

Stanislaus County Probation Department
Field Procedures Manual

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Chapter 1 - Law Enforcement Role and Authority

Administrative Policy Manual - Scope of Duties of Department Personnel

100.1 ADMINISTRATIVE PROCEDURE MANUAL - SCOPE OF DUTIES OF DEPARTMENT PERSONNEL

- A. AUTHORITY FOR PROCEDURE
 - 1. County Personnel Ordinances and Job Descriptions
 - 2. Chief Probation Officer
- B. PURPOSE
 - 1. To delineate the general parameters of authority and responsibility of positions within the Probation Department.
- C. ALL POSITIONS
 - 1. Meets expectation performance of all assigned duties and responsibilities.
 - 2. Adherence to all department policies.
- D. CHIEF PROBATION OFFICER
 - 1. Overall responsibility for all department activities.
 - 2. Final decisions regarding all policies, operations and personnel decisions for the department.
 - 3. Primary liaison with the County Board of Supervisors, the Chief Executive Officer, the Courts, the Juvenile Justice Commission and other agency heads.
 - 4. Appointing authority for Department personnel.
- E. ASSISTANT CHIEF PROBATION OFFICER
 - 1. Acts in the absence of the Chief Probation Officer with the same level of authority.
 - 2. Primary operational liaison with other agencies.
 - 3. Primary responsibility for all personnel actions, including hiring, assignment and discipline
 - 4. Administrative responsibility for all operations, including policy development and interpretation.
 - 5. Other administrative duties and tasks as assigned by the Chief Probation Officer.
- F. DIVISION DIRECTOR
 - 1. Acts in the absence of the Assistant Chief Probation Officer with the same level of authority.
 - 2. Management oversight and coordination of daily operations in assigned Division.
 - 3. Operational liaison with other agencies.

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4. Other management duties and tasks as assigned by the Chief Probation Officer and Assistant Chief Probation Officer.
- G. HUMAN RESOURCES MANAGER
1. Manage personnel function including staff recruitment and selection, training and development, risk management/safety, general personnel administration, employee payroll, Equal Employment Opportunity program and administration of internal investigations and employee discipline.
 2. Primary liaison with designated employee representatives for labor relations issues.
 3. Other management duties as assigned.
- H. ADMINISTRATIVE SERVICES MANAGER
1. All fiscal, budgetary, and accounting.
 2. General office management of physical plant and equipment.
 3. Other managerial assignments and tasks as assigned.
- I. INFORMATION TECHNOLOGY (IT) MANAGER
1. All information technology operations.
 2. Probation radio communication.
 3. Other managerial assignments and tasks as assigned.
- J. SUPERVISING PROBATION OFFICER, CLERICAL DIVISION MANAGER, SUPERVISING PROBATION CORRECTIONS OFFICER, SUPERVISING LEGAL CLERK
1. Primary responsibility for accomplishment of unit operations.
 2. Direct supervision responsibility over all subordinate line staff assigned to unit or area of responsibility.
 3. Implementation and enforcement of all department policies.
 4. Primary responsibility for communication between administration and line staff assigned to unit or area of responsibility.
- K. DEPUTY PROBATION OFFICER III, PROBATION CORRECTIONS OFFICER III, LEGAL CLERK IV, ACCOUNTANT I/III, SYSTEM ENGINEER II
1. Assist Supervisors in supervising daily activities.
 2. Act as the supervisor in his/her absence.
 3. Perform line staff functions as a lead worker
 4. Training of subordinate members.

See Administrative Policy Manual for further information.

Chapter 2 - Organization and Administration

Internal and External Communications

200.1 INTERNAL AND EXTERNAL COMMUNICATIONS - GENERAL STATEMENT - PUBLIC SPEAKING

In order to approve and track all community events, presentations, recruitment events, our members are attending, the following procedures have been created.

- (a) If a staff member has been asked personally by an outside agency or community member to represent the department by providing a presentation, attend an event, the staff member shall complete form ADM-1051. The staff member will include all information related to the event, attach flier/correspondence and then route to their Supervisor and Division Director for approval/signatures. The Division Director will then forward the form to the Community Liaison Officer or their supervisor, who will enter the approved event into the Community Event calendar located on the Pronet home page under Information. The Community Liaison Officer will then route the form to Human Resources.
- (b) If staff members learn of an upcoming event in the community they believe the department may want to participate in, they are encouraged to forward all information about the event and contact person via e-mail to the Community Liaison Officer for follow up.
- (c) The Community Liaison Officer will be sending periodic e-mails to all department Supervisors/Division Directors soliciting member participation at community events, presentations, etc. If a staff member volunteers (after receiving permission from their supervisor) and is selected to attend such an event, the Community Liaison Officer will complete form ADM-1051 and list all members participating. The Community Liaison Officer or their supervisor will enter the event into the Community Event calendar. The Community Liaison will then route the form to the Human Resources Division.
- (d) Until the attached form ADM-1051 has been submitted and appropriate signatures received, staff members do not have permission to represent the department at a presentation or event. All approved events and those staff members attending will be posted on the Community Event Calendar for all members to view. If you believe you are scheduled to attend an event and do not see it on the Community Event Calendar, please contact the Community Liaison Officer.

See Stanislaus County Policy Manual for corresponding policy.

Chapter 3 - General Operations

Control Devices and Techniques

300.1 GENERAL PROCEDURES STATEMENT - OLEORESIN CAPSICUM

Officers may use oleoresin capsicum (OC) within the scope of peace officer's authority to subdue imminent or actual violent and/or aggressive behavior if such behavior presents a clear danger to officers or others. Before OC spray is used, consideration must first be given to the gravity of the situation, level of threat posed by the individual and danger of physical injury to persons and/or if hostile behavior does not cease. If the officer decides to deploy OC spray, it is assumed that the individual is resisting or interfering with an arrest and therefore will be arrested by the officer.

- (a) OC spray shall be used when reasonably and lawfully necessary to subdue an attacker, a violently hostile person, or aggressive animals in an effort to reduce injuries to staff and individuals. It will not be used indiscriminately or in anticipation against mere threats of violence or resistance unless the person has the apparent ability to carry out the threat and is ready or in the process of doing so. OC spray shall not be used for punishment, retaliation or disciplinary purposes.
- (b) OC shall be used only after making a reasonable effort to verbally persuade voluntary compliance and after giving a clear warning that OC will be used if such voluntary compliance is not made, unless the safety and security of staff or others is threatened. The only exception to using OC spray before a verbal warning is given is when the behavior exhibited is of such a nature that even momentary delay would result in further injury to a person; then, OC may be applied without warning.
- (c) Possession and use of department-issued OC is restricted to designated on-duty officers who have been authorized by the Chief Probation Officer or his/her designee and who have successfully completed a departmental-approved training course in the use of OC spray. The Department authorizes its use only in the course of on-duty activities and operations.
- (d) All OC carried by officers shall be the property of, and issued by, the Department. OC assignment shall be documented by the Department upon issue and return.
- (e) Officers carrying a chemical agent on-duty shall have in their possession their department identification card, handcuffs, and their badge displayed on their person. If officers do not have handcuffs issued to them, they may check out handcuffs through their supervisor.
- (f) Chemical agents should be treated with the same caution and respect as any other defensive equipment. Officers issued chemical agents shall maintain personal control over the chemical agent at all times. The chemical agent must be stored in a secure place where it is not accessible, including when not on-duty, to unauthorized persons.
- (g) Caution should be used when storing/securing chemical agents in a vehicle. Do not puncture, incinerate, or expose to heat above 120 degrees. Extended exposure to direct sunlight or other extreme heat source may cause canister to burst.
- (h) All expired or empty chemical agent containers shall be returned to the Equipment Supervisor and disposed of by the Department at an approved disposal site.

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Control Devices and Techniques

300.2 USE OF OC CHEMICAL AGENTS

300.2.1 CHARACTERISTICS

OC is a highly concentrated form of red cayenne peppers, or a similar substance, that affects the mucous membranes of humans and animals, and is considered a "Tear Gas" as defined by Penal Code § 12401. OC, when applied to the face, typically causes swelling of mucous membranes, involuntary closing of the eyes, gagging, coughing, shortness of breath, and an intense feeling of burning on the exposed skin areas. The major advantage of OC is that it is consistently effective when used against combative persons with reduced sensitivity to pain. It may also be effective against vicious animals. The symptoms are temporary and may last up to 45 minutes if left untreated. Decontamination is simpler and more effective than with other chemical agents.

Oleoresin capsicum (OC Pepper Spray) is the only tearing agent authorized for use by the Stanislaus County Probation Department.

300.2.2 GENERAL PRECAUTIONS IN THE USE OF OC SPRAY

The following precautions shall be strictly adhered to with regard to the application of OC:

- (a) OC shall be used for self-defense and overcoming resistance by threatening and/or hostile subjects or aggressive animals.
- (b) OC should not be used in the immediate vicinity of infants since their respiratory systems are extremely sensitive.
- (c) Care shall be given before using OC in windy conditions or near open flames.

Prior to deployment the following should be considered:

- (a) Note the location of others and use appropriate caution to avoid contamination of bystanders whenever possible.
- (b) If possible, give the command, "STOP, OR I'LL SPRAY" (staff in the immediate vicinity should step away).
- (c) If the individual(s) comply, do not deploy spray.
- (d) If the individual(s) do not comply, OC spray may be administered.

Post deployment procedures are as follows:

- (a) Place the individual in handcuffs immediately.
- (b) If necessary, contact dispatch to request back up.
- (c) As soon as it is safe, move the individual to a decontamination area.
- (d) Start the decontamination process.
- (e) If appropriate, transport to booking facility.
- (f) Advise booking staff that OC spray was used on the individual.
- (g) Complete necessary arrest/booking reports.
- (h) Notify the Unit supervisor.

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- (i) Prepare an Incident Report providing all information outlined in this policy under Documentation.

Decontamination and Aftercare procedures are as followings:

- (a) Tell the individual to calm down, relax and try to breathe normally.
- (b) As soon as reasonably possible, move the individual to uncontaminated air. If the individual is wearing contact lenses, they should be removed. Flush the area affected with water, which will reduce the symptoms and cause the agent to dissipate. To further facilitate recovery, a damp cloth may be used to blot the agent from the affected area.
- (c) Closely monitor the individual's reaction to the spray. All symptoms should disappear within 15 to 45 minutes without aftereffects. It is the responsibility of the officer who deploys the OC spray to render decontamination or transport the individual to the appropriate medical facility for medical clearance prior to booking. Special care and post spray observation should be taken when applying OC to individuals with emphysema or asthmatic conditions.
- (d) Bystanders that may be exposed or affected by over-spray shall be offered decontamination assistance.
- (e) Juvenile Hall staff is to follow the decontamination and aftercare procedures as outlined in the Juvenile Hall Policy Manual.
- (f) If an aggressive animal is exposed, reasonable efforts shall be made to contact the owner of the animal sprayed. If the owner is contacted, they should be verbally provided with aftercare procedures. If the owner is not present, the officer shall leave a business card requesting a return call.

The following documentation is required:

- (a) When a chemical agent is deployed, an Incident Report shall be completed prior to the end of the shift or working day. The purpose of the report is to document the use of the chemical agent and the aftercare of the individual of the chemical spray. The report shall be forwarded to the officer's supervisor who will conduct a debriefing with the officer regarding the incident. The supervisor will then forward the report along with his/her comments to the Division Director or Assistant Chief Probation Officer for review.
- (b) The Incident Report shall include the following:
 - 1. The date, time, location and circumstances that required deployment of the chemical agent.
 - 2. Names of all persons involved and a description of their actions.
 - 3. Name(s), address(s), and telephone number(s) of any witnesses.
 - 4. A description of how the chemical agent was utilized and the response of the person(s) who were sprayed.
 - 5. A complete description of aftercare/decontamination procedures and /or medical referral/treatment.
- (c) An incident report is not required when OC is deployed for training and/or testing purposes.

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- (d) When OC is deployed, if applicable to an offender or their residence, officers are to enter a detailed progress note in ICJIS.

300.3 ISSUANCE AND STORAGE OF CHEMICAL AGENTS

The Department will issue OC spray to authorized sworn officers. It is the officer's responsibility to ensure that the spray is stored in a secure location when the officer is off-duty. When carrying OC, officers are responsible for securing it on their person. Officers shall not trade or give spray to another staff without authorization by the supervisor. The Department will maintain records indicating the name(s) of officers to who spray has been issued and date of issue.

Maintenance:

- (a) The designated officer shall check the expiration dates quarterly and request replacement canisters as soon as possible.

300.4 NOTE

See Stanislaus County Policy Manual for corresponding policy.

Firearms Authorization Qualifications & Assignments Procedure

301.1 PURPOSE AND SCOPE

To establish procedure guidelines for officers to qualify for and maintain Armed Qualification Pay and Armed Assignment Pay.

See Firearms Policy for further information.

301.2 GENERAL PROCEDURE STATEMENT

The Department recognizes the need to train and/or arm officers who work an assignment(s) that may require the use of deadly force in defense of one's own life or the life of a third party against an imminently dangerous aggressor, or to stop the commission of an assault that is likely to result in great bodily injury. Such responsibility may be compensated in the form of Armed Qualification Pay and Armed Assignment Pay as defined in the Stanislaus County Deputy Probation Officers Association (SCDPOA) and the Stanislaus County Probation Corrections Officers Association (SCPCOA) MOU. This procedure is designed to provide guidelines for officers that are eligible, authorized, and qualified to carry a firearm while on duty to earn and maintain Armed Qualification or Armed Assignment Pay.

See Firearms Policy for further information.

301.3 PROVISIONS FOR ARMED QUALIFICATIONS & ASSIGNMENT PAY

Nothing in this procedure shall supersede the authority and discretion of the Chief Probation Officer, Firearms Policy, or the SCDPOA and SCPCOA MOU.

- (a) All officers shall be required to complete the following prerequisites before he/she may be authorized or qualified to carry a firearm while on duty.
 1. Complete oleoresin capsicum (OC) spray training
 2. Complete Impact Weapon/Baton training
 3. Complete Conducted Electrical Weapon (CEW) TASER® training
 4. Complete the Request to Authorize Use of Defensive Equipment on Duty ([Form ADM1022](#)) and submit it to the Chief Probation Officer via the chain of command for consideration.
 5. Undergo a psychological examination where a POST approved licensed psychologist determines suitability to be armed. Permanent Deputy Probation Officers and Probation Corrections Officers may seek a second opinion from a department appointed psychologist at the department's expense. Any officer who is found unsuitable after seeking a second opinion will not be eligible for another psychological examination for the purposes of Armed Qualification or Armed Assignment Pay.
 6. Successfully meet all the requirements of a POST certified course in firearms instruction pursuant to Penal Code Section 832. Officers will be afforded one

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- opportunity to successfully complete the requirements of the POST 832 PC Firearms course. If an officer fails to successfully complete the course, he/she may petition the Chief Probation Officer for another opportunity to attend the course or complete the course at the officer's own expense. The Chief Probation Officer maintains sole discretion on whether to grant another opportunity to attend the course at the department's expense.
7. Successfully meet all the requirements of the department approved IFORCE firearms course.
 8. Receive written authorization to carry a firearm from the Chief Probation Officer ([ADM1022](#)). Authorization to carry a firearm is not subject to appeal and may be rescinded by the Chief Probation Officer at any time without review or appeal by the affected officer.
- (b) Probationary officers will be subject to additional provisions as follows:
1. Probationary officers may be afforded one opportunity to remediate the IFORCE firearms course during his/her probationary period in the event he/she fails to meet the course requirements. Such opportunity is at the discretion of the Chief Probation Officer.
 2. Probationary officers who do not meet the requirements of the IFORCE firearms course after two unsuccessful attempts may be released from employment.
- (c) Permanent officers within the Deputy Probation Officers classification will be subject to additional provisions if applicable.
1. Officers who never attempted to meet the arming requirements shall be required to complete the prerequisites as noted in section (a) above.
 2. If a permanent officer has completed the POST 832 firearms requirement and never attended IFORCE firearms training, he/she will be given an opportunity to attend IFORCE as space is available.
 - (a) Course space availability will be calculated in descending order starting with probationary officers, officers who need to remediate the course, then permanent officers by classification followed by seniority within classification
 - (b) Permanent officers may request to attend IFORCE by 5:00 pm on the first Monday of January and the first Monday of July to form a new waiting list
 - (c) If any officer remains active on the previous list, they will be placed at the top of the new list regardless of classification or seniority
 - (d) The Chief Probation Officer reserves the right to deny an officer from attending the course if it conflicts with the immediate needs of the department
 3. If a permanent officer fails to meet the requirements of IFORCE firearms training, he/she will be given one opportunity to remediate the course during the next available session as space permits or otherwise may attend an available future session.

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4. The department will not be obligated to offer permanent officers more than two total attempts to meet the requirements of the IFORCE firearms training. However, a permanent officer may petition the Chief Probation Officer for another opportunity to attend the course if the officer can persuasively demonstrate a likelihood of success such as producing compelling proof of competency gleaned through additional training outside the department on the officer's own time and at the officer's expense.
 - (a) Examples of compelling proof and competency may be successful completion of a certified NRA or IALEFI firearms course; however, the Chief Probation Officer reserves the right to independently assess and decide whether compelling proof and competency exists.
 - (b) The decisions of the Chief Probation Officer is final and binding.
5. A permanent officer may not petition to attend IFORCE more than once every two years.
 - (d) Officers who are qualified and authorized to carry a firearm must maintain qualifications by meeting the quarterly firearms qualifications requirements as set forth by the Department's Range Qualifications Program and Firearms Policy.
 1. Officers who fail to meet the requirements during quarterly firearms qualifications shall be given opportunities to remediate during the same qualifications course.
 2. If an officer fails to meet the firearms qualifications after remediation, he/she will be given two more opportunities to qualify during the immediate 60 day period following remediation in accordance with the Firearms Policy.
 3. Officers who fail to qualify during the 60 day period will have his/her authorization to carry a firearm revoked and will no longer be eligible to receive Armed Qualification or Armed Assignment Pay.
 4. All officers hired after January 1, 2014, who have his/her authorization to carry a firearm revoked will be assessed for suitability to continue employment by the Chief Probation Officer or his/her designee and may be subject to discipline up to and including termination of employment. If the officer is retained, he/she may be subject to a Performance Improvement Plan and/or other disciplinary action at the sole discretion of the Chief Probation Officer.
 5. All officers hired before January 1, 2014, who have his/her authorization to carry a firearm revoked may petition the Chief Probation Officer no more than once per year to seek reinstatement of his/her authorization to carry a firearm if the officer can persuasively demonstrate a likelihood of success such as producing compelling proof of competency gleaned through additional training outside the department at the officer's expense. The Chief Probation Officer's decision is final and binding.
 - (e) Officers who are qualified, authorized, and assigned to an armed assignment will be eligible for Armed Assignment Pay. All armed assignments will be designated by the Chief Probation Officer.
 1. Assignment transfers are at the sole discretion of the Chief Probation Officer.

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2. An officer who is transferred out of an armed assignment may continue to be eligible for Armed Qualification Pay if he/she maintains the qualifications standards as set forth in this policy.
- (f) Officers who are on a protected leave of absence will continue to receive Armed Qualification or Armed Assignment Pay if he/she was eligible to receive either pay before commencing the leave.
1. Officers who do not meet the arming qualifications as a result of any protected leave of absence must qualify at the earliest practical date after his/her return to full duty in order to maintain Armed Qualification and/or Armed Assignment Pay.
 2. If an officer fails to meet the firearms qualifications after returning from a leave of absence, he/she will be given two more opportunities to qualify during the immediate 60 day period following remediation in accordance with the Firearms Policy.
 3. Officers returning from leave who fail to qualify during the 60 day remediation period will have his/her authorization to carry a firearm revoked and will be no longer eligible to receive Armed Qualification or Armed Assignment Pay.
 4. Officers who have his/her authorization to carry a firearm revoked will be subject to the terms set forth in (d) above.
- (g) Officers who lose Armed Qualification or Armed Assignment Pay as a result of failing to meet eligibility standards, transfer, or other department action other than formal discipline may appeal via the Department's Administrative Appeal Process. Officers facing formal discipline must engage in the Department's formal disciplinary processes.
1. Officers who wish to appeal loss of Armed Qualification or Armed Assignment Pay must notice his/her assigned division director within seven (7) working days from the day of the loss of pay.
 2. The assigned division director shall forward the appeal to the Assistant Chief Probation Officer for consideration.
 3. The Assistant Chief Probation Officer shall respond to the appeal in writing no more than thirty (30) days from the date the appeal was submitted by the officer.
 4. The decision of the Assistant Chief Probation Officer shall be final and binding.

See Firearms Policy for further information.

Restitution Determination

302.1 GENERAL PROCEDURES STATEMENT - VICTIM RESTITUTION

Restitution must be ordered in an amount sufficient to fully reimburse the victim(s) for all determined economic loss incurred as the result of the offender's conduct, absent compelling and extraordinary reasons stated on the record. An offender's inability to pay is not a compelling and extraordinary reason for failing to order restitution, nor is it to be considered when determining the amount of a restitution order.

- (a) Co-responsible(s) are jointly and severally liable for restitution.
- (b) Restitution will be determined regardless of any civil action taken by a victim.

See Restitution Policy for further information.

302.2 RESTITUTION AMOUNTS DETERMINED BY THE PROBATION OFFICER

In cases where the Court does not specify the amount of restitution, the Probation Officer will determine restitution for the following:

- (a) All charged offenses resulting in conviction or finding.
- (b) In juvenile informal cases, only for offenses for which the youth has agreed to make restitution and the victim has completed a claim form.
- (c) Matters dismissed:
 - 1. In adult matters, the assigned officer will determine restitution when the Court stipulates to a Harvey Waiver at the time of dismissal.
 - 2. In juvenile formal matters, the assigned officer will determine restitution in any case where the victim has suffered a loss even if the case was dismissed in the interest of justice.

See Restitution Policy for further information.

302.3 RESTITUTION DETERMINATION GUIDELINES

The Court ultimately determines the amount of restitution owed to the victim. The Probation Department will utilize the following list as a guideline to help victims determine the amount of their loss. The victim, however, is under no obligation to utilize the guidelines and may make any claim that he/she feels demonstrates sufficient evidence. The following methods will be used to assist the victim in determining his/her loss, as allowed by Penal Code § 1202.4 unless otherwise cited:

- (a) Full or partial payment for the value of stolen or damaged property.
- (b) Medical expenses.
- (c) Mental health counseling expenses.
- (d) Wages and profits.
- (e) The children of a homicide victim are entitled to restitution for the loss of support if ordered by the Court.

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- (f) Equipment rental necessary to restore the victim's loss or temporarily replace an automobile.
- (g) Interest, at the rate of 10% per annum, that accrues as of the date of sentencing or loss, as determined by the Court.
- (h) Restitution for actual and reasonable attorneys' fees.
- (i) Expenses incurred by an adult victim in relocating from the defendant.
- (j) Expenses to install or increase residential security incurred related to a crime, as defined in Penal Code § 667.5(c).
- (k) Expenses to retrofit a residence or vehicle to make it accessible or operational by the victim, whether the disability is partial or total.
- (l) Expenses for a period of time reasonably necessary to make the victim whole, for the costs to monitor the credit report of, and for the costs to repair the credit of, a victim of identity theft, as defined in Section 530.5.
- (m) Claims for victim restitution paid by the California Victim Compensation and Government Claims Board.
- (n) Funeral and burial expenses.
- (o) A Government Agency may be a direct victim of the offender's crime. However, statutes often give governmental agencies other remedies to obtain reimbursement.
- (p) Probation Department Administrative Surcharge: A 10 percent (10 percent - maximum \$250 for adults/\$100 for juveniles) surcharge will be added to all restitution determinations; both juvenile and adult, to be collected last, after the victim has been paid in full.

See Restitution Policy for further information.

302.4 RESTITUTION MANAGEMENT AND ENFORCEMENT

The Stanislaus County Probation Department will make every effort to ensure that all offenders are held accountable for their victim restitution obligations.

- (a) The officer, upon receipt of the restitution determination, will make diligent efforts to meet with the offender to notify the offender of the restitution determination and establish a monthly payment plan.
- (b) In establishing the amount an offender should pay per month towards restitution, the offender's "ability to pay" shall include, but shall not be limited to, the following:
 1. Present financial position.
 2. Reasonable discernible future financial position.
 3. Likelihood that the offender would be able to obtain employment within one-year from the date of restitution hearing.
 4. Any other factor or factors that may bear upon the offender's financial capability to pay.

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- (c) Should the offender not make himself/herself available for the processing of the restitution order, a warrant will be requested and the amount determined will be forwarded to Accounting for processing. Upon arrest, the Cervantes and Court order will be completed and the probationer will be given the opportunity to contest the amount.

See Restitution Policy for further information.

302.5 RESTITUTION COLLECTION

In addition to common caseload management, other collection techniques may be used including enforcing victim restitution as money judgments and collecting payments through the Franchise Tax Intercept program.

(a) Enforcement of Restitution Obligations and Probation Violations

1. All offenders ordered to make restitution will be directed to submit a payment each month, the only exceptions being:
 - (a) Incarcerated offenders or those in group-home placement.
 - (b) Hospitalized offenders without income.
 - (c) Offenders who have a clear and verifiable "lack of an ability" to make a payment during a specific month.
2. Except in the circumstances listed above, the assigned probation officer should monitor offenders who fail to make regular restitution payments at least every three months in order to maintain effective caseload management.
3. In order to submit probation violations for failure to pay restitution, two criteria must be met:
 - (a) The offender has willfully failed to pay restitution; and
 - (b) The offender has the ability to pay.
4. An offender's willful non-payment of restitution can be based on his/her own statements that they refuse to pay, will not follow the orders of the court, etc.
5. Expiration of Probation with Restitution Owing: It is the general policy of the Probation Department to satisfy restitution accounts in full whenever possible. All attempts should be made to avoid terminating probation with restitution owing.
 - (a) If an adult offender has any remaining unpaid balance on a restitution order or fine 120 days prior to his/her scheduled release from probation, a modification to extend probation shall be considered. Additionally, the offender shall file a new and updated financial disclosure, which will be made available to the victim upon request
 - (b) Should any probation case be dismissed with restitution owing, the victim will be mailed a letter reflecting that jurisdiction has expired, though the claim will remain open. The victim is also to be notified that he/she has the right to pursue the matter civilly and may contact the probation officer if

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he/she desires to proceed civilly in order to be provided with the offender's name, address and, if the offender is under the age of 18, parent's name.

See Restitution Policy for further information.

Chapter 4 - Field Operations

Deployment of Narcan Nasal Spray (Naloxone) for Opioid Overdoses

400.1 PURPOSE

The purpose of this procedure is to establish uniformity for the administering of Naloxone Hydrochloride, the generic name for "Narcan." Due to the anticipated deployment of the Narcan Nasal Spray product, this directive only applies to that product. The purpose of this deployment is to equip department personnel with the ability to assist with the medical emergency of an opioid (i.e. Heroin, Fentanyl, Hydrocodine, Oxycodone, etc.) overdose.

400.2 POLICY

Probation Department personnel are required to be properly trained in the use of Narcan Nasal Spray prior to administering it in the course and scope of their duties. Initial training regarding the administration of Narcan shall be conducted by the County's EMS provider. Subsequent training on the administration of the nasal spray may be conducted by a current certified first aid instructor trained in teaching the administration of Narcan Nasal Spray.

Narcan Nasal Spray may be used on department personnel who come in contact with an opioid-related drug in the course and scope of their duties and suffer the effects of an overdose while awaiting paramedics/fire to respond, in addition to probationers or other citizens who appear to be suffering the effects of an opioid-related overdose as described in this policy.

400.3 PROCEDURES

Narcan Nasal Spray can be obtained from the Professional Standards Unit Supervisor. Supervisors shall develop a process for ensuring personnel from their units obtain training and are issued the nasal spray. Each department member shall regularly check to ensure their issued Narcan Nasal Spray has not expired. An expired nasal spray shall be properly disposed of and replaced. It is recommended department members keep their issued Narcan Nasal Spray stored with their department issued IFAK kit, which shall be kept on their person during field operations. Care should be taken to ensure the applicators are not exposed to excessive heat or light to protect the potency of the nasal spray. Narcan Nasal Spray has a shelf life of approximately two years.

400.3.1 THE ADMINISTRATION OF NARCAN NASAL SPRAY

Prior to deploying Narcan Nasal Spray, field personnel must first ensure the scene is secure and free of hazards for themselves, other first responders, and for bystanders in the immediate area. Scene assessment should include, but is not limited to:

- a) Presence or potential of any outstanding suspects in the area.
- b) Weapons or dangerous objects.
- c) Containment of a crime scene as necessary.
- d) Traffic hazards.

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e) Fire, chemical, electrical or environmental hazards.

Once the scene is determined safe, personnel shall ensure fire/paramedic personnel have been requested. While fire/paramedic personnel are responding to the scene, the handling officer shall do a first assessment of the patient by:

1. Observing if the patient is unconscious and unresponsive.
2. If unconscious, check the patient's airway, breathing, and pulse.
3. Ask bystanders or persons who may know the patient if it is known that opioid ingestion is a factor.
4. Check for signs of opioid overdose.

Signs of opioid overdose may include, but are not limited to:

- Loss of consciousness
- Constricted (pinpoint) pupils
- Unresponsive to outside verbal or physical stimulus
- Awake, but unable to speak
- Breathing is very slow and shallow, irregular, or has stopped
- Choking sounds, or a snore-like gurgling noise
- Vomiting
- Body is very limp
- Face is very pale or clammy
- Fingernails and lips turn blue, purplish, or black
- Pulse (heartbeat) is slow, irregular, or not present

If the patient is not breathing and is unresponsive, begin CPR then administer Narcan Nasal Spray when possible. If available, personal protective equipment (CPR mask, gloves, face shield, etc.) should be utilized when administering CPR. If you suspect the patient is unconscious due to opioid overdose, administer Narcan Nasal Spray by doing the following:

1. Gently tilt the person's head back and make sure the nasal cavity is clear.
2. Hold the Narcan spray by placing your thumb on the bottom of the plunger and your first and middle finger on either side of the nozzle.
3. Insert the device nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the patient's nose.
4. Press the plunger firmly to administer the full dose of Narcan into the nostril.
5. Remove the device from the person's nostril after administering the dose.

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6. Initiate rescue breathing as needed until the person can adequately breathe on their own.
7. Once the patient is adequately breathing, you may need to move the patient on their side to prevent aspiration and continue constant observation until fire/paramedic personnel arrive.

400.4 FACTORS TO CONSIDER WHEN ADMINISTERING THE NARCAN NASAL SPRAY

The Narcan Nasal Spray may take a few minutes for the patient's body to absorb and react to the medication. If the person does not respond to the nasal spray within three to five minutes, a secondary dose of nasal spray may be required. Prior to administering a second dose of Narcan Nasal Spray, department personnel shall ensure fire/paramedic personnel are responding to the scene. Each nasal spray applicator contains one full dose.

Administering of Narcan Nasal Spray may result in an immediate withdrawal in patients who are opioid dependent. Symptoms of withdrawal may include nausea/vomiting, cardiac arrest, nose bleed or, in rare cases, aggressive behavior.

Narcan Nasal Spray **shall only** be administered on adults and children, and **shall not** be administered on infants (under one year of age). The nasal spray will only work on persons who have overdosed on opioid-related drugs. The nasal spray does not have any significant side effects if the cause of unconsciousness is not opioid-related. Probation Department personnel shall defer the authority for medical treatment and transportation to paramedic and ambulance personnel once they arrive on-scene. State law exempts properly trained department personnel from liability when administering Narcan Nasal Spray during the course and scope of their duties.

Department personnel should ensure the used Narcan Nasal Spray device is properly disposed of by surrendering it to on-scene fire/paramedic/ambulance personnel, or by providing the device to the Professional Standards Unit Supervisor.

400.5 REPORTING AN INCIDENT

After Narcan Nasal Spray has been administered to a patient, whether successful or not, Department personnel shall:

1. Verbally advise fire/paramedic personnel what time Narcan Nasal Spray was administered and any change in the patient's condition.
2. Complete the Probation Department's Narcan Use Report form. [See attachment: Narcan Use Report.pdf](#)
3. If necessary, such as in cases of death, attempted suicide, suspect in a crime, reportable force used, etc., complete an Incident Report.
4. Submit all paperwork to your supervisor for review/approval. Once approved, copies of all documentation shall be submitted to records. If used only on an employee, proper documentation for on-the-job-injury (OJI) exposure forms need to be completed and turned in.

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400.6 REFERENCES

NARCAN Nasal Spray Quick Start Guide

NARCAN website (www.narcan.com)

Body Worn Camera (BWC) Procedure

401.1 BODY WORN CAMERA

Prior to conducting field activities, each armed officer will be responsible for making sure they are equipped with a portable recorder issued by the department, and that the recorder is in good working order. BWC equipment is the responsibility of individual users and shall be used with reasonable care to ensure proper functioning.

Users shall inspect and test the BWC prior to each shift to verify proper functioning. Equipment malfunctions shall be brought to the attention of a Supervisor as soon as possible so that a replacement unit can be issued. Users will notify electronically or in writing the BWC Program Administrator or designee of the malfunctioning equipment.

Users shall not remove, dismantle, or tamper with any hardware or software component or part of the BWC except for approved repairs or maintenance. All mounting devices or holsters will be issued by the Stanislaus County Probation Department. No other unauthorized mounts or holsters will be allowed unless approved by the Program Administrator.

The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Stanislaus County Probation Department.

Users should upload all video from their BWC with appropriate metadata annotation daily by the end of their shift. Officers shall obtain Supervisor approval if the BWC upload cannot take place by the end of an officer's shift.

Users shall not edit, alter, or erase BWC recordings.

BWCs shall be worn above the midline of the torso. When donning their BWC, officers should utilize their smart phone Bluetooth BWC application to ensure their BWC is mounted in a position where the field of view is effective for recording.

Officers should activate the recorder any time the officer believes it would be appropriate or valuable to record an incident or when there is potential for contact with an individual(s).

401.2 DEFINITIONS

Body Worn Camera (BWC) - A camera worn on the user's person that records and stores audio and video.

Buffering Mode - When the BWC is on, but has not been activated to record both sound and video, the camera is in the "buffering" mode. While in the buffering mode, the BWC will continuously record only video (not audio) in 30 second loops.

BWC Program Administrator - The department designated employee responsible for implementing and managing the BWC program and providing training to users. The BWC Program Administrator will have full access to user rights and sets user access and parameters.

Digital Evidence - BWC files, including photographs, audio, and video recordings, captured by a BWC and stored digitally.

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Event Mode - When the "Event" mode button on the BWC is activated, the camera records both audio and video. The buffered video (not audio) captured directly before the event (30 seconds prior to activation) will also be saved and attached to the event in permanent memory.

Metadata - Case numbers, event numbers, and other descriptors used to identify digital evidence via the annotation process.

Officer – Those employees of the Stanislaus County Probation Department who engage in the supervision of offenders are considered officers for the purposes of this policy. All officers may be issued BWCs.

Public Records Act - The California Public Records Act gives the public the right to access records that are in the possession of public agencies, subject to certain statutory exemptions from disclosure.

User - Any Officer, or designated employee issued a BWC.

401.3 WHEN TO RECORD

(a) Users are not expected to jeopardize their own safety or the safety of the public simply to record an incident via BWC.

(b) Users should activate their BWC any time they reasonably believe a recording would be of evidentiary value or other interaction with the public. This policy is not intended to describe every possible situation in which a BWC should be used, although there are many situations where its use is appropriate. Below are some examples of when a BWC should be activated:

1. All field supervision and investigative contacts including stops and field interview (FI) situations.
2. Self-initiated activity in which a user would normally notify dispatch via the radio.
3. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise warrant recording.

401.4 HOW TO RECORD

(a) Users shall conduct field activity with their BWC in "buffer" mode. While in the buffer mode, the BWC will continuously record in 30 second loops. During that 30 second period, only video is being recorded, not audio.

(b) When a user activates their BWC, they will place the camera in "event" mode to record the incident. In this mode, both video and audio will be recorded.

(c) When the incident is over or the user stops recording for any other reason set forth in this policy, the BWC is to return to the "buffer" mode.

(d) To assist with identifying and preserving data and recordings, officers should download, tag, or mark these recordings in accordance with the category identification within the Axon View application on their smart phone or their myevidence.com account from their desktop computer.

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- (1) Officers shall identify an offender by their Party ID (ICJIS-PB) number within the ID Field.
- (2) Officers shall identify a category based on the recording within the Category Field.
- (3) The Title Field is self-populated with the Axon Inventory number for the BWC.

(e) Officers should avoid using the "mute" function on their BWC to prevent the loss of valuable information when interviewing offenders or victims.

401.5 PROHIBITED RECORDINGS

All recordings made by users acting in their official capacity as employees of the department, are the property of the Stanislaus County Probation Department and are not considered private. Due to privacy concerns, users shall not utilize BWCs to record in the following situations (Note: Users should turn off their BWCs in these situations):

- (a) In correctional facilities in which audio or video recording is prohibited.
- (b) Conversations with any Stanislaus County Probation Department personnel without a court order unless lawfully authorized by the Chief Probation Officer or the authorized designee.
- (c) Places where a reasonable expectation of privacy exists, such as restrooms and locker rooms.
- (d) Conversations involving a person in custody and the person's attorney, religious advisor, or physician, unless there is explicit consent from all parties to the conversation. (PC § 636)
- (e) When users are on break or otherwise engaged in personal activities.
- (f) A peace officer shall not use a personal device to make an unauthorized recording of the video or audio taken from a body-worn camera.

401.6 OPTIONAL RECORDINGS

Officers 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 the officer 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 an issue unless the circumstances no longer fit the criteria for recording.

Also due to privacy concerns, users should not record using BWCs in the following situations (Note: Users should keep their BWCs in buffer mode or turn the BWCs off in these situations):

- (a) When obtaining victim statements in sexual assault, domestic violence or child abuse, members may stop recording when encountering or interviewing a victim(s) who asks not to be video-recorded and the absence of a BWC recording will not affect the investigation.

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(b) In order to gain the cooperation of citizens who are reluctant to provide a statement while being recorded.

(c) Conversations with agency personnel or members of personnel from another agency involving tactics and strategy.

401.7 PUBLIC'S EXPECTATION OF PRIVACY

Users are not required to obtain consent from a private citizen to record an interaction when:

(a) In a public place, or

(b) In a location where there is no reasonable expectation of privacy (i.e., inside a building or dwelling where the officer is lawfully present and engaged in the performance of official duties).

Officers 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 officer deactivated the recording. Officers should include the reason for deactivation. Officers are encouraged to advise citizens they are recording if the advisement may assist in gaining compliance, assist in the investigation, and will not otherwise interfere with the investigation or officer safety.

401.8 UNINTENTIONAL RECORDINGS

In the event of an unintentional or inadvertent activation of the BWC in which the resulting recording is not evidence in a criminal case or potential administrative investigation, or when the recording may unreasonably infringe on personal privacy rights, the user who recorded the video may request the recording be deleted. If the recording captured another member of the department, the user shall notify that member of the department of the existence of that video. Either the user or the member of the department who was captured on the BWC recording may submit a written request to his or her supervisor for the video to be deleted. The request shall contain specific reasons for recommending the deletion of the recording. The Supervisor shall "flag" the video to be deleted and alert the Program Administrator of the request. The Program Administrator or their designee will review the video in a timely manner to ensure it is appropriate for deletion. If the Program Administrator determines the video should be deleted due to personal privacy rights concerns, the BWC Program Administrator will delete the file and document the deletion for audit purposes.

Only the BWC Program Administrator or a designee of the Chief Probation Officer, in accordance with retention schedules and inadvertent recording protocol, shall have the authority and ability to delete BWC files.

401.9 DOCUMENTATION

(a) When preparing written reports, users should review their recordings as a resource.

(b) Users shall document in their reports and ICJIS-PB contact notes when BWC video exists of a particular incident. Users shall check the appropriate mandatory option in the "drop down" box in ICJIS-PB indicating the existence of BWC footage. However, BWC recordings are not a

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replacement for written reports and users shall not substitute "refer to video" for a detailed and thorough report.

(c) If BWC recordings are interrupted during an incident, officers shall document in their reports or ICJIS-PB contact notes of why they stopped their BWC recording.

(d) Users shall annotate video with specifics including an offenders ICJIS-PB identification number. Within the "notes" section, officers should indicate an offender's action number, type of case, (i.e. violation of probation, new law violation), and other metadata. This information is used for case retention schedules and for searching for specific video files.

(e) Users shall create "case files" in their myevidence.com accounts for offenders when compiling multiple recordings to be used as evidence.

1. Case Files for violation of probation reports shall be identified on an adult offender by: Court Case Number, Last Name, First Name, VOP Court Date. On a juvenile offender by: ICJIS-PB number and Court date.

a. Upon resolution of the violation of probation, officers shall move all BWC footage/evidence pertaining to the violation to the "Resolved Case Files" Category to prevent further use.

2. Case Files for new law violations shall be identified by the report number (10-58 or PB#), Last Name, First Name.

a. Case Files containing BWC evidence shall be forwarded via link to the District Attorney and Defense Counsel by the Staff Services Technician.

b. The Probation Officer should inform the Staff Services Technician to move all BWC footage/evidence pertaining to the new law violation to the "Resolved Case Files" Category to prevent further use.

(f) Users should utilize the Axon Capture application on their smart phone when taking photo evidence or audio recordings and upload into their myevidence.com account.

401.10 RELEASE OF RECORDED FILES

BWC files are presumed to be evidence for investigative purposes and exempt from public disclosure under the Public Records Act. Notwithstanding the existence of such exemption, the Chief Probation Officer or their designee reserves the right to release BWC video to the public in specific instances when it is determined that such release will best serve the public interest.

Should users receive a request for BWC evidence, the request shall be forwarded to the BWC Program Administrator.

BWC Program Administrator or designee, are authorized to make duplicate copies of BWC recordings as required by their job responsibilities.

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401.11 REVIEW OF RECORDED FILES

When preparing written reports, officers should review their recordings as a resource. Officers 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 officer's performance.

Recorded BWC videos may be reviewed in any of the following situations:

- (a) By the user who originally recorded the incident for use in report preparation or courtroom testimony.
- (b) By an officer or Supervisor directly involved in the incident for use in report preparation or courtroom testimony.
- (c) By a Supervisor/Administrator approving a report in which BWC video exists.
- (d) By a Supervisor/Administrator ensuring that BWC users utilize the cameras in accordance with this policy.
- (e) By department Supervisors or Administrators who are participating in an official investigation, such as a personnel complaint, internal affairs investigation, or a criminal investigation.

401.12 TRAINING

Users shall complete department training to ensure proper use and operation of BWCs. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and BWC equipment.

401.13 STORAGE

Officers shall not store their BWC in any location other than the docking station located within their division. Officers shall dock their BWC at the end of every shift.

401.14 SUPERVISOR RESPONSIBILITIES

- (a) Supervisors shall notify the BWC Staff Services Technician when BWC evidence is required to be released to the District Attorney or defense counsel for any report submitted by the Stanislaus County Probation Department.
- (b) Supervisors shall not arbitrarily review BWC recordings for the purpose of searching for violations of department policy not related to a specific complaint or incident.
- (c) Supervisors will notify the Administrator of the Body Worn Camera Program to provide the Officer with a replacement BWC unit if their assigned BWC is damaged or malfunctioning.
- (d) Supervisors shall take possession of the BWCs of users involved in a Critical Incident immediately after the incident to ensure the BWC is docked, and footage is uploaded to the cloud storage.

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(e) Any public safety statements by involved officers should be recorded. Supervisors shall ensure that their camera is turned on while receiving the public safety statement.

Chapter 6 - Equipment

Radio Procedure

600.1 PRIMARY TRAFFIC

Primary Traffic is categorized as traffic to advise dispatch in a change of status (i.e. subject stop, invest and/or change location).

- (a) Primary Traffic should be carried out on SO Channel 1 (Channel 1 in vehicle and hand held radios).
- (b) If Channel 1 is being used for emergency traffic (10-33), primary traffic should be transmitted on SO Channel 2.
- (c) On rare occasions, both channels may be tied up, if safe, officers should standby until a channel is free.

See Policy Manual on Radio Policy for further information.

600.2 SECONDARY TRAFFIC

Secondary Traffic is categorized as traffic to request information from dispatch (i.e. 10-28, 10-29, request a 10-58).

- (a) This will be done on SO Channel 2 (Channel 2 in vehicle and hand held radios).
- (b) If Channel 2 is being used for emergency traffic, officers should utilize Channel 1 to transmit.
- (c) On rare occasions, both channels may be tied up. if safe, officers should standby until a channel is free.

See Policy Manual on Radio Policy for further information.

600.3 PROBATION CHANNEL

Channel 16 on the handholds and car radios has been designated as the "Probation Talk around" channel. This short distance channel allows officers to communicate between each other without utilizing dispatch frequencies. It is important to remember, this channel is not monitored by dispatch, thus, they cannot respond to officers on Channel 16.

- (a) Officers should remain vigilant to radio transmissions transmitted over Channel 16 as it could be picked up by scanners.

600.4 EMERGENCY TRAFFIC

Officers can use emergency Traffic (10-33) if they feel the situation warrants it (Combative/resistive subjects, subjects in attic/ crawl spaces, foot pursuit, etc).

- (a) When officers request 10-33, all officers on that call should switch to the channel that is 10-33.
- (b) "Plain speak" is acceptable to use when 10-33 to identify yourself if having a shared call sign.
- (c) When the scene is safe or officers feel necessary, officers must advise dispatch to resume normal traffic (10-34) and advise the situation is Code 4.

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See Policy Manual on Radio Policy for further information.

600.5 WORKING WITH PARTNERING AGENCIES

If officers are working with another agency and have a radio that utilizes their frequencies, officers may switch to that channel.

- (a) Prior to switching, officers should notify dispatch they will be switching channels.
- (b) If asked to switch channels by dispatch and officers do not have a capable radio, they are to advise dispatch they do not have the necessary equipment.

See Policy Manual on Radio Policy for further information.

600.6 STANISLAUS 10- AND 11- SERIES CODES & PHONETIC ALPHABET

10 AND 11 SERIES CODES	Phonetic Alphabet
10-1 Unreadable	A - Adam
10-2 Loud & Clear	B- Boy
10-4 Message Received	C - Charles
10-5 Relay	D- David
10-6 Busy	E- Edward
10-7 Out of Service	F- Frank
10-7g At the Gas Pump	G- George
10-8 In Service	H - Henry
10-9 Repeat	I - Ida
10-10 Coffee Break	J- John
10-11 Assist/ Back-Up	K- King
10-13 Weather Condition	L - Lincoln
10-15 Prisoner/ Arrest	M - Mary
10-16 Send the following	N - Nora
10-19 The Station	O - Ocean
10-20 Location	P - Paul
10-21 Phone Call	Q- Queen
10-22 Cancel/Disregard	R- Robert
10-23 Stand By	S - Sam
10-25 Do You Have Traffic?	T- Tom
10-26 No Traffic	U - Union
10-27 Driver's License Check	V - Victor
10-28 Vehicle Registration Check	W - William
10-29 Wants & Warrants Check	X - Xray
10-30 Out of Line	Y - Yellow
10-31 Report Writing	Z - Zebra

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10-32 Return to Beat	
10-33 Emergency Traffic Only	
10-34 Resume Normal Traffic	
10-35 Confidential Information	
10-36 Time	
10-37 Suspicious Person	
10-38 Suspicious Vehicle	
10-42 Home	
10-44 Suicide	
10-45 Fire	
10-48 Person Down	
10-50 Prowler	
10-53 Missing Person	
10-54 GPS Tracker on Board	
10 - 56 Restroom Stop	
10-57 Animal Problem	
10-57B Animal Bite	
10-57D Dead Animal	
10-57I Injured Animal	
10-57S Stray Animal	
10-57V Vicious Animal	
10-58 File/Case Number	
10-62 Take a Report	
10-64S Subpoena Service	
10-64W Warrant Service	
10-97 Arrived at Scene	
10-98 Finished Assignment	
11-24 Abandoned Automobile	
11-25 Road Hazard/ Disabled Vehicle	
11-41 Ambulance	
11-44 Coroner's Case/Deceased Person	
11-48 Transport	
11-79 Accident/ Ambulance E/R	
11-80 Accident/ Major Injury	
11-81 Accident/ Minor Injury	
11-82 Accident/ Non-Injury	
11-83 Unknown Injury Accident	

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11-84 Direct Traffic	
11-85 Tow Truck	
11-98 Meet Officer	
11-99 Officer Needs Help	
900 Report Writing	
30-30 Talk Car to Car	
Code 2 No Lights/Sirens	
Code 3 Lights/Sirens	
Code 4 No Assistance Needed	
Code 5 Stakeout/Surveillance	
Code 6 Follow-Up/Investigation	
Code 7 Meal Break	
Code 8AR Audible Residential Alarm	
Code 8AC Audible Commercial Alarm	
Code 8S Silent Alarm	
Code 10 Anonymous	
Code 11 Follow-Up	
Code 15 Bomb Threat	

See Policy Manual on Radio Policy for further information.

Purchasing; Use of County Purchasing Card

601.1 COUNTY PURCHASING CARD/LOCATION/STORAGE

County Purchasing Cards for frequent users may be issued permanently to any member as authorized by the Chief Probation Officer or Assistant Chief Probation Officer.

Confidential administrative staff shall maintain a record of all staff authorized to use the County Purchasing Card.

See Policy Manual on Purchasing; Use of County Purchasing Card; Account & Office Supply Management; Fixed Asset Inventory Policies for further information.

601.2 SUBMISSION OF RECEIPTS & DOCUMENTATION FOR USE OF THE COUNTY PURCHASING CARD

All members who have purchased items with the County Purchasing Card are required to obtain original receipts for all purchases reflecting the item(s) purchased.

- (a) Members are required to submit all receipts for Purchasing Card use, a copy of the trip authorization, if applicable, and a completed copy of the "County Purchasing Card Use Report" (PROB 5001) at the end of the trip or weekly, whichever is less.
- (b) If a member has several receipts for travel expenses from one trip, a summary of all Purchasing Card expenditures may be included on a single Use Report.
- (c) The receipts must clearly indicate the items/services/meal purchased.
- (d) A missing receipt or a receipt noting only the total amount, without describing the items/services purchased, will not be accepted without an approved Missing Receipt Form (ADM1002) accompanying the Use Report.
- (e) When an itemized receipt cannot be obtained (e.g., telephone orders) or the receipt has been lost, the member must submit the completed "Purchasing Card Use Report" with an approved Missing Receipt Form explaining why the receipt is not available. The Chief Probation Officer or his/her designee must approve the purchase for payment, or recommend collection from the member.
- (f) The member will sign and date the Use Report and submit it with attached receipts to his/her Supervisor.
 - If there are multiple receipts, all receipts should be in chronological order, noting the meal or reason on each receipt, i.e: breakfast, lunch, parking, etc. Tip amount should also be shown
 - If other than the card holder's expense is charged on a receipt, note which item(s) belong to other members so that the charge or appropriate meal allowance can be calculated for each member
 - Put the total of all receipts, including tips, on the amount line
 - On the purchase date line include the date or date range of the attached receipts, ie. 8/15-8/19/05

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- On the vendor line include the vendor name or "various-see attached" if there are multiple receipts
 - In the Purpose for Charge area, explain the specific charge or the general purpose of the trip if there are multiple receipts
- (g) The member's Supervisor will review the Use Report for compliance with policy, check all receipts, approve the Use Report, and forward it to Administration. In the event the documentation provided by the member is incomplete or it appears that the member has not followed County and Departmental policy and procedures in the use of the Purchasing Card, the Supervisor shall confer with the member and attempt to resolve any discrepancies. If the purchase is not approved, the Supervisor will indicate such on the Use Report and submit it to Administration to collect reimbursement from the member or process a payroll deduction if necessary.
- (h) Failure to provide the required Use Report and receipts in the prescribed time frame will be reported to the appropriate Administrator by the member's Supervisor. The Supervisor will submit a Use Report recommending appropriate action based on the circumstances. The Chief Probation Officer will make the final decision as to whether the charges are authorized and/or whether the member shall be required to reimburse the County. If the member has been found to have made unauthorized purchases or cannot provide the required documentation, and the Chief Probation Officer believes reimbursement to the county is appropriate, the Department shall provide the member with a Demand for Payment to be satisfied by cash or check within 10 working days. If payment is not received within 10 days, a payroll deduction will be processed.

See Policy Manual on Purchasing; Use of County Purchasing Card; Account & Office Supply Management; Fixed Asset Inventory Policies for further information.

601.3 LOST OR STOLEN COUNTY PURCHASING CARD

Duties of the member include the following.

- (a) Report the loss of the assigned card immediately to the member's supervisor, and if the card is stolen, to the local law enforcement agency.
- (b) Submit an Incident Report detailing the circumstances surrounding the loss or theft to his/her supervisor no later than the end of business after the loss occurs. A copy of the police report or report number must be submitted to the supervisor as soon as it becomes available.

Duties of the supervisor include the following.

- (a) Ensure that the member has complied with the above directives for reporting the loss of the card and completing the Incident Report correctly and accurately.
- (b) Ensure that the division's Administrative members are made aware of the loss of the card and the proper documentation is submitted.
- (c) If the member fails to submit the required documents as noted above, the Supervisor shall notify the member's Division Director or Administrator for appropriate follow up.

Duties of the Administrative member include the following:

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- (a) Upon notification that a Purchasing Card has been lost or stolen, Administrative members shall notify the Auditor's Office to cancel the card, and document the notification by completing a Purchasing Card Maintenance form.

See Policy Manual on Purchasing; Use of County Purchasing Card; Account & Office Supply Management; Fixed Asset Inventory Policies for further information.

601.4 ADMINISTRATIVE SERVICES FISCAL REVIEW OF COUNTY PURCHASING CARD USE

The Chief Probation Officer shall have final authority and responsibility for review and approval of all County Purchasing Card receipts except his/her own use of the card. The Chief Probation Officer's purchases utilizing the card shall be reviewed by the Administrative Services Manager or the Assistant Chief Probation Officer.

- (a) No member shall have responsibility for final review of his/her own County Purchasing Card use. To preclude any conflict of interest, the monthly statements of a division will be reviewed by a Division Director or Manager in a different division.
- (b) The Executive Secretary shall distribute copies to the appropriate Administrators for review.
- (c) Upon completion of the reconciliation review, the monthly Purchasing Card statements shall be submitted to the Administrative Services Manager for final review.

See Policy Manual on Purchasing; Use of County Purchasing Card; Account & Office Supply Management; Fixed Asset Inventory Policies for further information.

601.5 REIMBURSEMENT OF OVERCHARGES

Overcharges, including excessive meal or tip costs, using the County Purchasing Card shall be reimbursed to the County. The Fiscal Division Account Technician will send a notice to the member who made the over-expenditure with a copy to the member's supervisor. The notice will reference the date of the expenditure, the amount owed, the vendor, and request payment by cash or personal check, payable to Stanislaus County, within three working days.

If a member does not make repayment within three working days, a second notice will be sent to the member's Supervisor, with a copy to the member and the Assistant Chief Probation Officer or Division Director. If repayment is then not made forthwith, the member shall be given a written Demand Payment for reimbursement to be satisfied within 10 working days. If payment is not made at this point, the overcharge will be deducted from the member's pay in the next payroll and disciplinary action up to, and including termination may occur.

See Policy Manual on Purchasing; Use of County Purchasing Card; Account & Office Supply Management; Fixed Asset Inventory Policies for further information.

Chapter 9 - Personnel

Personnel Records - Procedures

900.1 PERSONNEL RECORDS - PROCEDURES

PURPOSE

Provide guidelines for the use and maintenance of supervisor employee files.

GENERAL POLICY STATEMENT

A file will be created and maintained for all Probation Department members by the member's assigned supervisor for the purpose of documenting ongoing employee performance. The file shall be maintained in accordance with all applicable Memorandums of Understanding, personnel policies and regulations (Federal, State and local).

FILE CONTENT AND ORGANIZATION

Supervisor employee files will contain the following sections:

(a) Personal Member Information

1. Each member is required to complete the Personal Employee Information form (PROB ADM 1024) and to notify the supervisor whenever there is a change in any information. Supervisors should verify the accuracy of the personal information sheet annually during the member's performance evaluation. Supervisors are required to forward a copy of the revised Personal Employee Information form to the Human Resources Division upon notification of any change in information.

(b) Employee Equipment Inventory

1. An Employee Equipment Inventory form (PROB ADM 1021) shall be completed for each member that has been issued department equipment. Supervisors are responsible to update the inventory as equipment is issued and returned. Supervisors should verify the issued equipment annually during the member's performance evaluation.

(c) Supervisor Notes and Observations (SNO)

1. SNO Form - Supervisors, Division Directors and Managers may use the Supervisor Notes and Observations form (PROB ADM 1043) to document member's performance and supervisory discussions throughout the evaluation period for the purpose of crafting a comprehensive performance evaluation at the end of the evaluation period. The content of the SNO Form should be read, signed, and dated by the member and the supervisor. If a member refuses to sign the form, the supervisor shall write "Refused" in the member signature block followed by the supervisor's initials and date.

(d) Training Records and Policy Acknowledgements

1. Training checklists.
2. Updated training history/performance reports and schedules for pending training.

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3. Copies of job related training certificates for the current evaluation period.
- (e) Performance Objectives
1. Performance objectives (including Performance Action Planning form, goals, outcome measures and performance improvement plans) for the current evaluation period.
 2. Data documenting the member's progress in meeting performance objectives.
 3. Other documents (contracts, strategic plan goals, etc) that support the purpose of the established performance objectives.
- (f) Other Documents
1. Letters of Commendation.
 2. Acknowledgement of assignments for special projects.
 3. Certificates of Appreciation or Accomplishment.
 4. Other miscellaneous documents reflecting the member's performance during the current evaluation period.
- (g) Copy of most recent performance evaluation.

SUPERVISOR AND MEMBER REVIEW AND ACKNOWLEDGEMENT

- (a) Supervisors are expected to meet with members to review performance at least quarterly. During the meeting, the supervisor employee file should be reviewed with the member, insuring that the member has reviewed all documents in the file and so noted in the contact log.
- (b) Members should acknowledge by signature and date any adverse information entered into their supervisory employee file. The sole purpose of the member's signature is to acknowledge that the information in the file was discussed with the member's supervisor. A member's signature acknowledging a file entry does not represent the member's agreement or disagreement with the information being documented.
- (c) Members may submit a response to any entry contained in their supervisor employee file within 30 calendar days of the date they were made aware of the entry.
- (d) If a member refuses to acknowledge by signature an entry into their supervisor employee file, the supervisor should note the refusal and initial the entry.

FILE MAINTENANCE

File maintenance includes filing, retaining, and purging appropriate documents. Documentation supporting a performance evaluation may be purged from the file as a part of the annual performance evaluation process using the guidance listed below. Purged documents involving training certificates, training performance reports, and completed training checklists shall be forwarded to the Human Resources Division. All other purged documents may be given to the member unless the member is not available or chooses not to receive them.

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- (a) The following items may be purged at the conclusion of the annual performance evaluation process (after being delivered and signed by the member, including the 30-day period in which a member may submit a rebuttal to the evaluation):
 - 1. Contact logs or records of discussion that do not meet the criteria listed in Section B-5 below.
 - 2. Outdated training schedules, training certificates, or training performance reports.
 - 3. Performance objectives and supporting documents.
 - 4. Outdated items contained in the "Other Documents" section.
- (b) The following items shall not be purged from the file:
 - 1. Current personal information sheet.
 - 2. Policy acknowledgements.
 - 3. Training checklist(s) in progress of completion.
 - 4. Current scheduled training.
 - 5. Contact logs, records of discussion, goals, performance improvement plans, attendance records, etc. that document ongoing performance issues.
 - 6. Employee Equipment Inventory form.
 - 7. Performance Action Planning form for current assignment.

ACCESS AND SECURITY

- (a) Supervisor employee files are confidential and shall be kept in a locked, secured location.
- (b) Supervisor employee files may be reviewed at any time by department administration or other Probation Department staff assigned to conduct an internal affairs investigation relative to the subject member.
- (c) Members may review their own supervisor employee file and all contents with reasonable notice to their supervisor. The member's supervisor or designee shall be present at all times while the member reviews the file.
- (d) Supervisors may provide members with copies of discussion notes or memos at the time of the discussion or file entry. All other requests for copies of documents contained within the Supervisor Employee File should be requested through the department's Human Resources Division.
- (e) Supervisor employee files will be maintained as a personnel file with access granted to other parties upon the written release of the member.
- (f) Supervisor employee files will be transferred upon a change in the member's supervisor. The current supervisor will update the file prior to transferring to the new supervisor.
- (g) Supervisor employee files for terminated members will be forwarded to the Human Resources Division for appropriate storage and filing.

Chapter 10 - Written Directives

Assembly Bill (AB) 2655

1000.1 CRIMINAL PENALTIES

1. Section 647.9 to the California Penal Code will be added as follows:

a. A First Responder, operating under the color of authority, who responds to the scene of an accident or crime and captures the photographic image of a deceased person by any means, including, but not limited to, by use of a personal electronic device or a device belonging to their employing agency, for any purpose other than official law enforcement purpose or a genuine public interest is guilty of a misdemeanor punishable by a fine not exceeding one thousand dollars (\$1,000) per violation.

b. An agency that employs first responders shall, on January 1, 2021, notify its employees who are first responders of the prohibition imposed by this section.

c. For purposes of this section, "first responder" means a state or local peace officer, paramedic, emergency medical technician, rescue service personnel, emergency manager, firefighter, coroner, or employee of a coroner.

1000.2 CIVIL LIABILITY

Employees who engage in such behavior may face civil liability. In the case of *Catsouras v. Department of California Highway Patrol* (2010) 181 Cal. App. 4th 856, CHP **employees** were found to have e-mailed crime scene photos of the victim of a fatal motor vehicle accident to family and friends. Those photos swept across the internet, and some of the images eventually made their way back to the *Catsouras* family accompanied by what the Fourth District Court of Appeals characterized as "hateful messages." The case settled out of court for \$2.4 million. One CHP employee was held personally liable and declared bankruptcy as a result of his actions.

1000.3 AFFECTS ON OUR DEPARTMENT

All employees may come into contact with sensitive materials, including photographs or recordings of deceased individuals. It is also possible that employees may personally come into contact with someone who is deceased. The unauthorized capturing and/or distribution of photographs, recordings or other materials involving deceased individuals subjects the department to liability. It also subjects those who choose to engage in this behavior to criminal and civil liability.

1000.4 DIRECTIVE

1. Effective immediately:

a. All department employees are strictly prohibited from capturing and/or distributing the photographic image of a deceased person by any means and for any purpose, other than an official law enforcement purpose

b. In the event any employee feels a photographic image of a deceased person needs to be captured and/or distributed for an official law enforcement purpose, the employee shall

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first consult with a supervisor prior to the capturing and/or distributing the photographic image

Standards in Training for Corrections (STC) - 750 hours

1001.1 ELIGIBILITY AND ASSOCIATED PROCEDURES

In accordance with the Stanislaus County Deputy Probation Officers Association (SCDPOA) Memorandum of Understanding (MOU), staff are eligible for additional compensation after reaching 750 STC hours. Eligible staff will receive an additional 3% pay. Staff are responsible for identifying their eligibility.

To obtain the pay, the following procedure has been established:

1. Staff believing they have reached the 750 hour threshold must e-mail their Supervisor.
2. The Supervisor will e-mail the Professional Standards Unit (PSU) and advise it appears the specific member has reached 750 STC hours.
3. PSU will then research the hours and if confirmed, PSU will notify Human Resources (HR) to advise the staff is eligible.
4. HR will process the additional pay based on notification of eligibility by PSU. The pay shall be effective the first full pay period after notification of eligibility by PSU.

Training Documentation - Sworn Officers Standards in Training for Corrections (STC) and Non-STC Courses

1002.1 TRAINING LOG DOCUMENTATION PROCEDURES

All sworn officers are responsible to ensure that the Professional Standards Unit (PSU) has the most current and accurate training documentation entered into the Department's Training Logs for all courses taken. Therefore, the following procedures are provided:

STC COURSES

1. For sworn officers, Standards in Training for Corrections (STC) courses generate course attendance sheets that are provided to the Department's Training Manager and/or the PSU staff by designated instructors, vendors or agency contacts providing the training once the course is completed. Once the attendance and completion of STC course is verified, it is entered into the Department's Training Log by PSU staff for each individual staff.
2. Staff are encouraged to review their Training Logs annually to insure all STC courses they have attended and completed have been included in their logs.
 - a. If a STC course has not been included in their log, staff are asked to provide certificates or other documentation, combined with the course attendance sheet held by the PSU, so that any errors can be corrected.

NON-STC COURSES

Sworn officers who attend Non-STC courses and/or other "County" required courses may or may not be noted in the County's Peoplesoft system. Additionally, these and other designated courses may or may not be noted in the Department's Training Logs under the "Other" Section. Therefore, prospectively from May 10, 2021, the following Non-STC course documentation (i.e. certificates, e-mail confirming attendance, attendance sheet, etc) should be routed to the PSU staff for entry into the individual officer's Training Log under the "Other" Section; these include, but are not limited to:

1. Mandated County Training related to:
 - a. Sexual Harassment
 - b. Drivers Training
 - c. Ethics
 - d. Public Health/OSHA
 - e. Other mandated training
2. Training attended by the officer that, while not STC, has a significant impact on the experience or professional growth of the individual officer.

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Training Documentation - Sworn Officers Standards in Training for Corrections (STC) and Non-STC Courses

~~It is the responsibility of each officer to maintain their Training Log through regular review of information stored in the Department's system. The PSU will reach out to sworn officers to reconcile all training logs annually, usually near the end of each training/fiscal year. However, the PSU will also make corrections as needed based on the procedures noted above. If changes are made, PSU staff will notify the individual officer via e-mail and include the officer's immediate supervisor.~~

Vehicle Red Lights and Sirens

1003.1 DIRECTIVE

a. All department employees are strictly prohibited from activating vehicle red lights and/or vehicle sirens unless all of the following criteria are met:

- (a) The employee is a sworn peace officer.
- (b) The employee successfully completed department-approved training related to the use and activation of vehicle red lights and sirens.
- (c) The employee has read and acknowledged Department Field Policy 603 – Vehicle Use.

DECONFLICTION PROCEDURE

1004.1 PURPOSE

The Stanislaus County Probation Department recognizes the importance of deconfliction and the sharing of information with other law enforcement agencies. Deconfliction procedures will enhance officer safety and efficiency of criminal investigations. As such, the following procedure will be adhered to when executing a planned search operation.

1004.2 DEFINITIONS

Deconfliction: A process that law enforcement officers rely upon to enhance their safety. By notifying a central location of a planned event prior to its execution, officers will not accidentally target another law enforcement officer or compromise another investigation.

Planned Operation: Any tactical activity or operation that requires a personal appearance at a predetermined location. These activities include, but are not limited to, unit searches, Regional Apprehension Team Operations, multi-agency search operations, and the service of search and arrest warrants.

Western States Information Network (WSIN): A centralized information system located in Sacramento, California, where law enforcement agencies report information regarding the identification of criminal suspects and conduct deconfliction for planned operations.

1004.3 DECONFLICTION PROCEDURE

The assigned operation leader shall report all planned operations to the WSIN Watch Center either by telephone (1-800-952-5258) or if a remote user, via the internet (www.riss.net) or email (watchcenter@wsin.riss.net) at least 48-hours prior to the planned operation. This deconfliction service is provided 24 hours a day, 7 days a week. The operation leader will provide the following information at a minimum to the Watch Center:

1. Date and time of planned operation.
2. Nature of the operation.
3. Address of each location.
4. Information about the suspect(s), including full names or aliases and date of birth.
5. Lead and participating agency names.
6. Name and cell phone number of the primary and secondary officer leading the operation.

If there is a conflict with another law enforcement agency at a location, WSIN will notify both law enforcement agencies and encourage contact with one another to de-conflict. The assigned officer shall indicate on the Pre-Operation Report the date notification to WSIN was made and if any conflicts exist. A WSIN Deconfliction check box has been added to the Pre-Operation Report in Pronet.

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DECONFLICTION PROCEDURE

Officers wishing to utilize WSIN for intelligence purposes, officer safety concerns, home visits etc., may do so without the 48-hour advance notice requirement.

1004.4 TRAINING AND ACCESS

All officers with assignments that could require them to perform deconfliction should receive WSIN training enabling them to navigate through the computer program as well as obtain security access to the system. Training can be provided internally from officers that are proficient in using the WSIN system. Officers who do not have WSIN training and/or security access to the WSIN system will partner with an officer who does have training and access to comply with the deconfliction requirements of this procedure.

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Attachments

Narcan Use Report.pdf

NARCAN (Naloxone) Use Report

Police Report Number (if applicable): _____

Today's Date: _____ Your Name: _____

Name of Agency/Department (SO/PD/Fire): _____

URN or Tag # _____

Reason for Refill (check one): Used During an OD Lost Stolen Expired

Number of Refills Given: _____

Overdose Information:

Date of Naloxone/Narcan Administration: _____

EMS Incident Number (if known): _____

Location/Address of Incident: _____

Gender: Male Female Unknown

Approximate Age of person: < 15 y.o. 15-25 y.o. 25-60 y.o. 60+ y.o.

Setting: Private (house, apt) Public (park, bathroom, car, hospital)

Did the person live? Yes No Don't Know

Was 911/Dispatch contacted? Yes No Don't Know

Was Fire Present? Yes No Don't Know

Was Police/Sheriff Present? Yes No Don't Know

Number of Naloxone/Narcan doses given: _____

Did you stay with the person until the Naloxone/Narcan wore off and/or the person got medical attention? Yes No

Any post-Naloxone/Narcan withdrawal symptoms?

None

Physically combative

Irritable or Angry

Vomiting

"Dope Sick" (e.g. nauseated, muscle aches, runny nose, and/or watery eyes)

Other (explain)

FOR FIRST RESPONDER USE ONLY

	Before Treatment	After Treatment
Respiratory Rate		
Blood Pressure		
Level of Consciousness		

Records Retention Schedule Updated 10-16-2020.pdf

Category of Records	Retention Period	Authority	Remarks	Department Policy
Background files, including applicant files (non-hired)	3 years	GC 12946	2 years unless complaint filed. Maintained until proceedings have been terminated. EEOC can be filed within 49 months.	Policy 900.5.5
Background files, including applicant files (hired)	6 years	GC 12946 11 CCR 1953	Statutory minimum is 2 years.	Policy 900.5.5
Internal Affairs Investigations (internally initiated)	5 years	GC 26202	5 years for IA Investigations, following disposition (closed).	Policy 914.6
Citizen Complaints	5 years	PC 832.5(b)	Statutory minimum is 5 years, following disposition.	Policy 914.6
Vehicle Accidents	3 years or 5 years	GC 26202	3 years consistent with County Policy. If IA initiated, 5 years consistent with IA retention schedule.	Policy 914.6
Payroll Records	3 years	29 CFR 516.2 29 CFR 516.5	Statutory minimum is 3 years.	Policy 918.5
Employee Personnel file	6 years from termination	GC 12946 29 USC 1113 29 CFR 1602.31 29 CFR 1627.3(b)(1) CCR 3204(d)(1) et seq.		Policy 914

LEGAL AUTHORITY ABBREVIATIONS

CCR-California Code of Regulations
CFR-Code of Federal Regulations
GC-Government Code (California)
PC-Penal Code (California)
USC-U.S. Code

W&I-Welfare and Institutions

Category of Records	Retention Period	Authority	Remarks	Department Policy
Incident Reports	2 years	W&I 781 W&I 786	Department minimum is 2 years	Policy 316
Recruitment Results	5 years	GC 12960 GC 12965 GC 12946 29 CFR 1627.3 11 CCR 1953	Complaints can be made up to 3 years after the fact. 5 years consistent with County Policy. Indefinite in NeoGov.	Policy 900.5.5
Promotion/Special Assignment Interview Results	5 years	GC 12960 GC 12965	Complaints can be made up to 3 years after the fact.	Policy 903
Adult Case files (Court reports, Restitution, Drug Court and Treatment records, assessments, grants, victim information.)	5 years after termination	PC 1203.10 PC 1203.45 GC 68153	Policy 703.7 (c) Records of juvenile or adult offenders contained in the department's current automated data system will be deleted only when an appropriate Court order is received pursuant to Welfare and Institutions Code § 781 or Penal Code § 1203.45.	Policy 703.7

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Category of Records	Retention Period	Authority	Remarks	Department Policy
Juvenile Case Files (Court records, investigations, service referral forms, Probation officer reports, investigator's worksheet, violation report, booking and property record, periodic reviews, custody and behavioral records, fingerprint reimbursements, placement documentation, minute orders, and related records.)	5 years after Court termination of jurisdiction	W&I 826 W&I 781(d)	Policy 703.7 (c) Records of juvenile or adult offenders contained in the department's current automated data system will be deleted only when an appropriate Court order is received pursuant to Welfare and Institutions Code § 781 or Penal Code § 1203.45.	Policy 703.7
Juvenile Sealing Records (Assessment, findings, petition and order to seal the records, the records covered by the order, and related records.)	5 years after Court termination of jurisdiction	W&I 781(d)	Policy 703.7 (c) Records of juvenile or adult offenders contained in the department's current automated data system will be deleted only when an appropriate Court order is received pursuant to Welfare and Institutions Code § 781 or Penal Code § 1203.45.	Policy 703.7

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