring compliance with state and federal

reporting and public information requirements. Agencies should assign identified personnel to appropriate training to develop expertise and knowledge to investigate hate crimes.

Hate crimes are low-frequency events with high-risk consequences for the agency and community. Agencies shall provide a checklist to first responders to provide direction for the investigation of all hate crimes as mandated by CPC 422.87.

GUIDELINE #4

Develop and implement cooperative hate crimes plans with other law enforcement agencies.

- I. Coordinate cooperative efforts among regional, state, federal, and tribal law enforcement agencies to share information and training, and develop strategies to prevent hate crime activity.
- II. Develop and/or participate in law enforcement intelligence networks to enhance the agency's ability to anticipate potential hate crime targets. This interaction should include sharing intelligence information with other jurisdictions and cooperative investigations, arrests, and prosecutions if appropriate.

GUIDELINE #5

Develop and implement cooperative hate crime plans with the community and related governmental and non-governmental organizations, as appropriate.

- I. Collaborate with the community, including human relations/civil rights organizations, advocacy groups, service organizations, neighborhood associations, religious institutions, local schools and colleges, to do the following:
 - Develop a network to build rapport with community groups

-
- Develop a protocol for response to hate crimes
 - Obtain witness and victim cooperation
 - Provide support services to victims
 - Collect demographic information about specific communities
 - Identify hate crime trends based upon current events and activity (hate crimes and/or hate incidents)
 - Identify periods of increased vulnerability based on significant dates and events for affected communities
- II. Law enforcement should identify and seek out cultural diversity training and information from/about specific communities within its jurisdiction (immigrant, Muslim, Arab, LGBTQ, Black or African American, Jewish, Sikh, disability, etc.) to strengthen agency awareness.

GUIDELINE #6

Conduct an annual assessment of the agency's hate crimes policy and its ongoing implementation.

The assessment should include:

- I. A review to ensure compliance with the POST Hate Crimes Model Policy and California law.
- II. A review and analysis of the agency's data collection, policy, and annual mandated reporting of hate crimes.
- III. A review and updating of the agency's hate crimes brochure to ensure compliance with CPC 422.92.
- IV. A review of any existing or available data or reports, including the annual California Attorney General's report on hate crimes, in preparation for, and response to, future hate crime trends.

- V. Annual outreach to the community including human relations/civil rights organizations, advocacy groups, service organizations, neighborhood associations, religious institutions, local schools, and colleges assessing the agency's responsiveness to hate crimes.

MINIMUM LEGAL REQUIREMENTS FOR AN AGENCY'S HATE CRIMES POLICY

CPC 13519.6, effective January 1, 2005, minimally requires:

1. A message from the law enforcement agency's chief executive officer to the agency's officers and staff concerning the importance of hate crime laws and the agency's commitment to enforcement.
2. The definition of "hate crime" in Penal Code section 422.55.
3. References to hate crime statutes including Penal Code section 422.6.
4. A title-by-title specific protocol that agency personnel are required to follow, including, but not limited to, the following:
 - a. Preventing and preparing for likely hate crimes by, among other things, establishing contact with persons and communities who are likely targets, and forming and cooperating with community hate crime prevention and response networks.
 - b. Responding to reports of hate crimes, including reports of hate crimes committed under the color of authority.
 - c. Accessing assistance, by, among other things, activating the Department of Justice hate crimes rapid response protocol when necessary.
 - d. Providing victim assistance and follow-up, including community follow-up.
 - e. Reporting

CPC 422.87, effective January 1, 2019, states and minimally requires:

Each local law enforcement agency may adopt a hate crimes policy. Any local law enforcement agency that updates an existing hate crimes policy or adopts a new one shall include, but not limited to, the following:

1. The definitions in Penal Code sections 422.55 and 422.56.
2. The content of the model policy framework that the Commission on Peace Officer Standards and Training developed pursuant to Section 13519.6 (above) and any content that the commission may revise or add in the future, including any policy, definitions, response and reporting responsibilities, training resources, and planning and prevention methods.
3. Information regarding bias motivation
 - a. For the purposes of this paragraph, "bias motivation" is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.
 - i. In recognizing suspected disability-bias hate crimes, the policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse

fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

- ii. In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.
- b. Information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes *and a plan for the agency to remedy this underreporting* (emphasis added).
- c. A protocol for reporting suspected hate crimes to the Department of Justice pursuant to Penal Code section 13023.
- d. A checklist of first responder responsibilities, including, but not limited to, being sensitive to effects of the crime on the victim, determining whether any additional resources are needed on the scene to assist the victim or whether to refer the victim to appropriate community and legal services, and giving the victims and any interested persons the agency’s hate crimes brochure, as required by Section 422.92.
- e. A specific procedure for transmitting and periodically retransmitting the policy and any related orders to all officers, including a simple and immediate way for officers to access the policy in the field when needed.
- f. The title or titles of the officer or officers responsible for assuring that the department has a hate crime brochure as required by Section 422.92 and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.
- g. A requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the chief, sheriff, director, or other chief executive of the law enforcement agency or other command-level officer to whom the chief executive officer formally delegates this responsibility.
- h. Any local law enforcement agency that updates an existing hate crimes policy or adopts a new hate crimes policy may include any of the provisions of a model hate crime policy and other relevant documents developed by the International Association of Chiefs of Police that are relevant to California and consistent with this chapter.

MODEL POLICY FRAMEWORK

Purpose

This model policy framework is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow up, and reporting as related to law enforcement's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how law enforcement agencies may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy.

Policy

It is the policy of this agency to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This agency will employ necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this agency should attend to the security and related concerns of the immediate victims and their families as feasible.

The agency policy shall include a requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the chief, sheriff, director, or other chief executive of the law enforcement agency or other command-level officer to whom the chief executive officer formally delegates this responsibility.

The agency policy shall provide a specific procedure for transmitting and periodically retransmitting the policy and any related orders to all officers, including a simple and immediate way for officers to access the policy in the field when needed.

Response, Victim Assistance and Follow-up

Initial response

First responding officers should know the role of all department personnel as they relate to the agency's investigation of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance, and working with supervision and/or investigations, access needed assistance if applicable. Responding officers should ensure the crime scene is properly protected, preserved and processed.

At the scene of a suspected hate or bias crimes, officers should take preliminary actions deemed necessary, to include, but not limited to, the following:

1. Use agency checklist (per CPC 422.87) to assist in the investigation of any hate crime (see appendix, page 21, for exemplar checklist based on the Los Angeles Police Department Hate Crimes Supplemental Report with the agency's permission).

-
2. Stabilize the victim(s) and request medical attention when necessary.
 3. Ensure the safety of victims, witnesses, and perpetrators.
 - a. Issue a Temporary Restraining Order (if applicable).
 4. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
 5. Ensure that the crime scene is properly protected, preserved, and processed and that all physical evidence of the incident is removed as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to ensure that it is removed or covered up as soon as possible. Agency personnel should follow-up to ensure that this is accomplished in a timely manner.
 6. Collect and photograph physical evidence or indicators of hate crimes such as:
 - a. Hate literature.
 - b. Spray paint cans.
 - c. Threatening letters.
 - d. Symbols used by hate groups.
 7. Identify criminal evidence on the victim.
 8. Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.
 9. Conduct a preliminary investigation and record pertinent information including, but not limited to:
 - a. Identity of suspected perpetrator(s).
 - b. Identity of witnesses, including those no longer at the scene.
 - c. The offer of victim confidentiality per Government Code (GC) 5264.
 - d. Prior occurrences, in this area or with this victim.
 - e. Statements made by suspects; exact wording is critical.
 - f. The victim's protected characteristics and determine if bias was a motivation "in whole or in part"¹ in the commission of the crime.
 1. "Bias motivation" is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.
 - (a) In recognizing suspected disability-bias hate crimes, the policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons

¹See Appendix, page 15, for definition

who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

(b) In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

10. Adhere to CPC 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.
11. Provide information regarding immigration remedies available to victims of crime. (U-Visa, T-Visa, S-Visa, etc.).
12. Provide the agency’s Hate Crimes Brochure (per CPC 422.92) if asked, if necessary or per policy (if applicable).
13. Utilize proper techniques for interviewing people with disabilities and being aware of and providing appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).
14. Report any suspected multi-mission extremist crimes to the agency Terrorism Liaison Officer (TLO), or assigned designee, and direct the TLO/ designee to send the data to the Joint Regional Information Exchange System.

Investigation

Investigators at the scene of or while performing follow-up investigation on a suspected hate or bias crimes (or hate incident if agency policy requires it) should take all actions deemed necessary, including, but not limited to, the following:

1. Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).
2. Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.
3. Utilize proper techniques for interviewing people with disabilities and being aware of and providing appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).
4. Fully investigate any report of hate crime committed under the color of authority per CPC 422.6 and CPC 13519.6.

-
5. Collect and photograph physical evidence or indicators of hate crimes such as:
 - a. Hate literature.
 - b. Spray paint cans.
 - c. Threatening letters.
 - d. Symbols used by hate groups.
 - e. Desecration of religious symbols, objects, or buildings.
 6. Request the assistance of translators or interpreters when needed to establish effective communication.
 7. Conduct a preliminary investigation and record information regarding:
 - a. Identity of suspected perpetrator(s).
 - b. Identity of witnesses, including those no longer at the scene.
 - c. Offer of victim confidentiality per GC 5264.
 - d. Prior occurrences, in this area or with this victim.
 - e. Statements made by suspects; exact wording is critical.
 - f. Document the victim's protected characteristics.
 8. Provide victim assistance and follow-up.
 9. Canvass the area for additional witnesses.
 10. Examine suspect's social media activity for potential evidence of bias motivation.
 11. Coordinate the investigation with agency, state, and regional intelligence operations. These sources can provide the investigating officer with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.
 12. Coordinate the investigation with the crime scene investigation unit (if applicable) or other units of the agency.
 13. Determine if the incident should be classified as a hate crime.
 14. Take steps to ensure appropriate assistance is provided to hate crime victim(s), including the following measures:
 - a. Contact the victim periodically to determine whether he/she is receiving adequate and appropriate assistance.
 - b. Provide ongoing information to the victim about the status of the criminal investigation.
 - c. Provide the victim and any other interested person the brochure on hate crimes per CPC 422.92 and information on any local advocacy groups (if asked).
 15. Report any suspected multi-mission extremist crimes to the agency TLO, or assigned designee, and direct the TLO or designee to send the data to the Joint Regional Information Exchange System.
 16. Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents (if directed by policy), and determine if organized hate groups are involved.

Supervision

The supervisor shall confer with the initial responding officer(s) and ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

1. Provide immediate assistance to the crime victim by:
 - a. Expressing the law enforcement agency's official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
 - b. Expressing the department's interest in protecting victims' anonymity (confidentiality forms GC 6254) to the extent possible. Allow the victim to convey his/her immediate concerns and feelings.
 - c. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy or departmental chaplain, as well as community service agencies that provide shelter, food, clothing, child care, or other related services (per CPC 422.92).
2. Ensure that all relevant facts are documented on an incident and/ or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.
3. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
4. In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officer at specific locations that could become targets).
5. Ensure hate crimes are properly reported, including reporting to the Department of Justice, pursuant to CPC 13023.
6. Ensure adherence to CPC 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime. (U-Visa, T-Visa, S-Visa, etc.)
7. Respond to and investigate any reports of hate crimes committed under the color of authority.
8. Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For information see the California Department of Justice webpage or use following link: <https://oag.ca.gov/sites/all/files/agweb/pdfs/civilrights/AG-Rapid-Response-Team-Protocol-2.pdf>
9. Report or ensure any suspected multi-mission extremists crimes are reported to the agency TLO, or assigned designee, and direct the TLO/ designee to send the data to the Joint Regional Information Exchange System.
10. Make a final determination as to whether the incident should be classified as a hate crime.

Training

All staff, including dispatch, desk personnel, volunteers, records, support staff, officers, supervisors, and managers shall be properly trained on the department's hate crimes policy. The agency will follow all legislatively mandated training requirements.

POST offers training and video courses to assist law enforcement in the identification, investigation, documentation and reporting of hate crimes. These courses provide officers with information and skills necessary to effectively identify, investigate, document and report hate crimes. Various training programs include the history and definitions of hate crimes, recognition of hate groups, international terrorism, legal considerations, victims' considerations, initial response duties, victim interviewing and care, suspect identification and interrogation, evidence identification, report writing, the role of law enforcement, investigative strategies, intelligence collection, supervisory roles, community relations, media relations and local program training development, and other topics such as proper use of computer systems and methods for reporting. POST also maintains an extensive array of training videos on applicable topics such as working with those with mental illness and intellectual disabilities, hate crimes, and working with minority communities.

For more information on POST training opportunities and available videos, visit the POST website at www.post.ca.gov. In conjunction with POST training opportunities, trainers may utilize other state and federal agencies that offer training courses, such as the U.S. Department of Justice.

Planning and Prevention

The general underreporting of hate crimes is an identified issue in California. Underreporting is caused by victims not reporting hate crimes or hate incidents due to a number of factors, including fear of reprisal and the belief that law enforcement will not properly investigate them. A report by the State Auditor in 2018 determined that California law enforcement has not taken adequate action to identify, report and respond to hate crimes. There is also an extreme underreporting of anti-disability and anti-gender hate crimes. The agency's plan to remedy this underreporting *shall be inserted into the policy* (emphasis added).

In order to facilitate the recommendations contained within this policy, it is strongly recommended that agencies build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Agency personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes. Assigned personnel should perform the following:

1. Meet with residents in target communities to allay fears; emphasize the agency's concern over this and related incidents; reduce the potential for counter-violence; and provide safety, security, and crime prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.
2. Provide direct and referral assistance to the victim and his/her family.
3. Conduct public meetings on hate crime threats and violence in general.
4. Establish relationships with formal community-based organizations and leaders.
5. Expand, where appropriate, preventive programs such as hate, bias, and crime reduction seminars for school children.

-
6. Review the Attorney General's latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab/Middle Eastern and Islamic communities.²
 7. Provide orientation of and with communities of specific targeted victims such as immigrants, Muslims, Arabs, LGBTQ, Black or African-American, Jewish, Sikh, disabled persons, etc.

Hate crimes are not only a crime against the targeted victim(s) but also have impacts on the victim's family and community. Working constructively with segments of this larger community after such crimes is essential to help reduce fears, stem possible retaliation, prevent additional hate crimes, and encourage any other previously victimized individuals to step forward and report such crimes. This is particularly important if an upward trend has been identified in these crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Most California law enforcement agencies do not track hate incidents. It is recommended that hate incidents be investigated and documented, if directed by policy, as part of the overall planning to prevent hate crime.

Tracking social media is also another identified area to find indicators of, or precursors to, hate crimes. It is recommended that agencies assign personnel to find, evaluate and monitor public social media sources to identify possible suspects in reported hate crimes, or to determine suspects or suspect groups in future hate crimes or hate incidents affecting the identified individuals, groups or communities that may be victimized, and planned hate-based events.

Release of Information

Agencies should have procedure and/or policy on public disclosure of hate crimes. Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure would assist greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

1. Dissemination of correct information.
2. Assurance to affected communities or groups that the matter is being properly and promptly investigated.
3. The ability to request information regarding the commission of the crime(s) from the victimized community.

Agencies should provide the supervisor, public information officer, or designee with information that can be responsibly reported to the media. When appropriate, the law enforcement media spokesperson should reiterate that the hate crimes will not be tolerated, will be taken seriously, and will be prosecuted to the full extent of the law.

Agencies are encouraged to consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

²As described in CPC 13519.6(b)(8)

-
1. Informing community organizations in a timely manner when a community group has been the target of a hate crime.
 2. Informing the community of the impact of these crimes on the victim, the victim's family, and the community, and the assistance and compensation available to victims.
 3. Informing the community regarding hate crime law and the legal rights of, and the remedies available to, victims of hate crimes.
 4. Providing the community with on-going information regarding hate crime and/or hate incidents (if policy requires it).

Reporting

The agency policy shall require development of a procedure for data collection, documentation, and mandated reporting requirements. The agency shall:

1. Ensure that hate crimes are properly investigated, documented and reported.
2. During documentation, ensure hate crimes are flagged properly to allow for required reporting to the California Department of Justice. This is typically indicated by the title/penal code section identifying the report as a hate crime. Some agencies have added a check box specifically indicating a hate crime that could, if required by the agency policy, require a secondary review by an investigator/detective, supervisor or other identified party. It is the agency executive's responsibility to determine the form of documentation and type of indicators on crime reports.
3. The agency head or their designee (identified in the agency policy) should make a final determination as to whether the incident should be classified as a hate crime by the agency.
4. Agencies shall develop procedures to comply with legally mandated reporting, including the California Department of Justice, pursuant to CPC 13023.

Checklist for the agency's policy creation

- Message from the law enforcement's agency's chief executive is included
 - The updated existing policy or newly adopted policy includes the content of the model policy framework from POST.
 - Definition of "hate crime" included from:
 - CPC 422.55
 - CPC 422.56
 - CPC 422.6
 - Title by title specific protocol regarding:
 - Prevention
 - Is contact is established with identified persons and/or communities who are likely targets?
 - Have we formed and/or are we cooperating with hate crime prevention and response networks?
 - Has a plan for the agency to remedy underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes been created?
 - Response
 - Requirement that all hate crimes be properly investigated and supervised
 - Requirement that any hate crimes committed under the color of authority are investigated
 - Accessing Assistance
 - Information provided for activating the Department of Justice hate crime rapid response protocol when necessary
 - Victim assistance and follow-up
 - Reporting
 - Protocol for reporting suspected hate crimes to the Department of Justice per CPC 13023
 - Training
 - Has a checklist for first responders been created and provided personnel (see exemplar officer checklist in appendix)
 - Does the checklist include first responder responsibilities include:
 - Determining the need for additional resources if necessary?
 - Referral information for appropriate community and legal services?
 - The requirement to provide the agency's hate crimes brochure per CPC 422.92?
 - Information regarding bias motivation from CPC 422.87
 - Information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes
- Definitions of terms used in the policy are listed
- Specific procedure for transmitting and periodically retransmitting the policy and any related orders to officers is included.
 - Procedure shall include a simple and immediate way for officers to access the policy in the field when needed
- Title or titles of the officer or officers responsible for assuring the department has a hate crime brochure (per CPC 422.92) and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.
- A requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the law enforcement chief executive or the chief executive's designee.

APPENDIX

Definitions and Laws

In accordance with CPC sections 422.55, 422.56, 422.6, and 422.87, for purposes of all other state law unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

Hate crime

“Hate crime” means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- (1) Disability.
- (2) Gender.
- (3) Nationality.
- (4) Race or ethnicity.
- (5) Religion.
- (6) Sexual orientation.
- (7) Association with a person or group with one or more of these actual or perceived characteristics.

(b) “Hate crime” includes, but is not limited to, a violation of Section 422.6.

“Association with a person or group with these actual or perceived characteristics” Includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of those characteristics listed in the definition of “hate crime” under paragraphs 1 to 6, inclusive, of CPC 422.55 subdivision (a).

Note: A “hate crime” need not be motivated by hate but may be motivated by any bias against a protected characteristic.

Hate Speech

The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected: fighting words, true threats, perjury, blackmail, incitement to lawless action, conspiracy and solicitation to commit any crime.

Hate incident

A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling
- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property

Bias Motivation

Bias motivation is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.

Disability Bias

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

Disability

Disability includes mental disability and physical disability as defined in GC 12926, regardless of whether those disabilities are temporary, permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Gender

Gender means sex and includes a person gender identity and gender expression. Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the persons assigned sex at birth. A person's gender identity and gender related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

In Whole or In Part

"In whole or in part because of" means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that crime would not have been committed but for the actual or perceived characteristic.

Nationality

Nationality includes citizenship, country of origin, and national origin.

Race or Ethnicity

Race or ethnicity includes ancestry, color, and ethnic background.

Religion

Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

Sexual orientation

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Victim

Victim includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public

Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

HATE CRIME CHECKLIST

Page _____ of _____

VICTIM	<p style="text-align: center;"><u>Victim Type:</u></p> <p><input type="checkbox"/> Individual Legal name (Last, First): _____ Other Names used (AKA): _____</p> <p><input type="checkbox"/> School, business or organization Name: _____ Type: _____ <i>(e.g., non-profit, private, public school)</i> Address: _____</p> <p><input type="checkbox"/> Faith-based organization Name: _____ Faith: _____ Address: _____</p>	<p style="text-align: center;"><u>Target of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Person <input type="checkbox"/> Private property <input type="checkbox"/> Public property</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;"><u>Nature of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Bodily injury <input type="checkbox"/> Threat of violence</p> <p><input type="checkbox"/> Property damage</p> <p><input type="checkbox"/> Other crime: _____</p> <p>Property damage - estimated value _____</p>
---------------	---	--

BIAS	<p style="text-align: center;"><u>Type of Bias</u> (Check all characteristics that apply):</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Gender identity/expression</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Nationality</p> <p><input type="checkbox"/> Religion</p> <p><input type="checkbox"/> Significant day of offense <i>(e.g., 9/11, holy days)</i></p> <p><input type="checkbox"/> Other: _____</p> <p>Specify disability (be specific): _____ _____</p>	<p style="text-align: center;"><u>Actual or Perceived Bias – Victim’s Statement:</u></p> <p><input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)].</p> <p><input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)]. <i>If perceived, explain the circumstances in narrative portion of Report.</i></p> <p style="text-align: center;"><u>Reason for Bias:</u></p> <p>Do you feel you were targeted based on one of these characteristics? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you know what motivated the suspect to commit this crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you feel you were targeted because you associated yourself with an individual or a group? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p> <p>Are there Indicators the suspect is affiliated with a criminal street gang? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p>
-------------	--	---

	<p style="text-align: center;"><u>Bias Indicators (Check all that apply):</u></p> <p><input type="checkbox"/> Hate speech <input type="checkbox"/> Acts/gestures <input type="checkbox"/> Property damage <input type="checkbox"/> Symbol used</p> <p><input type="checkbox"/> Written/electronic communication <input type="checkbox"/> Graffiti/spray paint <input type="checkbox"/> Other: _____</p> <p><i>Describe with exact detail in narrative portion of Report.</i></p>
--	--

HISTORY	<p style="text-align: center;"><u>Relationship Between Suspect & Victim:</u></p> <p>Suspect known to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Nature of relationship: _____</p> <p>Length of relationship: _____</p> <p><i>If Yes, describe in narrative portion of Report</i></p>	<p><input type="checkbox"/> Prior reported incidents with suspect? Total # _____</p> <p><input type="checkbox"/> Prior unreported incidents with suspect? Total # _____</p> <p>Restraining orders? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, describe in narrative portion of Report</i></p> <p>Type of order: _____ Order/Case# _____</p>
----------------	--	--

WEAPONS	<p>Weapon(s) used during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____</p> <p>Weapon(s) booked as evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Automated Firearms System (AFS) Inquiry attached to Report? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
----------------	--

HATE CRIME CHECKLIST

Page ____ of ____

EVIDENCE	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked
	Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo
	Total # of photos: _____ D#: _____ Taken by: _____ Serial #: _____	<input type="checkbox"/> Known to victim

OBSERVATIONS	<u>VICTIM</u>	<u>SUSPECT</u>
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has suspect ever harmed you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does suspect possess or have access to a firearm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you afraid for your safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other information that may be helpful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Resources offered at scene: Yes No Type: _____

MEDICAL	<u>Victim</u>	<u>Suspect</u>	Paramedics at scene? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit # _____
	<input type="checkbox"/>	<input type="checkbox"/> Declined medical treatment	Name(s)/ID #: _____
	<input type="checkbox"/>	<input type="checkbox"/> Will seek own medical treatment	Hospital: _____
	<input type="checkbox"/>	<input type="checkbox"/> Received medical treatment	Jail Dispensary: _____
Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No			Physician/Doctor: _____
			Patient #: _____

Officer (Name/Rank)	Date
Officer (Name/Rank)	Date
Supervisor Approving (Name/Rank)	Date

Child Abuse Report Form SS8583.pdf



CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM

To be completed by Submitting Child Protective Agency pursuant to Penal Code (PC) section 11169		DOJ USE ONLY
<input type="checkbox"/> INITIAL REPORT		RCN AGENCY
<input type="checkbox"/> AMENDED REPORT (attach copy of original BCIA 8583. Complete sections A, C, and all other applicable fields)		

A. SUBMITTING AGENCY	SUBMITTING AGENCY (Enter complete name and check type)	<input type="checkbox"/> WELFARE <input type="checkbox"/> PROBATION	AGENCY REPORT NUMBER/CASE NAME	
	AGENCY ADDRESS Street	City	State	Zip Code
	NAME OF SUBMITTING PARTY	TITLE	AGENCY TELEPHONE	

B. INCIDENT INFORMATION	DATE OF REPORT	<input type="checkbox"/> THE FINDING THAT ALLEGATIONS OF CHILD ABUSE OR SEVERE NEGLECT IS SUBSTANTIATED (PC sections 11165.12(b) and 11169(a))		
	DATE OF INCIDENT	TYPE OF ABUSE (Check one or more)	<input type="checkbox"/> PHYSICAL INJURY <input type="checkbox"/> MENTAL/EMOTIONAL SUFFERING <input type="checkbox"/> SEXUAL ABUSE, ASSAULT, EXPLOITATION	<input type="checkbox"/> SEVERE NEGLECT <input type="checkbox"/> WILLFUL HARMING/ENDANGERMENT <input type="checkbox"/> UNLAWFUL CORPORAL PUNISHMENT OR INJURY

C. AMENDED REPORT INFORMATION	ORIGINAL AGENCY REPORT NUMBER/CASE NAME	DATE OF INCIDENT	TYPE OF ABUSE
	<input type="checkbox"/> NOW UNFOUNDED OR INCONCLUSIVE <input type="checkbox"/> ADDED ADDITIONAL INFORMATION <input type="checkbox"/> CORRECTED REPORT INFORMATION <input type="checkbox"/> UNDERLYING INVESTIGATIVE FILE NO LONGER AVAILABLE COMMENTS		

D. INVOLVED PARTIES	VICTIM(S)	NAME: Last First Middle	AKA	DOB	Approx. AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *			
		DID VICTIM'S INJURIES RESULT IN DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		IS VICTIM DEVELOPMENTALLY DISABLED (4512(a) W&I)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN						
	SUSPECT	NAME: Last First Middle	AKA	DOB	Approx. AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *			
		DID VICTIM'S INJURIES RESULT IN DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		IS VICTIM DEVELOPMENTALLY DISABLED (4512(a) W&I)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN						
	OTHER	NAME: Last First Middle		AKA	DOB	Approx. AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *		
		NAME: Last First Middle		AKA	DOB	Approx. AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *		
	NAME: Last First Middle		AKA	DOB	Approx. AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *			
	NAME: Last First Middle		AKA	DOB	Approx. AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *			
	SUSPECT IS AGE 17 OR YOUNGER <input type="checkbox"/> YES <input type="checkbox"/> NO		DOB	Approx. AGE	HGT	WGT	EYE	HAIR	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *
	ADDRESS Street		City	State	Zip Code	SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER		
RELATIONSHIP TO VICTIM: <input type="checkbox"/> PARENT/STEPARENT <input type="checkbox"/> SIBLING <input type="checkbox"/> OTHER RELATIVE <input type="checkbox"/> FRIEND/ACQUAINTANCE <input type="checkbox"/> STRANGER										

*** RACE CODES:**

W - White
B - Black
H - Hispanic
I - American Indian
F - Filipino
P - Pacific Islander
S - Samoan

C - Chinese
J - Japanese
A - Other Asian
Z - Asian Indian
D - Cambodian
G - Guamanian

U - Hawaiian
K - Korean
L - Laotian
V - Vietnamese
O - Other
X - Unknown



GUIDELINES FOR USE AND COMPLETION OF THE CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM (BCIA 8583)

For specific legal requirements regarding reporting abuse or severe neglect, refer to California Penal Code sections 11164 through 11174.3.

REPORTING CHILD ABUSE OR SEVERE NEGLECT TO THE DEPARTMENT OF JUSTICE (DOJ)

An agency subject to the requirements of Penal Code sections 11165.9 and 11169(a) must report to the DOJ every incident of suspected child abuse or severe neglect for which it conducts an investigation and for which it determines that the allegations of abuse or severe neglect is substantiated. The agency must report on the Child Abuse or Severe Neglect Indexing Form (BCIA 8583), indicating the agency's finding of possible child abuse or severe neglect.

The completed BCIA 8583 should be submitted to the DOJ as soon as possible after completion of the investigation as the information may contribute to the success of another investigation. It is essential that the information on the form be complete, accurate, and timely to provide maximum benefit in protecting children and identifying instances of suspected abuse or severe neglect.

WHAT INCIDENTS MUST BE REPORTED

Abuse of a minor child, i.e., a person under the age of 18 years, involving any one of the below abuse types: (*Refer to Penal Code sections 11165.1 through 11165.6 for definitions.*)

- Physical injury
- Mental/emotional suffering
- Sexual (abuse, assault, and exploitation)
- Severe neglect
- Willful harming/endangerment
- Unlawful corporal punishment/injury
- Death

GENERAL INSTRUCTIONS

- Indicate whether you are submitting an INITIAL REPORT or an AMENDED REPORT by checking the appropriate box at the top of the form.
- All information blocks contained on the BCIA 8583 should be completed and substantiated by the submitting authorized agencies. The exact month, day, and year is required for entering into the CACI. If not known, please provide approximate date. Reports containing multiple dates will be returned.
- **Section B - INCIDENT INFORMATION** - The finding that allegations of child abuse or severe neglect is:
 - **SUBSTANTIATED** - defined by Penal Code section 11165.12(b) and 11169(a) to mean circumstances where the evidence makes it more likely than not that child abuse or severe neglect, as defined, occurred.
- **Section C - AMENDED REPORT INFORMATION** - Only use this section to update information previously submitted on form BCIA 8583. Attach a copy of the original BCIA 8583 and complete sections A, C, and all other applicable fields.
 - **NOW UNFOUNDED OR INCONCLUSIVE** - a previously submitted BCIA 8583 indicated as substantiated is being reclassified to unfounded or inconclusive.
 - **ADDED ADDITIONAL INFORMATION** - supplementary information is being provided for a previously submitted BCIA 8583. (Cases in which subsequent child death has resulted must be reported.)
 - **CORRECTED REPORT INFORMATION** - Information submitted on an initial BCIA 8583 is being corrected.
 - **UNDERLYING INVESTIGATIVE FILE NO LONGER AVAILABLE** - Your agency no longer retains the underlying investigative file that supports a previously submitted BCIA 8583.
 - **COMMENT** - use this area only if 1) you are reporting amended information that relates to one victim or suspect, and/or 2) there is a need to clarify which victim or suspect the amended information applies to, as the initial report contained multiple victims and/or suspects.
- **Section D - VICTIM (S) and SUSPECT INFORMATION** - Victim(s) and Suspect information pertaining to allegations of child abuse or severe neglect.
 - **VICTIM (S)** - All information is required. Multiple victims are allowed on one form BCIA 8583.
 - **SUSPECT** - All information is required, it is mandated by CACI regulations to identify if the suspect is age 17 or younger.
 - **ONE SUSPECT** - One suspect per form BCIA 8583. All forms submitted with more than one suspect will be returned.
 - **OTHER** - Other interested party.

WHERE TO SEND FORM BCIA 8583 (*For DOJ reporting only*)

Department of Justice
Bureau of Criminal Information and Analysis
P.O. Box 903387
Sacramento, CA 94203-3870
ATTENTION: Child Abuse Central Index (CACI)

BCIA 8371 Scan.pdf

**ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)
DATA COLLECTION WORKSHEET**

BCIA 8371 (rev. 11/06)

ADMINIS- TRATION	PREPARER'S NAME			TELEPHONE NUMBER		
	AGENCY			NCIC NUMBER		DATE
INCIDENT INFORMATION	OCCURRENCE DATE		TIME		CRIME CASE NUMBER	
	TOTAL NUMBER OF INDIVIDUAL VICTIMS			TOTAL NUMBER OF PROPERTY VICTIMS		
	ARRC OFFENSE(S)					
	STATUTE (CODE SECTION)		LITERAL		LEVEL (M/F)	NUMBER OF VICTIMS/ PROPERTY
	1.	_____	_____	_____	_____	_____
	2.	_____	_____	_____	_____	_____
	3.	_____	_____	_____	_____	_____
	4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	
6.	_____	_____	_____	_____	_____	
7.	_____	_____	_____	_____	_____	
8.	_____	_____	_____	_____	_____	
LOCATION TYPE <i>(Check one)</i>						
<input type="checkbox"/> PUBLIC HEALTH FACILITY		<input type="checkbox"/> GOVERNMENT/PUBLIC BUILDING		<input type="checkbox"/> RELIGIOUS FACILITY		
<input type="checkbox"/> PRIVATE HEALTH FACILITY		<input type="checkbox"/> PARKING LOT/GARAGE		<input type="checkbox"/> SCHOOL/COLLEGE		
<input type="checkbox"/> COMMERCIAL/OFFICE BUILDING		<input type="checkbox"/> RESIDENCE/HOME/DRIVEWAY		<input type="checkbox"/> OTHER _____		
IF WEAPON INVOLVED, CHECK TYPE <i>(Up to 3)</i>						
<input type="checkbox"/> FIREARM (TYPE UNKNOWN)		<input type="checkbox"/> BLUNT OBJECT (CLUB, HAMMER, ETC.)		<input type="checkbox"/> DRUGS/NARCOTICS		
<input type="checkbox"/> HANDGUN		<input type="checkbox"/> MOTOR VEHICLE (WHEN USED AS A WEAPON)		<input type="checkbox"/> ASPHYXIATION (BY DROWNING, STRANGULATION, SUFFOCATION, GAS, ETC.)		
<input type="checkbox"/> RIFLE		<input type="checkbox"/> PERSONAL WEAPONS (I.E., HANDS, FISTS, FEET, ETC.)		<input type="checkbox"/> UNKNOWN		
<input type="checkbox"/> SHOTGUN		<input type="checkbox"/> POISON		<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER FIREARM (MACHINE GUN, BAZOOKA, ETC.)		<input type="checkbox"/> EXPLOSIVES				
<input type="checkbox"/> KNIFE/CUTTING INSTRUMENT (AX, ICE PICK, SCREWDRIVER, SWITCHBLADE, ETC.)		<input type="checkbox"/> FIRE/INCENDIARY DEVICE				
VICTIM INFORMATION	RACE*	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE*	VICTIM OF: <i>(Refer to Statute List Above)</i>	
					<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i>	
					<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i>	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i>		
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	VICTIM TYPE	VICTIM OF: <i>(Refer to Statute List Above)</i>		
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		

* See Legend on reverse

Appendix 2-A

PROPERTY	PROPERTY TYPE*	TYPE OF LOSS OR DAMAGE <input type="checkbox"/> NONE <input type="checkbox"/> BURNED <input type="checkbox"/> DESTROYED/DAMAGED/VANDALIZED <input type="checkbox"/> STOLEN	QUANTITY	VALUE
	PROPERTY DESCRIPTION OR PROPERTY CATEGORY CODE*			
	PROPERTY TYPE*	TYPE OF LOSS OR DAMAGE <input type="checkbox"/> NONE <input type="checkbox"/> BURNED <input type="checkbox"/> DESTROYED/DAMAGED/VANDALIZED <input type="checkbox"/> STOLEN	QUANTITY	VALUE
	PROPERTY DESCRIPTION OR PROPERTY CATEGORY CODE*			
SUSPECT INFORMATION	RACE*	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	
	RACE	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN	DATE OF BIRTH OR AGE	

***LEGEND**

<p>RACE/ETHNICITY CODES</p> <p>A - Other Asian B - Black C - Chinese D - Cambodian F - Filipino G - Guamanian H - Hispanic I - American Indian J - Japanese K - Korean</p> <p>L - Laotian O - Other P - Pacific Islander S - Samoan U - Hawaiian V - Vietnamese W - White Z - Asian Indian X - Unknown</p>	<p>VICTIM TYPE CODES</p> <p>IC - Individual Client IE - Individual Employee IO - Individual Other</p> <p>PROPERTY TYPE CODES</p> <p>B - Business G - Government H - Health Facility OE - Other Entity R - Religious Organization</p>	<p>PROPERTY CATEGORY CODES</p> <p>1 - Automobiles 2 - Bicycles 3 - Buses 4 - Clothes/Furs 5 - Computer Hardware/Software 6 - Office-type Equipment 7 - Other Motor Vehicles 8 - Personal Items Other Than Clothing (Purses/Handbags/Wallets)</p> <p>9 - Radios/TVs/VCRs 10 - Structures-Single Occupancy Dwellings 11 - Structures-Other Dwellings 12 - Structures-Other Commercial/Business 13 - Structures-Public/Community 14 - Structures-Other 15 - Other</p>
---	--	---

ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)
Data Collection Worksheet (BCIA 8371) Instructions

Requirement:

The Data Collection Worksheet (BCIA 8371) should be completed and submitted only if there are ARRCs to report for your agency.

NOTE: It is the purpose of this legislation to collect data on **any** crime committed partly or wholly because the victim is a reproductive health services client, provider, or assistant, or a crime that is partly or wholly intended to intimidate the victim, any other person or entity, or any class of persons or entities from becoming or remaining a reproductive health services client, provider, or assistant.

Frequency:

At the end of the month, enter the total number of ARRCs reported to your agency on the Summary Worksheet (BCIA 8370) and attach a completed Data Collection Worksheet (BCIA 8371) for each ARRC. If there are no ARRCs to report, submit only the Summary Worksheet (BCIA 8370).

Submit these forms by the 10th working day for the preceding month (for example, July data should be submitted by the 10th working day in August).

Administration:**Preparer's Name**

Enter the name of the person who prepared the form and whom should be contacted regarding questions.

Telephone Number

Enter the area code and telephone number of the person to be contacted if questions arise.

Agency

Enter the name of your agency.

NCIC Number

Enter your agency's ORI/NCIC number. Agencies should abbreviate the nine-character NCIC code by using the fourth through seventh character of the NCIC code. For example, if your NCIC number is "CA0570100," report "5701" only.

Date

Enter the date prepared.

Incident Information:**Occurrence Date**

Enter the month, day, and year of occurrence.

Time

If known, enter the time of occurrence in military 24-hour time.

ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)
Data Collection Worksheet (BCIA 8371) Instructions

Crime Case Number

Enter the number assigned by your agency used to identify each report uniquely, e.g., the Originating Agency Case Number.

Total Number of Individual Victims

Enter the total number of individual victims involved in the incident.

Example: The suspect assaulted an employee at a reproductive health services facility. The suspect also broke the window of the reproductive health services facility. Report "1" victim (the employee) in the "Total Number of Individual Victims" box.

Total Number of Property Victims

Enter the total number of property victims involved in the incident.

Example: Referring to the example above, report "1" property victim (the reproductive health services facility) in the "Total Number of Property Victims" box.

Statute (Code Section) *Attach additional sheets of paper if needed.*

Enter all ARRC offenses involved (up to 10) in the ARRC incident. If there are more than 10 ARRC offenses involved in an incident, enter the 10 most serious offenses. Record each statute code only once even though there may have been more than one victim per offense. Report the exact statute (Penal Code, Health and Safety Code, etc.), section number, and appropriate subsection.

Literal

Enter a short description of the statutory code section.

Level

Enter the level of the code section involved ("M" for misdemeanor or "F" for felony).

Number of Victims/Property

Enter the number of victims for each offense which were perpetrated against him/her during the incident.

Example: During a protest an unruly participant refuses requests to leave the grounds of a health facility. The participant also shoves two clients walking into a reproductive health services facility and then breaks a window of the building. The participant is arrested for 423.2 (A) PC, 423.2 (E) PC, and 602.1(A) PC. Enter 423.2 (A) PC, 423.2 (E) PC, and 602.1 (A) PC in the Statute Code Section fields.

ARRC Offense(s) Statute (Code) Section	Literal	Level (M/F)	Number of Victims/Prop
1. 423.2 (A) PC	violence/etc: reproductive health client	M	2
2. 423.2 (E) PC	intentionally damage property:repro health svcs	M	1
3. 602.1 (A) PC	trespass:obstruct/etc. business operations/etc.	M	1

ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)
Data Collection Worksheet (BCIA 8371) Instructions

Location Type

Select a location type to show where the ARRC offense took place. If the location does not fit into one of the categories listed, select "other" and enter the location.

If Weapon Involved

Choose up to three types of weapons/force used by the suspect. If the weapon does not fit into one of the categories listed, select "other" and enter the weapon.

Victim Information: *Attach additional sheets of paper if needed.*

Race

Enter the victim's race using the race/ethnicity codes provided in the legend.

Sex

Enter the victim's sex.

Date of Birth

Enter the victim's date of birth (mm/dd/yyyy).

Victim Type

Enter the appropriate victim type code:

IC=Individual Client (reproductive health services client)

IE=Individual Employee (reproductive health services employee)

IO=Individual Other (individual not fitting the above specifically listed individuals)

Victim Of

For each victim, select the boxes of the offenses (numbered in the statute code section) which were perpetrated against him/her during the incident.

Property: *Attach additional sheets of paper if needed.*

Property Type

Enter the appropriate property type code:

B Business

G Government

H Health Facility (includes hospital, physician's office, abortion clinic, family planning clinic, etc.)

OE Other Entity (represents acts directed at entities which do not fit in any of the other categories)

R Religious Organization (or building associated with a specific religious group)

Type of Loss or Damage

Select the type of loss or damage to the property. For each type of loss or damage, up to ten property descriptions or property categories (see legend) can be reported.

ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC)
Data Collection Worksheet (BCIA 8371) Instructions

Quantity

Report how many properties were burned, stolen, destroyed, etc., as a result of the incident.

Value

Report the dollar value of the property which was burned, stolen, destroyed, etc., as a result of the incident. Up to ten values can be entered to match the up to ten property descriptions. If more than ten types of property are involved, the values of the nine most valuable properties are to be reported; then, the total value of the remaining properties which were coded "other" are to be combined and reported as one total.

Property Description or Property Category Code

For each type of property loss, up to ten property descriptions or property category codes (see legend) can be reported. If more than ten types of property are involved, the nine most valuable specifically listed types of property are to be reported and the remaining types of property are to be combined and reported as "other."

Suspect Information: *Attach additional sheets of paper if needed.*

Race

Enter the suspect's race using the race/ethnicity codes given in the legend. If the suspect information is unknown, enter "X" (unknown).

Sex

Enter the suspect's sex. If the suspect information is unknown, select "unknown."

Date of Birth or Age

Enter the suspect's date of birth or approximate age. If unknown, leave blank.

SCJCDPD_Use_of_Force_Tracking_Form.pdf

Non-Secure Juvenile Detention Log.pdf

NON SECURE DETENTION OF JUVENILES LOG

Conditions for Non Secure Detention (WIC §207.1(d)2): Agency: _____ Month/Year: _____

1. Juveniles described by WIC §602 who are under 14 years of age must be kept in non secure detention.
2. Juveniles who do not present a serious risk of harm to self or others must be held in non secure detention.
3. Juveniles may be held for no more than 6 hours to investigate the case, facilitate release to parent or guardian, or arrange for the transfer to an appropriate facility.
4. Non securely detained juveniles shall not be detained in a jail, lockup, or held in a locked room or area (holding tank or other locked enclosures).
5. Non secure detention allows the handcuffing of a juvenile, but not to a cuffing rail or other stationary object.
6. Juveniles must be kept sight and sound separate from adult prisoners (WIC §208).

A. Complete this section for each juvenile placed in non secure detention.

B. Complete this section when juvenile is released or transferred.

Juvenile / Officer / Approved By / Location	Sex	Age	Reason Detained Charge(s)	Entered Facility		Released from Facility		Total Time in Facility Hrs/Mins	Type of Release Code*	Release Information
				Date	Time	Date	Time			
Juvenile's Name: _____ Sex: _____ Age: _____ Reason Detained Charge(s): _____ Entered Facility Date: _____ Time: _____ Released from Facility Date: _____ Time: _____ Total Time in Facility Hrs/Mins: _____ Type of Release Code*: _____ Release Information: Released To: _____										
Arresting Officer: _____										
Detention Approved By: _____ Released By: _____										
Location of Detention: _____										
Juvenile's Name: _____ Sex: _____ Age: _____ Reason Detained Charge(s): _____ Entered Facility Date: _____ Time: _____ Released from Facility Date: _____ Time: _____ Total Time in Facility Hrs/Mins: _____ Type of Release Code*: _____ Release Information: Released To: _____										
Arresting Officer: _____										
Detention Approved By: _____ Released By: _____										
Location of Detention: _____										
Juvenile's Name: _____ Sex: _____ Age: _____ Reason Detained Charge(s): _____ Entered Facility Date: _____ Time: _____ Released from Facility Date: _____ Time: _____ Total Time in Facility Hrs/Mins: _____ Type of Release Code*: _____ Release Information: Released To: _____										
Arresting Officer: _____										
Detention Approved By: _____ Released By: _____										
Location of Detention: _____										

Supervisor Approving: _____ Date Approved: _____

This document is an EXAMPLE of a non secure detention of juveniles log; although this information must be documented, there is no prescribed format.

Non Secure Detention of Juveniles Log

Instructions: Section 1150, Title 15, California Code of Regulations requires that entry and release times of juveniles held in non secure detention must be documented. At the end of each month, the number of juveniles held in non secure detention and the duration of each detention must be tallied and submitted to the Board of State and Community Corrections via the *Monthly Report on the Detention of Minors* form. Ensure that each juvenile is counted only once. Detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the facility.

Section A.

Detentions:

Information shall be entered for each juvenile placed in non-secure detention, regardless of the length of time. "Reason Detained" shall be the appropriate charge(s) (e.g., 211 PC, 459 PC, 11350 H&S).

Section B.

Type of Release Codes:

<u>Code #</u>	<u>Description</u>
1.	Juvenile released to parents.
2.	Transfer to detention facility.
3.	Other type of release.

Statutes and Legal Requirements.pdf

Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

ChildAbuse_Report_Form_SS8572.pdf

SUSPECTED CHILD ABUSE REPORT

To Be Completed by Mandated Child Abuse Reporters
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A.	REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
		REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE					
B.	REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL		
		OFFICIAL CONTACTED - TITLE				TELEPHONE ()					
C.	VICTIM	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
		ADDRESS			Street	City	Zip	TELEPHONE ()			
		PRESENT LOCATION OF VICTIM				SCHOOL		CLASS		GRADE	
		PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME			
		IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME					TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)			
		RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK			
D.	INVOLVED PARTIES	VICTIM'S SIBLINGS				VICTIM'S PARENTS/GUARDIANS					
		NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
		1. _____		3. _____		2. _____		4. _____			
		NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
		ADDRESS			Street	City	Zip	HOME PHONE ()		BUSINESS PHONE ()	
		NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
ADDRESS			Street	City	Zip	HOME PHONE ()		BUSINESS PHONE ()			
D.	SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
		ADDRESS			Street	City	Zip	TELEPHONE ()			
		OTHER RELEVANT INFORMATION									
E.	INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
		DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.leginfo.ca.gov/calaw.html> (specify fPenal Code≈ and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (fDESIGNATED AGENCIES≈)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff≈s department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter≈s name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today≈s date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/ time of the phone call, and the name, title, and telephone number of the official contacted.
 - **SECTION C - VICTIM (One Report per Victim):** Enter the victim≈s name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher≈s name or room number), and grade. List the primary language spoken in the victim≈s home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim≈s relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim≈s death.
 - **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim≈s Siblings, Victim≈s Parents/ Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
 - **SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.
- ### V. DISTRIBUTION
- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - **Designated Agency:** Within 36 hours of receipt of Form SS 8572, send white copy to police or sheriff≈s department, blue copy to county welfare or probation department, and green copy to district attorney≈s office.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

SCJCDPDAdivisement_to_Victims_Form.pdf



SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

1501 Mendocino Ave., Santa Rosa CA 95401 Main: (707) 527-1000 Fax: (707) 524-1695

CONTINUATION

**ADVISEMENT TO VICTIMS OF PENAL CODE
SECTIONS
220, 261, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288,
288a, 289, 422.6, 422.7, 422.75, and 646.9**

Report No.:	Date of Supplement:
<input type="checkbox"/> V <input type="checkbox"/> S Name:	
Code Section:	Continuation <input type="checkbox"/> Supplement <input type="checkbox"/>

ADVISEMENT TO ADULT VICTIM

"Your name and address will become a matter of public record and subject to release, pursuant to Section 6254 of the Government Code, unless you, at this time, request that your name and address not become a matter of public record."

"At this time, do you want your name and address to become a matter of public record?"

I **DO NOT** want my name and address to become a matter of public record.

Signed: _____ Date: _____

I **DO** want my name and address to become a matter of public record and I will sign a statement to that effect.

Signed: _____ Date: _____

ADVISEMENT TO PARENT OR GUARDIAN OF JUVENILE VICTIM

"Your child's name and address will become a matter of public record and subject to release, pursuant to Section 6254 of the Government Code, unless you, at this time, request that your child's name and address not become a matter of public record."

"At this time, do you want your child's name and address to become a matter of public record?"

I **DO NOT** want my child's name and address to become a matter of public record?

Signed: _____ Date: _____

I **DO** want my child's name and address to become a matter of public record, and I will sign a statement to that effect.

Signed: _____ Date: _____

Reporting Officer and Badge No.	Reviewed by:	Date:
Distribution <input type="checkbox"/> Normal <input type="checkbox"/> Other	Page _____ of _____	

Sonoma County Junior College
District Police Department
Sonoma County Junior College District Police Policy Manual

BCIA 8370 Scan.pdf

MONTHLY REPORT OF ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC) SUMMARY WORKSHEET

BCIA 8370 (rev. 11/06)

AGENCY	
NCIC NUMBER	REPORTING MONTH/YEAR
<input type="checkbox"/> THERE WERE _____ ARRCs REPORTED TO THIS DEPARTMENT FOR THIS MONTH (Attach Data Collection Worksheets)	
<input type="checkbox"/> THERE WERE NO ARRCs REPORTED TO THIS DEPARTMENT FOR THIS MONTH	
PREPARER'S NAME	TELEPHONE NUMBER
SUBMIT THIS SUMMARY SHEET WITH THE ARRC DATA COLLECTION WORKSHEET(S), IF ANY, TO: <p style="text-align: center;"> State of California Department of Justice CRIMINAL JUSTICE STATISTICS CENTER P.O. Box 903427 Sacramento, CA 94203-4270 ATTN: Anti-Reproductive-Rights Crimes </p>	

Purpose:

It is the intent of the Department of Justice to:

- Collect data on all crimes relating to violations of the Reproductive Rights Law Enforcement Act.
- Collect data on the threatened commission of anti-reproductive-rights crimes and persons suspected of committing these crimes or making these threats.
- Distinguish between crimes of violence and non-violence.

INSTRUCTIONS FOR COMPLETION:

SUBMIT ANTI-REPRODUCTIVE-RIGHTS CRIMES (ARRC) AS DEFINED IN PENAL CODE SECTION 13776 (A). SEE REVERSE SIDE OF THIS FORM FOR PENAL CODE STATUTES TO BE USED WHEN COMPLETING THIS FORM.

NOTE: It is the purpose of this legislation to collect data on any crime committed partly or wholly because the victim is a reproductive health services client, provider, or assistant, or a crime that is partly or wholly intended to intimidate the victim, any other person or entity, or any class of persons or entities from becoming or remaining a reproductive health services client, provider, or assistant.

Requirement:

This form should be submitted monthly whether or not an ARRC occurred.

Frequency:

Submit monthly, by the 10th working day for the preceding month (for example, July data should be submitted by the 10th working day in August).

Reporting # of ARRCs:

If there are ARRCs to be reported by your agency, check the first box and enter the total number of ARRCs for the reporting month. Attach Data Collection Worksheets for each ARRC reported.

If there were no ARRCs to report, check the second box and submit the Summary Worksheet only.

Appendix 2-C

The following Penal Code Sections are to be used when completing this form and the Data Collection Worksheet (BCIA 8371):

Section 423.1 PC (Definitions)

The following definitions apply for the purposes of this title:

- (a) "Crime of violence" means an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another.
- (b) "Interfere with" means to restrict a person's freedom of movement.
- (c) "Intimidate" means to place a person in reasonable apprehension of bodily harm to herself or himself or to another.
- (d) "Nonviolent" means conduct that would not constitute a crime of violence.
- (e) "Physical obstruction" means rendering ingress to or egress from a reproductive health services facility or to or from a place of religious worship impassable to another person, or rendering passage to or from a reproductive health services facility or a place of religious worship unreasonably difficult or hazardous to another person.
- (f) "Reproductive health services" means reproductive health services provided in a hospital, clinic, physician's office, or other facility and includes medical, surgical, counseling, or referral services relating to the human reproductive system, including services relating to pregnancy or the termination of a pregnancy.
- (g) "Reproductive health services client, provider, or assistant" means a person or entity that is or was involved in obtaining, seeking to obtain, providing, seeking to provide, or assisting or seeking to assist another person, at that other person's request, to obtain or provide any services in a reproductive health services facility, or a person or entity that is or was involved in owning or operating or seeking to own or operate, a reproductive health services facility.
- (h) "Reproductive health services facility" includes a hospital, clinic, physician's office, or other facility that provides or seeks to provide reproductive health services and includes the building or structure in which the facility is located.

Section 423.2 PC (Elements of Offense)

Every person who, except a parent or guardian acting towards his or her minor child or ward, commits any of the following acts shall be subject to the punishment specified in Section 423.3.

- (a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant....
- (c) By nonviolent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant....
- (e) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility....

Section 13776 PC (Definitions)

(a) "Anti-reproductive rights crime" means a crime committed partly or wholly because the victim is a reproductive health services client, provider, or assistant, or a crime that is partly or wholly intended to intimidate the victim, any other person or entity, or any class of persons or entities from becoming or remaining a reproductive health services client, provider, or assistant. "Anti-reproductive rights crime" includes, but is not limited to, a violation of subsection (a) or (c) of Section 423.2.

CaliforniaFirearmsInjuryReportform5-2011.pdf

CALIFORNIA FIREARMS INJURY REPORT
(18 Years of Age or Under)



Report only if firearms injury was either self inflicted or unintentional. Do not include assaults.
See Penal Code Section 12088.5

REPORTING AGENCY INFORMATION

Reporting Agency _____ Incident Date _____
MM/DD/YY
Contact Person Name _____ Phone Number _____
Reporting Agency Case # _____

VICTIM INFORMATION

Victim's DOB: _____ Sex of Victim Male Female
MM/DD/YY
Race of Victim (see instruction on reverse): _____
County of Residence _____ County of Occurrence _____
Firearm Belonged to: Victim Relative Unknown Other (specify) _____
Relationship of Shooter to Victim: Victim Relative Unknown Other (specify) _____
Reason for Access by Shooter: Suicide Play/Curiosity Unknown
 Other (specify) _____
Result of Incident: (check all that apply) Death Admitted to Hospital
 Treated in ER or as outpatient
Name of City if Hospital/Facility where Treated: _____ City: _____
Did Incident Result from Unsafe/Unlawful Storage of Firearm: Yes No

FIREARM INFORMATION

(IF AVAILABLE)

Firearm Type: Handgun Rifle/shotgun
Firearm Category: Revolver Semi Auto Single Shot Other: _____
Serial Number: _____ Make: _____ Model: _____ Caliber: _____
Date of Purchase/Acquisition: _____ State/County of Purchase/Acquisition: _____
MM/DD/YY
Firearm Safety Device Present: Yes No Firearm Safety Device Used: Yes No
If Yes, Make: _____ Model: _____

CDPH USE ONLY

Was Firearm Sold or Transferred in California? Yes No Unknown
Was Firearm Manufactured in California? Yes No Unknown

INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY IN INK. IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF THIS FORM, PLEASE CONTACT THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, SAC BRANCH AT (916) 552-9800. THIS FORM MAY BE COPIED IF ADDITIONAL SUPPLIES ARE NEEDED.

USE THE FOLLOWING RACE CODES WHEN COMPLETING THE RACE OF VICTIMS INFORMATION:

[I]	AMERICAN INDIAN	[G]	GUAMANIAN	[P]	PACIFIC ISLANDER
[A]	OTHER ASIAN	[U]	HAWAIIAN	[S]	SAMOAN
[B]	BLACK	[H]	HISPANIC	[V]	VIETNAMESE
[D]	CAMBODIAN	[J]	JAPANESE	[W]	WHITE
[C]	CHINESE	[K]	KOREAN	[O]	ALL OTHERS
[F]	FILIPINO	[L]	LAOTIAN	[X]	UNKNOWN
[Z]	ASIAN INDIAN				

PLEASE SEND THE ORIGINAL WHITE COPY OF THIS FORM TO THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH AT THE ADDRESS INDICATED BELOW. RETAIN THE YELLOW COPY FOR YOUR RECORDS. ALTHOUGH REPORTING OF SUCH INCIDENTS IS REQUIRED FOR EACH OCCURRENCE, AGENCIES MAY LIMIT THE FREQUENCY OF SUBMISSIONS OF THESE REPORTS TO THE DEPARTMENT OF PUBLIC HEALTH TO ONCE EVERY THREE MONTHS.

SEND COMPLETED FORMS TO:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SAFE AND ACTIVE COMMUNITIES (SAC) BRANCH, MS 7214
P.O. Box 997377
SACRAMENTO, CA 95899-7377

CHP Allied Agency Pursuit 187A.pdf

ALLIED AGENCY PURSUIT REPORT
CHP 187A (Rev. 5-16) OPI 033

SUPERVISOR'S INITIALS

VEHICLE PURSUIT NUMBER
(For your agency's use only, if applicable)

ALL MOTOR VEHICLE PURSUIT DATA SHALL BE SUBMITTED NO LATER THAN 30 DAYS AFTER PURSUIT. SEE PAGE TWO FOR DETAILED INSTRUCTIONS.

SECTION I - Mandatory for all California Law Enforcement Agencies involved in vehicle pursuit.

1. AGENCY NCIC		2. AGENCY NAME <i>(Specify district, i.e., LAPD Newton)</i>		3. DATE VEHICLE PURSUIT WAS INITIATED		4. TIME VEHICLE PURSUIT WAS INITIATED <i>(24 hr., e.g., 1430)</i>			
5. PURSUED VEHICLE LICENSE PLATE NUMBER			6. STATE	7. VIN NUMBER <i>(Complete only if 'cold plated' or no license plate available)</i>			8. TIME YOUR AGENCY BECAME INVOLVED IN VEHICLE PURSUIT <i>(24 hr., e.g., 1430)</i>		
9. CHECK THE CATEGORY THAT BEST DESCRIBES THE VEHICLE TYPE <input type="checkbox"/> Passenger Vehicle (Car, SUV, Mini-Van) <input type="checkbox"/> Passenger Vehicle (Car, SUV, Mini-Van) with Trailer <input type="checkbox"/> Motorcycle, Motor Driven Cycle, Motor Scooter <input type="checkbox"/> Pickup Truck <input type="checkbox"/> Pickup Truck with Trailer <input type="checkbox"/> Truck Tractor <input type="checkbox"/> Truck Tractor with Trailer <input type="checkbox"/> School Bus <input type="checkbox"/> Other Bus <input type="checkbox"/> Emergency Vehicle <input type="checkbox"/> Other									
10. TOTAL TIME YOUR AGENCY WAS INVOLVED VEHICLE PURSUIT <i>(Minutes)</i>				11. TOTAL DISTANCE YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT <i>(Miles)</i>				12. COUNTY WHERE YOUR AREA INVOLVEMENT BEGAN	
13. AGENCY INITIATING VEHICLE PURSUIT				14. DID YOUR AGENCY TURN THE PURSUIT OVER? <i>(If yes, indicate agency below)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:				15. DID YOUR AGENCY CONCLUDE VEHICLE PURSUIT? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(complete SECTION II)</i>	
16. LIST I.D. NUMBERS OF YOUR AGENCY'S OFFICERS INVOLVED IN VEHICLE PURSUIT <i>(Do not list names)</i>									
17. HIGHEST NUMBER OF INVOLVED UNITS AT ONE TIME IN YOUR AREA Ground: Air:			18. CHECK ONE CONDITION THAT BEST DESCRIBES WEATHER DURING THE PURSUIT <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Fog <input type="checkbox"/> Windy <input type="checkbox"/> Other <i>(Specify):</i>				19. MAXIMUM SPEEDS ATTAINED Freeway: Surface Streets:		
20. INDICATE ATTEMPTED FORCIBLE STOP(S) AND NUMBER OF TIMES ATTEMPTED Spike Strip: PIT: Other Ramming: Boxed In: Remote Engine Disabler: Other <i>(Specify):</i>				21. INDICATE THE NUMBER OF COLLISIONS THAT OCCURRED IN YOUR AREA Fatal: Injury: Property Damage Only:					
22. ORIGINAL VIOLATION OBSERVED BY AGENCY INITIATING THE VEHICLE PURSUIT <i>(Leave blank if your agency did not initiate pursuit)</i> Section & Code: <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Infraction <input type="checkbox"/> BOL / Warrant / Wanted <input type="checkbox"/> Other <i>(Specify):</i>									

If injuries were incurred as a result of collision during your agency's involvement in the vehicle pursuit and your agency did not conclude the pursuit, complete only item 23 in Section II below.

SECTION II - Complete only if your agency brought vehicle pursuit to conclusion (includes aborting of pursuit).

23. WERE INJURIES INCURRED AS A RESULT OF A COLLISION? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, indicate number of each type below)</i>					24. WERE INJURIES INCURRED AFTER THE VEHICLE PURSUIT? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, indicate the number of each type below)</i>								
Police Officer(s)		Suspect Driver	Suspect Passenger(s)		Uninvolved 3rd Party	Police Officer(s)		Suspect Driver	Self-Inflicted	Suspect Passenger(s)		Self-Inflicted	Uninvolved 3rd Party
Fatal Injury						Fatal Injury							
Severe Injury						Severe Injury							
Other Visible Injury						Other Visible Injury							
Complaint of Injury						Complaint of Injury							
25. SUSPECT <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT APPREHENDED. WHICH <u>ONE</u> OF THE FOLLOWING MOST NEARLY DESCRIBES THE EVENT CONCLUDING THE VEHICLE PURSUIT? <input type="checkbox"/> Suspect vehicle voluntarily stopped <input type="checkbox"/> Pursuit aborted by law enforcement agency <input type="checkbox"/> Suspect vehicle escaped patrol vehicle <input type="checkbox"/> Forcible stop <input type="checkbox"/> Suspect vehicle and patrol vehicle collided <input type="checkbox"/> Suspect abandoned vehicle and fled on foot <input type="checkbox"/> Suspect vehicle became disabled <input type="checkbox"/> Suspect vehicle became involved in a collision <input type="checkbox"/> Other <i>(Specify):</i> <input type="checkbox"/> Patrol vehicle became disabled <input type="checkbox"/> Patrol vehicle became involved in a collision													
26. VIOLATION(S) SUSPECT(S) CHARGED WITH UPON CONCLUSION OF VEHICLE PURSUIT <i>(List most serious offense first followed by additional charges)</i>													
Section / Code		Felony		Misdemeanor		Infraction		BOL / Warrant / Wanted		Other <i>(Specify)</i>			
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
27. D.O.B. OF PERSON PURSUED				28. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		29. DRIVING UNDER THE INFLUENCE? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Specify):</i> <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Combination of both							
30. ETHNICITY <input type="checkbox"/> White <input type="checkbox"/> Vietnamese <input type="checkbox"/> Cambodian <input type="checkbox"/> Other Asian <input type="checkbox"/> Guamanian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Other Not Listed <input type="checkbox"/> Black <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Filipino <input type="checkbox"/> Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Chinese <input type="checkbox"/> Laotian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaskan													

ALLIED AGENCY PURSUIT REPORT

CHP 187A (Rev. 5-16) OPI 033

SEND OR FAX COMPLETED FORMS TO:
CALIFORNIA HIGHWAY PATROL
Support Services Section, Data Analysis Unit
P.O. Box 942898, Sacramento, CA 94298-001
Fax: (916) 843-4228 or E-mail to:

ALL CALIFORNIA LAW ENFORCEMENT AGENCIES

Carefully read the following information regarding completion of this form.

Vehicle Pursuit Data

Vehicle Code Section 14602.1 requires that "every state and local law enforcement agency, including but not limited to, city police departments and county sheriff's offices, shall report to the Department of the California Highway Patrol, on an approved form, all vehicle pursuit data." The form CHP 187A, Allied Agency Vehicle Pursuit Report, has been developed to record this information.

Vehicle Pursuit - Definition

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect operating a motor vehicle while the suspect is attempting to avoid arrest by using high speed or other evasive tactics such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to the officer's signal to stop.

INSTRUCTIONS - READ CAREFULLY

SECTION I - Mandatory for all California Law Enforcement Agencies

1. **AGENCY NCIC** - Your agency's four-digit NCIC number.
2. **AGENCY NAME** - Your agency's name.
3. **DATE VEHICLE PURSUIT WAS INITIATED** - The date of the vehicle pursuit your agency was involved in. Use mm/dd/yyyy format.
4. **TIME VEHICLE PURSUIT WAS INITIATED** - The exact time the vehicle pursuit actually began. If your agency did not initiate the pursuit, contact the initiating agency to verify this information. Use 24 hour notation.
5. **PURSUED VEHICLE LICENSE PLATE NUMBER** - The vehicle license plate number on the suspect vehicle.
6. **STATE** - The state of the suspect vehicle license plate number (i.e., CA, NV).
7. **VIN NUMBER** - The vehicle identification number of the pursued vehicle. Complete this item if the vehicle was 'cold-plated' or no license plate number was available.
8. **TIME YOUR AGENCY BECAME INVOLVED IN VEHICLE PURSUIT** - If your agency initiated the pursuit, enter the time from item four. If your agency took over the pursuit from another agency, enter that time instead. Use 24 hour notation.
9. **CHECK THE CATEGORY THAT BEST DESCRIBES THE VEHICLE TYPE** - Of the listed categories, check the type that best describes the vehicle.
10. **TOTAL TIME YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT** - The time, in minutes, that your agency was in the primary position for the pursuit.
11. **TOTAL DISTANCE YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT** - Length, in miles, that your agency was in the primary position for the pursuit.
12. **COUNTY WHERE YOUR AREA INVOLVEMENT BEGAN** - The county your Agency was in when involved in the pursuit.
13. **AGENCY INITIATING VEHICLE PURSUIT** - Name of the Agency which initiated the pursuit.
14. **DID YOUR AGENCY TURN THE PURSUIT OVER?** - If your agency turned the vehicle pursuit over to another allied agency, indicate that agency's name and station or office.
15. **DID YOUR AGENCY CONCLUDE VEHICLE PURSUIT?** - Your agency concluded the pursuit if you did not turn it over to another agency.
16. **LIST I.D. NUMBERS OF YOUR AGENCY'S OFFICERS INVOLVED IN VEHICLE PURSUIT** - Include only officers actually involved in the vehicle pursuit.
17. **HIGHEST NUMBER OF INVOLVED UNITS AT ONE TIME IN YOUR AREA** - Enter the highest number of ground enforcement vehicles (including motorcycles and sedans) as well as air units (including helicopters and airplanes) actively involved in the vehicle pursuit at one time.
18. **CHECK ONE CONDITION THAT BEST DESCRIBES WEATHER DURING THE PURSUIT** - Check the dominant condition for the majority of the pursuit.
19. **MAXIMUM SPEEDS ATTAINED** - The highest rate of speed attained during the vehicle pursuit on a freeway and/or surface streets. If the suspect did not enter the freeway OR exit to surface streets, enter 0 in the corresponding space.
20. **INDICATE ATTEMPTED FORCIBLE STOP(S) AND NUMBER OF TIMES ATTEMPTED** - Enter the number of attempts a forcible stop was initiated to terminate the vehicle pursuit. By definition, a forcible stop is the use or presence of a physical force to end a vehicle pursuit (e.g., roadblock, ramming, boxing-in, channelization, pursuit immobilization technique [PIT]).
21. **INDICATE THE NUMBER OF COLLISIONS THAT OCCURRED IN YOUR AREA** - Enter the number of collisions for each type (Fatal, Injury, Property Damage Only). If none, enter 0.
22. **ORIGINAL VIOLATION OBSERVED BY AGENCY INITIATING THE VEHICLE PURSUIT** - Enter the single, most serious violation which led to an enforcement stop on the vehicle and the degree of the violation, i.e., 10851(a) VC and check the felony box.

SECTION II - Complete only if your agency brought vehicle pursuit to conclusion (includes aborting of pursuit).

23. **WERE INJURIES INCURRED AS A RESULT OF A COLLISION?** - If a collision occurred during your pursuit which resulted in injuries to any person, check the 'yes' box and indicate the highest degree of injury for each person injured. Suspect driver is considered the driver of the suspect vehicle. Suspect Passengers includes any passengers which were in the suspect vehicle, regardless if any charges are filed against them. Uninvolved Third Party would include any persons not in the suspect vehicle or any peace officers.
24. **WERE INJURIES INCURRED AFTER THE VEHICLE PURSUIT?** - If any injuries were incurred by peace officers, the suspected driver, passengers in the suspect vehicle, or innocent third parties as a result of any event occurring after the vehicle pursuit (e.g., foot pursuit, arrest, shooting) while your agency was concluding the pursuit, check the "yes" box and indicate the highest degree of injury for each person injured. If the injury was self-inflicted (e.g., the suspect cut their hands while climbing a chain-link fence, self-inflicted gunshot wound), indicate in the self-inflicted field for the respective injury.
25. **SUSPECT WAS / WAS NOT APPREHENDED** - Check if the suspect was or was not apprehended during the pursuit.
26. **VIOLATION(S) SUSPECT(S) CHARGED WITH UPON CONCLUSION OF VEHICLE PURSUIT** - List the five most serious charges and their degree of violation in descending order filed against the driver. Do not include 2800.1, 2800.2 or 2800.3 VC in any of these fields unless it is the only violation charged.
27. **D.O.B. OF PERSON PURSUED** - The date of birth of the driver of the suspect vehicle. Use mm/dd/yyyy format.
28. **GENDER** - Indicate whether the driver of the suspect vehicle was male or female.
29. **DRIVING UNDER THE INFLUENCE?** - Check if the driver was under the influence. If yes, indicate alcohol, drugs, or a combination of both.
30. **ETHNICITY** - Indicate the ethnicity that most clearly resembles the driver of the suspect vehicle.

Questions concerning the completion of this form should be directed to the California Highway Patrol,
Office of Risk Management, at (916) 843-3020.

Sonoma County Junior College
District Police Policy Manual
 Sonoma County Junior College District Police Policy Manual

INDEX / TOPICS

A

ACCOUNTABILITY TO SUPERVISOR.	22
ACKNOWLEDGEMENTS	
Policy manual.	18
Policy revisions.	18
ADMINISTRATIVE INVESTIGATIONS	
Vehicle damage.	504
ADULT ABUSE	
Investigations.	448
AIRCRAFT	
Accidents.	333
Ambulance.	418
ALCOHOL.	582
ALCOHOL	
Vehicle use.	501
ALCOHOL, INTOXICANTS.	210
ALCOHOL USE.	582
AMMUNITION	
Gun violence restraining order surrenders.	305
ANIMALS.	542
APPOINTMENTS	
Communications supervisor.	514
Community relations coordinator.	308
Coordinator - portable audio/video recorders	416
Forfeiture reviewer.	463
Operations director.	476, 482
Petty cash fund manager.	506
ARRESTS	
First amendment assemblies.	398
ASSET FORFEITURE.	459
AUDIO/VIDEO RECORDING	
Body-worn cameras.	409
Custodial interrogation.	446
AUDITS	
Case dispositions.	456
Informant files.	469
Informant funds.	471
Petty cash.	507
Public safety video surveillance.	266
AUTHORITY	
Policy manual.	16
AUTHORITY, ETHICS.	206
AUTOMATED EXTERNAL DEFIBRILLATORS (AED).	419

B

BADGE	
Mourning Badge.	664
BATON.	58
BIOLOGICAL EVIDENCE	
Sexual assault.	455
BIOLOGICAL SAMPLES.	192
BIOLOGICAL SAMPLES	
Hazards.	334
BODY ARMOR.	610
BODY-WORN CAMERAS.	409
BOMBS.	328
Aircraft accidents.	334
MDT/MDC.	353
BRADY MATERIAL.	486
BREATH TEST.	435
C	
CANINES	
Pursuits.	374
CASH	
Audit.	471
Custodial searches.	562
Informants.	470
CASH HANDLING, SECURITY AND MANAGEMENT.	506
CHAPLAINS	
Line-of-duty deaths.	631
CHIEF EXECUTIVE.	13
CHILD ABUSE.	175
CHILDREN	
Transporting.	609
CITATIONS.	423
CIVIL	
Subpoenas.	228
CIVIL DISPUTES.	402
CIVILIAN/NONSWORN	
Crisis intervention incidents.	386
CODE-3.	63
COMMAND PROTOCOL.	22
COMMAND STAFF	
Line-of-duty deaths.	621
Policy review.	18
COMMUNICABLE DISEASE	
Health orders.	320
COMMUNICATIONS CENTER	
Crisis intervention incidents.	385
COMMUNICATIONS CENTER	
Foot pursuits.	377
Mandatory sharing.	232
COMMUNITY RELATIONS.	308
COMPUTERS	

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Digital evidence.	449
CONDUCT.	204
Standards of conduct.	208
CONFIDENTIALITY	
Communications center.	518
CONTACTS AND TEMPORARY DETENTIONS	
Warrant service.	484
CONTROL DEVICES.	57
CONTROL DEVICES.	57
CONTROL DEVICES	
Training.	356
CORRESPONDENCE.	24
COURT APPEARANCES.	227
COURT ORDERS	
Gun violence restraining order surrenders.	305
Subpoenas.	227
COURT ORDERS, CIVIL DISPUTES.	403
CRIME SCENE AND DISASTER	
INTEGRITY.	319
CRISIS INTERVENTION INCIDENTS.	382
CUSTODIAL INTERROGATIONS.	446
CUSTODIAL SEARCHES.	561

D

DAMAGE BY DISTRICT PERSONNEL.	223
DEADLY FORCE REVIEW.	51
DEATH INVESTIGATION.	239
DEATH NOTIFICATION.	241
DEBRIEFING	
Warrant service.	484
DECONFLICTION.	478
DEFECTIVE VEHICLES.	496
DEPARTMENT E-MAIL.	24
DEPARTMENT OWNED PROPERTY.	489
DEPARTMENT PROPERTY	
Loss Or Damage.	490
DEPLOYMENT.	354
DISABLED	
Motorist.	444
DISASTER PLAN.	25
DISCIPLINE.	205
DISCLAIMER.	16
DISCLOSING INFORMATION.	681
DOMESTIC VIOLENCE	
Reporting of Employee Convictions.	579
DRIVING	
MDT/MDC.	351
DRIVING, SAFETY SAFETY, CONDUCT	
FIREARMS, CONDUCT.	209
DRUG USE.	582
DUI ENFORCEMENT.	434

E

ELECTRONIC CIGARETTES.	595
ELECTRONIC MAIL.	28
EMERGENCY MANAGEMENT PLAN.	25
EMPLOYEE COMMENDATIONS.	632
ENFORCEMENT.	422
EVALUATION.	572
EVIDENCE	
Digital.	449
Public Safety Video Surveillance.	265
Seizing recordings.	388
EVIDENCE, BOMBS.	331
EXPLOSIONS.	331
EXPOSURE(S).	325
EXPOSURE CONTROL.	587

F

FIREARMS	
Destruction of animals.	545
Removal for vehicle maintenance.	497
Retiree.	30
FITNESS FOR DUTY.	633
FORCE.	51
FOREIGN DIPLOMATIC AND CONSULAR	
REPRESENTIVES.	346
FORMS	
Eyewitness identification.	472

G

GRIEVANCE PROCEDURE.	577
GROOMING STANDARDS.	653

H

HAZARDOUS MATERIAL.	324
HAZARDOUS MATERIAL (HAZMAT)	
RESPONSE	
Aircraft accidents.	334
HELICOPTER ASSISTANCE.	362
HIGH-VISIBILITY VESTS.	423
HOMELESS.	379

I

IDENTITY THEFT.	242
INFORMATION TECHNOLOGY USE	
TECHNOLOGY USE.	211
INSPECTIONS	
Vehicles.	499

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

INTERNET ACTIVITY.	681
INVESTIGATION AND PROSECUTION.	446

J

JURISDICTION	
Aircraft accidents.	334

K

KINETIC PROJECTILES.	59
------------------------------	----

L

LIMITED ENGLISH PROFICIENCY.	245
LIMITED ENGLISH PROFICIENCY	
Communications center.	516
Eyewitness identification.	472
LINE-OF-DUTY DEATHS.	621

M

MANUALS.	25
MDT/MDC	
Use.	500
Vehicles.	500
MEAL PERIODS AND BREAKS.	636
MEDIA	
Aircraft accidents.	336
Line-of-duty deaths.	630
Operations plans.	481
Warrant service.	485
MEDICAL	
Aircraft accidents.	333
Examinations – Adult abuse.	123
Releases.	418
MOBILE DIGITAL TERMINAL USE.	350
MODIFIED-DUTY ASSIGNMENTS.	677
MUTUAL AID	
Warrant service.	484

N

NEWS MEDIA RELATIONS.	296
NONSWORN	
Vehicles.	501
NOTIFICATIONS	
Aircraft accidents.	334
Cash.	507
Impaired driving.	436
Line-of-duty deaths.	622
Sick leave.	585
NUMERICAL FILING.	530

O

OATH OF OFFICE.	14
OC SPRAY.	58
OFFICER SAFETY	
Communications center.	516, 518
Crime scene and disaster integrity.	319
Foot pursuits.	374
LEOSA.	30
Seat belts.	608
Warrant service.	482
OPERATIONS PLANNING AND DECONFLICTION.	476
ORGANIZATIONAL STRUCTURE.	22
ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY.	22
OUTSIDE AGENCY ASSISTANCE.	230
OUTSIDE EMPLOYMENT.	646
Change in Status.	649
Obtaining Approval.	646
Prohibited Outside Employment.	647
Security Employment.	648
OVERTIME	
Court.	229
OVERTIME PAYMENT.	644

P

PARKING.	501
PEPPER PROJECTILES.	59
PEPPER SPRAY.	58
PERSONAL APPEARANCE.	653
PERSONAL PROPERTY.	489
Loss Or Damage.	490
PERSONAL PROTECTIVE EQUIPMENT.	508
PHOTOGRAPHS	
Aircraft accidents.	335
POLICE CADETS.	667
Program Advisors.	668
POLICY MANUAL.	16
POLITICAL ACTIVITY.	682
POLITICAL ENDORSEMENTS.	682
PRIVACY EXPECTATIONS	
Audio/video recordings.	409
MDT/MDC.	350
Vehicles.	499
PRIVATE PERSONS ARRESTS.	243
PROHIBITED SPEECH.	681
PROPERTY PROCEDURES	
Narcotics And Dangerous Drugs.	521
Property Release.	525
PROTECTED INFORMATION	

Sonoma County Junior College District Police Department

Sonoma County Junior College District Police Policy Manual

Sonoma County Junior College District Police Policy Manual

Communications center.	518
PROVISIONAL ORDER.	23
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY.	387
PUBLIC SAFETY VIDEO SURVEILLANCE	263
PURSUIITS	
Foot.	374

R

RAPE KIT.	455
RAPID DEPLOYMENT TEAM.	354
RECORDS RELEASE	
Child deaths.	184
Public safety video surveillance.	265
RECORDS RETENTION	
Oath of office.	15
Personal protective equipment.	511
REFLECTORIZED VESTS.	423
REPORT CORRECTIONS.	224
REPORT PREPARATION.	221
RESPIRATORY PROTECTION.	509
RESPONSE TO CALLS.	63
REVIEWS	
Eyewitness identification process - annual.	472
Policy manual.	18
Public records on social media.	288
RIDE-ALONG.	321
Eligibility.	321
RISK ASSESSMENT.	476
ROLL CALL TRAINING.	315

S

SAFETY	
Canine.	500
Communications center.	514
First responder.	319
Personal protective equipment.	508
SAFETY EQUIPMENT	
Seat belts.	608
SCHOOL EMPLOYEE REPORTING.	261
SEARCH & SEIZURE.	141
SEARCHES	
Crime scene.	320
Gun violence restraining orders.	304
Police vehicle inspections.	499
SEARCH WARRANTS.	482
SEAT BELTS.	608
SECURITY EMPLOYMENT.	648
SHIFT SERGEANTS.	368
SMOKING AND TOBACCO USE.	595

SOCIAL MEDIA.	286
SOCIAL NETWORKING.	680
STAFFING LEVELS.	26
STANDARDS OF CONDUCT.	204
STRIP SEARCHES.	561
SUBPOENAS.	227
SUBPOENAS AND COURT APPEARANCES	227
SUCCESSION OF COMMAND.	22
SUPERVISION DEPLOYMENTS.	27
SUSPICIOUS ACTIVITY REPORTING.	404

T

TAKE HOME VEHICLES.	502
TATTOOS.	654
TEAR GAS.	58
TOLL ROADS.	504
TRAFFIC FUNCTION.	422
TRAFFIC OFFICER.	422
TRAINING	
AED.	420
Discriminatory harassment.	173
Dispatcher.	519
Firearms.	98
Impaired driving.	439
Operation planning and deconfliction.	481
Personal protective equipment.	512
Public safety video surveillance.	266
Rapid response and deployment.	356
Shared equipment and supplies.	232
Social media.	288
Warrant service.	485
TRAINING PLAN.	35
TRAINING POLICY.	35

U

UNIFORMS	
Courtroom attire.	229
UNITY OF COMMAND.	22
UNLAWFUL ASSEMBLY.	396
USE OF SOCIAL MEDIA.	286

V

VEHICLE MAINTENANCE.	496
VEHICLES	
Impound hearings.	432

W

WARRANT SERVICE.	482
--------------------------	-----