

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. Management of facility improvements and upgrades.
  3. Other managerial assignments and tasks as assigned.
- I. INFORMATION TECHNOLOGY (IT) MANAGER
1. All information technology operations.
  2. Probation radio equipment and programming.
  3. Other managerial assignments and tasks as assigned.
- J. CLERICAL DIVISION MANAGER
1. All clerical operations.
  2. Management oversight and coordination of daily operations in assigned Division.
  3. Other managerial assignments and tasks as assigned.
- K. SUPERVISING PROBATION OFFICER, SUPERVISING PROBATION CORRECTIONS OFFICER AND 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.
- L. 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.

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#### 4. Training of subordinate members.

See the Stanislaus County Probation Department Policy Manual: ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY for further information.

## **Chapter 2 - Organization and Administration**

## Internal and External Communications

### **200.1 INTERNAL AND EXTERNAL COMMUNICATIONS - GENERAL STATEMENT**

In order to approve and track all community events, presentations, recruitment events, our members are attending, the following procedures have been created. 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 the Request and Authorization to Participate in a Community Event or Presentation. 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 Public Relations Unit,

See the Stanislaus County Probation Department Policy Manual: INTERNAL AND EXTERNAL COMMUNICATIONS for further information .

## **Chapter 3 - General Operations**



## Control Devices

### 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.
- (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.

### 300.2 USE OF OC CHEMICAL AGENTS

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#### 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 are 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 contact 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.

See the Stanislaus County Probation Department Policy Manual: CONTROL DEVICES for further information.

# 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 the Stanislaus County Probation Department Policy Manual: FIREARMS 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 the Stanislaus County Probation Department Policy Manual: FIREARMS 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 Carrying of Firearm for Armed Officer 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.

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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 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. 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

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available session as space permits or otherwise may attend an available future session.

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.

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- (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.
  - 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 the Stanislaus County Probation Department Policy Manual: FIREARMS 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 the Stanislaus County Probation Department Policy Manual: RESTITUTION 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 the Stanislaus County Probation Department Policy Manual: RESTITUTION for further information.

### 302.3 RESTITUTION DETERMINATION GUIDELINES

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.

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- (e) The children of a homicide victim are entitled to restitution for the loss of support if ordered by the Court.
- (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.

#### **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 prepare a letter to the offender advising them of the amount determined and their right to contest the amount.
- (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.

#### **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.

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(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.

See the Stanislaus County Probation Department Policy Manual: RESTITUTION 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.
- (e) Fire, chemical, electrical or environmental hazards.

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### *Deployment of Narcan Nasal Spray (Naloxone) for Opioid Overdoses*

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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:

- (a) Observing if the patient is unconscious and unresponsive.
- (b) If unconscious, check the patient's airway, breathing, and pulse.
- (c) Ask bystanders or persons who may know the patient if it is known that opioid ingestion is a factor.
- (d) 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:

- (a) Gently tilt the person's head back and make sure the nasal cavity is clear.
- (b) 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.
- (c) 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.
- (d) Press the plunger firmly to administer the full dose of Narcan into the nostril.
- (e) Remove the device from the person's nostril after administering the dose.
- (f) Initiate rescue breathing as needed until the person can adequately breathe on their own.

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- (g) 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:

- (a) Verbally advise fire/paramedic personnel what time Narcan Nasal Spray was administered and any change in the patient's condition.
- (b) Complete the Probation Department's Narcan Use Report form. [See attachment: Narcan Use Report.pdf](#)
- (c) If necessary, such as in cases of death, attempted suicide, suspect in a crime, reportable force used, etc., complete an Incident Report.
- (d) 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.

#### **400.6 REFERENCES**

NARCAN Nasal Spray Quick Start Guide

NARCAN website ([www.narcan.com](http://www.narcan.com))

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See the Stanislaus County Probation Department Policy Manual: MEDICAL AID AND RESPONSE for further information.



## 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 Department-issued 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:

- (a) All field supervision and investigative contacts including stops and field interview (FI) situations.
- (b) Self-initiated activity in which a user would normally notify dispatch via the radio.
- (c) 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) Once activated, the portable recorder should remain on continuously until the officer reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.
  - 1. Officers shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's

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attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

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

#### **401.5 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.

#### **401.6 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.

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- (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.

#### **401.7 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.
- (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.

#### **401.8 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.

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#### **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 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. The officer(s) involved shall be notified prior to such release when practicable.

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

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

#### **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.

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 investigating alleged misconduct or participating in an official investigation, such as a personnel complaint, internal affairs investigation, or a criminal investigation, or as otherwise provided in this policy.

#### **401.12 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.
- (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.
- (f) Supervisors who are trained to access body worn camera videos are authorized to review relevant recordings for the purpose of performance evaluation.

#### **401.13 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.

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#### **401.14 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.

See the Stanislaus County Probation Department Policy Manual: PORTABLE AUDIO/VIDEO RECORDERS for further information.

# Transportation of Youth Outside the Secure Facility Procedures

## 402.1 TRANSPORTATION OF YOUTH OUTSIDE THE SECURE FACILITY PROCEDURES

The transportation of youth is an important staff member responsibility, with significant obligations for the safety of youth and members. Consequently, the following procedures shall be assumed by all staff members when transporting youth:

- (a) All staff utilized in the position of Transportation Officer shall be trained in the application of restraint equipment.
- (b) Transportation Officers shall have a valid Class C Drivers License.
- (c) Transportation Officer shall never leave a youth unsupervised during transportation or at the designated destination.
- (d) All probation department vehicles will be inspected prior to and following their use. If there are vehicle repair or maintenance issues, the Transportation Officer will coordinate the repair with Fleet Services.
- (e) Staff members shall determine the reason for transporting the youth (i.e., medical appointments, court ordered deliveries, etc.) and whether court orders are required to transport the youth outside the institution. If court orders are required to effect removal of the youth from the institution, then appropriate transfer documentation shall be obtained prior to transporting the youth. If transporting the youth to a medical appointment, obtain all required referral papers from the Medical Clinic.
- (f) All out of county transports require a signed travel authorization.
- (g) Prior to departure, the transporting officer shall conduct a search of the vehicle to ensure it is free of contraband and/or weapons. The floor and under the seats shall be searched for unauthorized items.
- (h) Ensure the vehicle has sufficient fuel and the safety equipment is present and in proper working condition. Complete a safety check of the vehicle prior to departure. A safety check includes, but is not limited to, the check of tires, belts, hoses, lights, turn signals, break lights and the overall condition of the vehicle. Once the safety check has been completed, the vehicle operator must complete all sections of the Vehicle Use Log for each trip.
- (i) Transportation staff is required to take a department cell phone with them during all transports. In addition, they must leave the number with the facility supervisor and verify that the phone is charged and operational.
- (j) Conduct a pre-trip pat-down search of all youth for possession of contraband. A pat-down search is particularly important when transporting youth who are identified as security risks and who may attempt to possess weapons/contraband to affect an escape.
- (k) Leg Restraint Determination Assessment form must be completed by the transportation officer and approved by the supervisor to determine the level of restraint



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to be used during transportation. The following will result in an automatic restraint application:

1. The Detention or warrant hearing is not held at Juvenile Hall.
2. The youth is a current W&I 707(b) and PC 1192.7 offenders until the disposition hearing.
3. The youth has warrants or holds in other jurisdictions.
4. The youth has a history of escape from any secure facility.
5. The youth is in Protective Custody.
6. The number of youth being transported outnumber the transporting staff.
  - (a) If the automatic restraint criteria is not met, youth will be evaluated and scored based on the listed risk factors and behavior in custody on the assessment form.
  - (b) Youth who score 0-5 are recommended to have no leg restraints. A score of 6-7 will require a consultation with the facility supervisor. A score of 8 or above indicate leg-restraints are authorized.
  - (c) The transportation officer shall record the names and the number of the transportation officers assigned to the transport and the type of restraints used.
  - (d) If the supervisor overrides the use of leg restraints, the supervisor shall document their reasoning. The supervisor is required to sign the assessment form.
  - (e) Restraints will not be used on youth who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the youth, the staff, or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances.
  - (f) Youth who are known to be pregnant will not be handcuffed behind their backs, or placed in waist restraints, or leg restraints.
- (l) If staff is conducting a long transportation trip which conflicts with the meal service times, the youth should eat prior to boarding the transportation vehicle. Always suggest using the bathroom facilities prior to departing the institution.
- (m) Prior to departure, set the limits/expectations for the youth's behavior during the transport. The following rules shall be communicated to youth prior to departure:
  1. Youth shall remain in their assigned seats at all times and will not leave their seats until instructed to do so;
  2. Seat belts shall be worn at all times;
  3. When seated, youth shall face forward, with their hands in their laps;

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4. Conversation with youth shall be kept to a minimum and it shall never become loud or boisterous;
  5. Under no circumstances shall a youth touch another youth or staff;
  6. Youth shall not shout out of the windows to persons in the community, place body parts out of a window or throw refuse or other items out of the window.
- (n) To ensure safe and secure transportation of youth, the following principles and procedures shall be assumed by staff members during transport.
1. Assign individual seats for each youth. Do not double up youth in a seat, unless a lack of space prevents separate seat assignments;
  2. Ensure the seat belts are fastened securely;
  3. Lock all vehicle doors.
- (o) Under no circumstances shall restraint gear be used to secure a youth to the vehicle. Staff must always ensure that a youth in restraint equipment has enough mobility to exit the vehicle in case of an accident or emergency.
- (p) While en route to a destination, staff shall prohibit youth from commingling with persons in the community. This prohibition is necessary to prevent youth from acquiring contraband or assistance for an escape attempt.
- (q) Upon arrival at the travel destination, the following security practices shall be adopted by all transportation staff:
1. Attempt to keep restrained youth out of public areas, in order to prevent the chance of escape or the acquisition of contraband.
  2. When escorting youth, assume a position slightly behind the youth which allows for visual contact at all times.
  3. Never allow a youth to engage in an activity which obscures the visual line of supervision.
  4. Always keep your keys and security equipment secure. Staff shall maintain keys on their person at all times. Never allow a youth to have possession of transportation or security keys.
  5. When more than one youth is being supervised, continuously take a head count.
  6. Escort youth directly to their specified destination and immediately return to the transport vehicle following completion of the trip's purpose.
  7. Do not discuss the youth's status with any outside person. Rules of confidentiality apply to all youth in custody.
  8. When escorting a group, walk beside or to the rear side of the group. If two or more staff are providing escort, one staff shall be positioned to the side of the group and one behind the group.
  9. Never allow a youth to go anywhere without staff escorts providing direct visual and physical supervision.

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- (r) All youth shall remain in restraints, if indicated, whenever transported or escorted. Youth transported to the hospital in restraints are to be kept in restraints while being examined/ treated, if possible. Removal of restraints for medical procedures shall be avoided, unless it is absolutely necessary for treatment of the youth. Any removed restraint gear shall be immediately reapplied as soon as feasible.
- (s) Upon entering the building or office, locate the potential escape routes and emergency exits to minimize the potential for escape.
- (t) In the event that the youth must use the restroom during a transport, the Transportation Officer will need to locate an area providing relative security. Locations such as police stations and other juvenile halls would be the most appropriate location.
- (u) The following procedures shall be used if an emergency situation occurs during transit:
  - 1. In the event of a vehicle breakdown, the staff shall notify the supervisor at the earliest opportunity via cell phone. Staff should contact local law enforcement or the California Highway Patrol to provide assistance. Under extreme circumstances, staff may attempt to stop a citizen and request assistance in notifying local law enforcement. In all vehicle breakdown situations, staff shall never leave a youth unsupervised. If it is necessary to abandon the vehicle, youth shall be taken with staff to seek emergency assistance.
  - 2. In all instances of a vehicular fire, the vehicle shall be immediately stopped, occupants evacuated and 911 contacted. If the situation permits, staff may attempt to control the fire with the vehicle's fire extinguisher. Contact the supervisor at the earliest opportunity to advise them of the need for alternate transportation.
  - 3. In the event of a vehicular collision contact the supervisor to report the accident, as well as local law enforcement. Report the following information:
    - (a) Injuries to any person and the extent;
    - (b) Damage to the vehicle;
    - (c) The need for alternative transportation;
    - (d) The need for an emergency response vehicle;
    - (e) The location of the accident.
    - (f) All vehicular collisions involving a county vehicle shall require staff to request an accident investigation by the responding law enforcement agency. Do not admit fault. Remain calm and professional.

See the Stanislaus County Probation Department Policy Manual: TRANSPORTING PERSONS IN CUSTODY for further information.

## **Chapter 5 - Investigation Operations**

# DECONFLICTION PROCEDURE

## 500.1 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.

## 500.2 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.

## 500.3 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](http://www.riss.net)) or email ([watchcenter@wsin.riss.net](mailto: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:

- (a) Date and time of planned operation.
- (b) Nature of the operation.
- (c) Address of each location.
- (d) Information about the suspect(s), including full names or aliases and date of birth.
- (e) Lead and participating agency names.
- (f) 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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Officers wishing to utilize WSIN for intelligence purposes, officer safety concerns, home visits etc., may do so without the 48-hour advance notice requirement.

#### **500.4 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.

See the Stanislaus County Probation Department Policy Manual: SEARCH AND SEIZURE for further information.

## 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.

### 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.
- (d) When conducting a records check, officers shall not use one continuous transmission. Officers shall break transmission between last name, first name, and date of birth.

### 600.3 CHANGE IN DISPATCH CONDITION LEVEL

Any change in dispatch condition level may only be declared by the SO Watch Commander or their designee and include the following:

- (a) Condition Red
  - 1. The highest priority condition and exists during extreme emergencies.
  - 2. Stay off Channel 2.
  - 3. Utilize your computers to the fullest extent possible.
  - 4. Reserved for Priority 1, in-progress and/or life threatening emergencies.
- (b) Condition Yellow
  - 1. The second highest priority condition and exists during times of critical calls, higher than normal call volumes and/or inadequate staffing levels to handle the call volume pending for service.
  - 2. Stay off Channel 2.
  - 3. Utilize your computers to the fullest extent possible.



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4. Reserved for emergency calls that just occurred or are in-progress, typically priority 1 and priority 2 type calls.

#### **600.4 AGENCY CALL SIGNS**

For the Professional Standards unit that utilize "pool" radios, the Field Training Officer (FTO) Program Coordinator will maintain a list which will be logged with SR 911 so that it is known that these radios are shared. In these instances, officers will be tracked with their PR #.

Users of radios within the Probation allocated talk groups (Channel 16) are not required to preface their call sign with the word "8 Paul." The "8 Paul" prefix is required whenever the user is operating on a non-probation talk group, such as one assigned to the Stanislaus County Sheriff's Department or other law enforcement agencies utilizing SR 911. This will ensure that other agencies know they are communicating with a member of the Probation Department.

##### **600.4.1 CALL SIGN DESIGNATORS**

8P- "Paul" – Probation Field units

#### **600.5 EMERGENCY BUTTON ACTIVATION**

The handheld radio is equipped with an orange emergency button located on the radio. The purpose of the emergency button is to summon assistance during a life-threatening emergency. Once an emergency button is activated, the dispatcher will check the PR # and call out the officer's name on SO Channel 1 to confirm an emergency. The expectation is the officer responds to confirm they are okay or respond that they are Code 4 if the orange emergency button was activated in error. The system does not notify the dispatcher of the location of the emergency. Officers must be aware of their exact address and location in the field at all times so they can report their whereabouts to dispatch in the event of an emergency. Officers' address and location should be entered into CAD. If possible, they must also state clearly the nature of their emergency and what assistance they need.

#### **600.6 PROBATION CHANNEL**

Channel 16 on the handhelds 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.

#### **600.7 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.

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- (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.

#### 600.8 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.

#### 600.9 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

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<b>10-30 Out of Line</b>	<b>Y - Yellow</b>
<b>10-31 Report Writing</b>	<b>Z - Zebra</b>
<b>10-32 Return to Beat</b>	
<b>10-33 Emergency Traffic Only</b>	
<b>10-34 Resume Normal Traffic</b>	
<b>10-35 Confidential Information</b>	
<b>10-36 Time</b>	
<b>10-37 Suspicious Person</b>	
<b>10-38 Suspicious Vehicle</b>	
<b>10-42 Home</b>	
<b>10-44 Suicide</b>	
<b>10-45 Fire</b>	
<b>10-48 Person Down</b>	
<b>10-50 Prowler</b>	
<b>10-53 Missing Person</b>	
<b>10-54 GPS Tracker on Board</b>	
<b>10 - 56 Restroom Stop</b>	
<b>10-57 Animal Problem</b>	
<b>10-57B Animal Bite</b>	
<b>10-57D Dead Animal</b>	
<b>10-57I Injured Animal</b>	
<b>10-57S Stray Animal</b>	
<b>10-57V Vicious Animal</b>	
<b>10-58 File/Case Number</b>	
<b>10-62 Take a Report</b>	
<b>10-64S Subpoena Service</b>	
<b>10-64W Warrant Service</b>	
<b>10-97 Arrived at Scene</b>	
<b>10-98 Finished Assignment</b>	
<b>11-24 Abandoned Automobile</b>	
<b>11-25 Road Hazard/ Disabled Vehicle</b>	
<b>11-41 Ambulance</b>	
<b>11-44 Coroner's Case/Deceased Person</b>	
<b>11-48 Transport</b>	
<b>11-79 Accident/ Ambulance E/R</b>	
<b>11-80 Accident/ Major Injury</b>	
<b>11-81 Accident/ Minor Injury</b>	

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<b>11-82 Accident/ Non-Injury</b>	
<b>11-83 Unknown Injury Accident</b>	
<b>11-84 Direct Traffic</b>	
<b>11-85 Tow Truck</b>	
<b>11-98 Meet Officer</b>	
<b>11-99 Officer Needs Help</b>	
<b>900 Report Writing</b>	
<b>30-30 Talk Car to Car</b>	
<b>Code 2 No Lights/Sirens</b>	
<b>Code 3 Lights/Sirens</b>	
<b>Code 4 No Assistance Needed</b>	
<b>Code 5 Stakeout/Surveillance</b>	
<b>Code 6 Follow-Up/Investigation</b>	
<b>Code 7 Meal Break</b>	
<b>Code 8AR Audible Residential Alarm</b>	
<b>Code 8AC Audible Commercial Alarm</b>	
<b>Code 8S Silent Alarm</b>	
<b>Code 10 Anonymous</b>	
<b>Code 11 Follow-Up</b>	
<b>Code 15 Bomb Threat</b>	

See the Stanislaus County Probation Department Policy: RADIO 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 to any member as authorized by the Chief Probation Officer or Assistant Chief Probation Officer.

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

### 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" at the end of the trip or weekly, whichever is less. If a member is unable to submit the credit card receipt within the week it is made, the reason for the delay must be detailed on the Card Use Report.
  - 1. All credit cards receipts shall be be taped to a 8 1/2 X 11 piece of paper. If the receipt is too long, members may cut it and tape the two parts side by side.
  - 2. Business name, date, and itemized details must be clearly visible on the receipt.
- (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 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 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.
  - 1. If there are multiple receipts, all receipts should be in chronological order, noting the meal or reason on each receipt, i.e: rental car, lodging, parking, etc. Tip amount should also be shown
  - 2. 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
  - 3. Put the total of all receipts, including tips, on the amount line

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4. On the purchase date line include the date or date range of the attached receipts, ie. 8/15-8/19/05
  5. On the vendor line include the vendor name or "various-see attached" if there are multiple receipts
  6. 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 Fiscal Services Accountant I. 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.

#### **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.

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Duties of the Administrative member include the following:

- (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.

#### **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.

#### **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 the Stanislaus County Probation Department Policy Manual: PURCHASING; USE OF COUNTY PURCHASING CARD; ACCOUNT & OFFICE SUPPLY MANAGEMENT; FIXED ASSET INVENTORY for further information.

## **Chapter 7 - Evidence and Records**



## Property

### 700.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the officer going off-duty unless otherwise approved by a supervisor. Officers booking property shall observe the following guidelines:

- (a) A property receipt form in triplicate shall be completed. The original shall be attached to the evidence/property seized. A copy shall be issued to the person from whom it is seized or another individual present at the location. Upon return to the probation department, the third copy of the receipt form shall be placed in the probationer's file. The officer shall immediately secure the property in the temporary evidence locker at either the adult or juvenile department office. At no time shall officers maintain evidence at any other location, other than the department's designated evidence room or an approved law enforcement evidence room. When utilizing the department's evidence room, the officer shall record the property information in the evidence log. The evidence officers shall issue the evidence/property number upon booking the evidence into the permanent evidence room. The evidence officers, and the Assistant Chief Probation Officer are the only personnel authorized to access evidence storage keys.
- (b) Complete the property form describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (c) The evidence officer will assign a case number.
- (d) If conducting a new law violation, the original property form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker (firearms and drug cases go to the Sheriff's Department). All other evidence/property shall be placed in the temporary lockers.
- (e) When the property is too large to be placed in a locker, the item may be retained in the evidence room. Officers shall contact an evidence officer to place large items in the permanent evidence room. The property sheet shall be attached to any large/bulky evidence items placed directly into the permanent evidence room.
- (f) With the approval of partner agencies, out-stationed officers may utilize their partner law enforcement agencies' evidence storage facilities.
- (g) Items, which appear to be evidence of new crimes and seized in jurisdictions where there is an agreement between the Probation Department and the law enforcement agency to utilize the law enforcement agency's evidence room, may be booked into the law enforcement agency's evidence room by officers. Officers who book items into a law enforcement agency's evidence room shall follow that agency's chain of evidence procedures and policies.

### 700.2 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics and dangerous drugs

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- (b) Firearms (ensure they are unloaded and booked separately from ammunition)
- (c) Property with more than one known owner
- (d) Paraphernalia as described in Health and Safety Code § 11364
- (e) Contraband

#### **700.2.1 PACKAGING CONTAINER**

Officers shall package all property in a suitable container available for its size. Knife boxes should be used to package knives..

A property receipt shall be securely packaged inside the heat sealed bag.

Hypodermic syringes and pipes commonly used to ingest methamphetamine or "crack" cocaine may be photographed, then placed in the biohazard box located in the temporary evidence room. A contact note shall be completed describing such evidence and where it was disposed.

#### **700.2.2 PACKAGING NARCOTICS**

The officer seizing narcotics and dangerous drugs for evidentiary purposes shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker at the Sheriff's Department, accompanied by two copies of the property record.

Narcotics and dangerous drugs used for evidentiary purposes shall be packaged in an envelope of appropriate size available in the Sheriff's Department report room. The booking officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

#### **700.3 RELEASE OF PROPERTY**

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or officer and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 60 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 60 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

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The evidence officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. If some items of property have not been released the master evidence log shall reflect that information. Upon release, the proper entry shall be documented in the master evidence log.

#### 700.3.1 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

See the Stanislaus County Probation Department Policy Manual: PROPERTY for further information.

## **Chapter 8 - Personnel**

# Personnel Records - Procedures

## 800.1 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 Change form 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 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 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.

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See the Stanislaus County Probation Department Policy Manual: PERSONNEL RECORDS for further information.



## Procedures for Requesting a Voluntary Transfer

### **801.1 ASSIGNMENT TRANSFERS**

A transfer is a change in work assignment from one working unit or division to another. Transfers for clerical staff are considered between Adult Clerical, Re-alignment Clerical, Juvenile Clerical and Institutions Clerical. Assignment changes within Juvenile Hall and the Commitment Facility are not considered transfers and are not subject to the provisions of this policy.

### **801.2 PROCEDURES FOR REQUESTING A VOLUNTARY TRANSFER**

Members who would like to request a voluntary transfer are to complete the Request for Assignment Transfer form and submit it to their Supervisor. The Supervisor will forward the request to the Division Manager for review and inclusion in the request for transfer file.

- (a) Members may submit a request for voluntary transfer at any time during the year for any work assignment. The work assignment does not have to be vacant for a staff member to request a transfer to that assignment.
- (b) Members may withdraw or change their transfer request at anytime by forwarding a new request form through their Supervisor. All transfer request forms will be purged from the active file once per year on January 1st.
- (c) Members being transferred or reassigned will be informed in person or by telephone prior to an announcement to the rest of the department.

See the Stanislaus County Probation Department Manual: SPECIAL ASSIGNMENTS AND PROMOTIONS for further information.

## Range Heat Illness Prevention

### 802.1 PURPOSE

California employers with any outdoor places of employment must comply with the Heat Illness Prevention standard, California Code of Regulations, title 8, section [3395](#) (8 CCR 3395). This procedure has been established to provide heat illness prevention procedures and to reduce the risk of work related heat illnesses to employees participating in or instructing outdoors firearms training.

### 802.2 RANGE PROCEDURES

The department Training Manager, Range Master and Firearms Instructors have the authority and responsibility for implementing the provisions of this procedure.

### 802.3 PROVISION OF WATER

- (a) The department will provide bottled water to all employees participating in range training. Four 16.9 oz water bottles, at a minimum, will be readily available for each participant in attendance at the start of each training. Bottled water will be stored in a refrigerator or ice chest. It will be suitably cool and stored no more than 50 yards from the range.
- (b) The number of available water bottles will be checked periodically (e.g., every hour, every 30 minutes) and more frequently when the temperature rises. Water bottles will be replenished when the number of available bottles drops below 50 percent. Additional water bottles will be delivered to replace water as needed.
- (c) Water will be fresh, pure, suitably cool, and provided to employees free of charge. Instructors will examine the water to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- (d) Direct verbal communication will be used to remind Officers to drink water. Officers will be encouraged to keep water bottles or personal water containers as close as practicable so that they can have drinking water readily accessible.
- (e) All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.
- (f) Before each training, Officers will be reminded of the location of the water and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, Officers will be reminded during the training safety brief of the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- (g) When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-training safety brief will be conducted before the commencement of training to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water

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breaks will be increased. Instructors will lead by example and remind employees throughout the work shift to drink water.

- (h) Individual water containers or bottled water provided to employees will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

#### **802.4 ACCESS TO SHADE**

- (a) A permanent shade structure is no further than 50 yards from the firing line and is capable of shading all participants. Additional shade structures will be opened and placed as close as practicable to the employees when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.
  - 1. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
- (b) Enough shade structures will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)
- (c) Employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information).

#### **802.5 MONITORING THE WEATHER**

- (a) The Firearms Instructors must check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<https://www.weather.gov/>), or by checking the Weather Channel TV Network. All range instructors will be provided with department mobile telephones with the capability of monitoring weather and temperature applications before and during range training. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.
- (b) Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not employees will be exposed to a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

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- (c) Prior to each training, the Firearms Instructor will monitor the weather (using <https://www.weather.gov> or a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (e.g., stopping training early, rescheduling the training, training during the cooler hours of the day, increasing the number of water and rest breaks). Precautions to modify drills or change the time that drills are completed to ensure officer's safety will be considered throughout training.

#### **802.6 HANDLING A HEAT WAVE**

For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- (a) During a heat wave or heat spike, the training day will be cut short or rescheduled (e.g., conducted during cooler hours).
- (b) During a heat wave or heat spike and before starting work, pre-training briefings will be held to review the department Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- (c) Each employee will be assigned a "buddy" to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

##### **802.6.1 IMPLEMENTATION OF HANDLING A HEAT WAVE**

- (a) Documented heat pre-training briefings will be held during heat waves or heat events.
- (b) Range instructors will continually monitor forecasts during heat waves / heat events using Department-issued phone.
- (c) Precautions to modify drills or change the time that drills are completed to ensure officer's safety will be considered throughout training.

#### **802.7 HIGH HEAT**

- (a) High Heat Procedures are additional preventive measures that the department will use when the temperature equals or exceeds 95 degrees Fahrenheit.
- (b) Effective communication by voice, direct observation (applicable for trainings of 20 or fewer), or buddy system, will be maintained so that Officers participating in training can contact a Firearms Instructor when necessary. A Firearms Instructor will remain near Officers during training to be able to observe and communicate directly with them. Cell phones will be available if Firearms Instructors need to communicate with Supervisors or Division Directors.
- (c) Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. If a Firearms Instructor, or any employee reports any signs or symptoms of heat illness in any employee, the Firearms Instructor

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or designated person will take immediate action commensurate with the severity of the illness (see section on Emergency Response Procedures).

- (d) Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- (e) Pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

#### **802.8 ACCLIMATIZATION**

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to by doing the following:

- (a) The weather will be monitored daily. The Firearms Instructor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven't been exposed for several weeks or longer.
- (b) New employees and those who have been newly assigned to a high heat area will be closely observed by the Firearms Instructor. The intensity of the training will be lessened
- (c) The Firearms Instructor will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- (d) New employees will be assigned a "buddy," or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.
- (e) During a heat wave, all employees will be observed closely for possible symptoms of heat illness.
- (f) Employees and Firearms Instructors will be trained on the importance of acclimatization, how it is developed, and how these department procedures address it.

#### **802.9 EMERGENCY RESPONSE**

- (a) Firearms Instructors are responsible with familiarizing themselves on how to best notify emergency medical services of the range location.
- (b) Firearms Instructors are required to be First Aid and CPR certified.
- (c) Firearms Instructors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

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- (d) When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- (e) During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to the Firearms Instructor any signs or symptoms they are experiencing.
- (f) Employees and Firearms Instructors will be trained on every detail of these written Procedures for Emergency Response.

#### **802.10 HANDLING A SICK EMPLOYEE**

- (a) When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!
- (b) When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.
- (c) Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!
- (d) If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an Air Ambulance will be requested.

##### **802.10.1 IMPLEMENTATION OF HANDLING A SICK EMPLOYEE**

- (a) Range Instructors will immediately call for EMS when participants show signs of heat illness.

#### **802.11 EMPLOYEE AND SUPERVISOR TRAINING**

- (a) Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

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### *Range Heat Illness Prevention*

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- (b) Firearms Instructors will be trained prior to being assigned to train other employees. Training will include this department's written procedures and the steps Firearms Instructors will follow when employees exhibit symptoms consistent with heat illness.
- (c) Firearms Instructors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard without retaliation.
- (d) Firearms Instructors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- (e) Firearms Instructors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs). Firearms Instructors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- (f) All employees and Firearms Instructors will be trained prior to working on the range. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the department's written plan. Employees and Firearms Instructors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.
- (g) In addition to initial training, employees will be re-trained annually.
- (h) When the temperature is expected to exceed 80 degrees Fahrenheit, short pre-training safety briefings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- (i) New employees will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow department procedures.

### **802.12 RESOURCES**

- (a) Heat Illness Prevention Enforcement Q&A
  - 1. <https://www.dir.ca.gov/dosh/heatIllnessQA.html>
- (b) Cal/OSHA Heat Illness Prevention etool
  - 1. <https://www.dir.ca.gov/dosh/etools/08-006/index.htm>
- (c) Cal/OSHA Heat Illness Prevention Website
  - 1. (<https://www.dir.ca.gov/dosh/heatillnessinfo.html>)
- (d) Cal/OSHA Consultation Program
  - 1. <https://www.dir.ca.gov/dosh/consultation.html>
  - 2. Toll-free Number: 1-800-963-9424

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See the Stanislaus County Probation Department Policy Manual: ILLNESS AND INJURY PREVENTION for further information.



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

## **803.1 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**

- (a) 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.
- (b) Staff shall review their Training Logs annually to insure all STC courses they have attended and completed have been included in their logs. 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:

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

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

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

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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.

#### **803.2 STANDARDS IN TRAINING FOR CORRECTIONS (STC) - 750 HOURS**

##### **803.2.1 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:

- (a) Staff believing they have reached the 750 hour threshold must e-mail their Supervisor.
- (b) The Supervisor will e-mail the Professional Standards Unit (PSU) and advise it appears the specific member has reached 750 STC hours.
- (c) PSU will then research the hours and if confirmed, PSU will notify Human Resources (HR) to advise the staff is eligible.
- (d) 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.

See the Stanislaus County Probation Department Policy Manual: FIELD TRAINING for further information.

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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: \_\_\_\_\_

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## 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)

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## 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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