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**SAN MATEO COUNTY SHERIFF'S OFFICE**

**GENERAL ORDERS**

**GREG MUNKS, SHERIFF**

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## **PREAMBLE**

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## **GENERAL ORDER POLICY STATEMENT**

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The General Orders of the San Mateo County Sheriff's Office are the guiding procedures and principles for all Divisions, Bureaus and Units. Each member of the San Mateo County Sheriff's Office will be held accountable for adhering strictly to these orders. These principles shall apply to and govern the implementation of all Division, Bureau and Unit policies and procedures.

Recognizing that no written document can predict all circumstances which may be encountered after said document is written, if there is any variation from a General Order, the burden of explaining and justifying said variation shall fall on the individual responsible for the variation.

The General Orders shall be reviewed from time to time and updated as appropriate.

The Personnel Services Bureau will keep all General Orders that have been deleted, superseded or revised. All documents must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors

GREG MUNKS, SHERIFF.

January 1, 2010

## AUTHORITY

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The Sheriff is the chief law enforcement officer in the County. The Sheriff's duties are defined in various provisions of state law, including but not limited to the California Government Code §§26600 *et seq.* These duties shall be the preservation of peace, the arrest of violators, the prevention and suppression of affrays, breaches of the peace, riots or insurrections, and investigation of public offenses. In addition, the Sheriff has been designated as the San Mateo Superior Court Security Officer, and in that capacity shall attend all sessions of the County Superior Courts and is represented in this duty by the various bailiffs. He shall command the aid of citizens to assist him, if necessary. He is required by the Government Code to maintain a county jail and to furnish proper custodial care for all prisoners incarcerated in the jail. It shall be the duty of the Sheriff to serve all process of the courts in compliance with the Government Code.

The Government Code also provides the Sheriff the privilege of appointing deputies to assist him in his duties and in this he may appoint deputies as necessary for the prompt and faithful discharge of the duties of his office. Further, in California law, the Penal Code defines those persons who shall be considered peace officers, and among those in the definition are the Sheriff, Undersheriff and Deputy Sheriffs, all of whom are regularly employed and paid as such by the county.

## **MISSION STATEMENT**

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The San Mateo County Sheriff's Office protects life and property and preserves the public peace. The Sheriff enforces State laws and County ordinances, prevents crime, apprehends criminals, cares for incarcerated prisoners, processes civil actions and provides security to the courts. The Sheriff's Office is committed to providing the highest level of professional law enforcement service in the most efficient and cost effective manner possible. All members will strive to accomplish this mission in the performance of their duties.

## LAW ENFORCEMENT CODE OF ETHICS

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

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

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

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



## **CHAPTER 1 ADMINISTRATION**

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3-10 Limited Duty (Temporary) .....	03/01/07
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4-02 Uniform Time Code.....	03/01/07
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<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>1-01</b>	PAGE 1 OF 3
	RELATED STANDARDS:  PENAL CODE 830.1 / 831 GOVERNMENT CODE SEC. 24102	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>ADMINISTRATION</b>	SUBJECT:  <b>DEFINITIONS</b>	

**BUREAU**

A subordinate organizational unit within the division.

**BUREAU COMMANDER**

“Bureau commander” shall mean an officer in charge of a bureau.

**CIVILIAN EMPLOYEE**

“Civilian employee” will mean the employees not included in the term “sworn personnel”.

**CORRECTIONAL OFFICER**

A custodial officer as defined in 831 (p.c.) – not a peace officer.

**CONSTRUCTION OF SINGULAR AND PLURAL**

The singular number includes the plural and the plural the singular.

**DEPUTY**

“Deputy” for the purpose of General Orders shall mean peace officer as defined in Section 830.1 of the Penal Code.

**DEPARTMENT, DEPARTMENTAL , SHERIFF’S OFFICE**

“Department”, “Departmental”, “Sheriff’s Office” alone shall mean the San Mateo County Sheriff’s Office. (“Department” and “departmental” should be used in the lower case.)

**DETAIL**

One or more officers assigned to a specific function within a unit.

**DIVISION**

A major functional unit within the department.

**DIVISION COMMANDER**

”Division commander” shall mean an officer in charge of a division.

**DIVISION ORDER**

Written directive issued at division level by the commanding officer which sets forth instructions governing particular situations. Division Orders automatically cancel when their objectives are achieved.

### **EMPLOYEE OR MEMBER**

The term “Employee” or “Member” shall mean all employees of the San Mateo County Sheriff’s Office.

### **GENDERS**

The masculine gender includes the feminine when applicable.

### **GENERAL ORDER**

A written order issued by the Sheriff that establishes a principle, policy or procedure concerning a given subject. A General Order is effective until revoked or replaced by subsequent order.

### **OPERATIONS ORDER**

Written directive originating at either the administration or administration or operations level. Operations Orders are directed at operating units within a division. When a General Order is issued covering the same directive, the Operations Order shall be deleted.

### **ORDER**

An “order” is an instruction, either written or verbal, issued by a superior officer.

### **PERSONNEL**

For purposes of these orders, the term “Personnel” shall mean all employees of the San Mateo County Sheriff’s Office.

### **PERSONNEL ORDERS**

“Personnel orders” originate at the administration level. They consist of announcements of personnel transfers between division and all departmental promotions or demotions.

### **RANK SENIORITY**

“Rank seniority” is the length of service in rank.

### **RULES AND REGULATIONS**

“Rules and regulations” shall include this manual and all General, Operational or Special Orders. It shall also include any applicable Civil Service regulations

### **SHALL/WILL/MAY**

“Shall/will” are mandatory. “May” is permissive.



**SPECIAL ORDER**

A “Special Order” is a written order that shall remain in effect for a period of one year or less unless extended in writing, issued by the Sheriff or Undersheriff, applicable to the department as a whole, or a section, division, or bureau thereof, or an individual therein, which establishes a temporary principle, policy or procedure on a given subject, usually for a specific length of time. When the effective period for a special order is not specified, it automatically becomes inoperative with passing of the incident or situation that caused its issuance.

**SUPERIOR OFFICER**

“Superior officers” are officers of higher rank.

**SUPERVISORY OFFICER**

“Supervisory officer” is a member or employee of the Sheriff’s Office assigned to a position requiring the exercise of immediate supervision over the activities of other members and employees.

**SWORN PERSONNEL**

“Sworn personnel” shall mean the employees of the San Mateo County Sheriff’s Office who fulfill the prerequisites as set forth in Section 24102 of the Government Code of the State of California and peace officer defined in Penal Code Section 830.1.

**UNIT**

One or more officers assigned to a specific function within a bureau.

<b>San Mateo County Sheriff's Office</b>  <h1>General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 1-02	<b>PAGE 1 OF 2</b>
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	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> ADMINISTRATION	<b>SUBJECT:</b> MANAGEMENT AND SUPERVISORY JOB DESCRIPTIONS	

The purpose of this general order is to set forth the administration and supervision levels of the San Mateo County Sheriff's Office and their responsibilities.

**1. SHERIFF**

The Sheriff is the chief executive officer of the Sheriff's Office and the final authority of all matters of policy, operations and discipline. The Sheriff exercises all lawful powers of his office and issues such orders as are necessary to ensure the effective performance of the Sheriff's Office.

A. Through the Sheriff, the Sheriff's Office is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction. The Sheriff is responsible for planning, directing, coordinating, controlling and staffing all activities of the Sheriff's Office for its continued and efficient operation.

**2. UNDERSHERIFF**

The Undersheriff is second in command in the department and is appointed by the Sheriff.

A. **RESPONSIBILITIES**

The Undersheriff is a major executive of the Sheriff's Office and commands the activities of the divisions in accordance with the policies prescribed by the Sheriff. It is his duty to aid, advise and cooperate with the Sheriff in general administrative matters and in determining matters of policy. During the Sheriff's temporary absence from duty, the Undersheriff assumes all duties and responsibilities of the Sheriff.

**3. ASSISTANT SHERIFF**

The Assistant Sheriff is third in command in the department and is appointed by the Sheriff.

A. **RESPONSIBILITIES**

The Assistant Sheriff is a major executive of the Sheriff's Office and commands the activities of the divisions in accordance with the policies prescribed by the Sheriff. It is his duty to aid, advise and cooperate with the Sheriff in general administrative matters and in determining matters of policy. The Assistant Sheriff assumes the responsibilities of the Sheriff when the Undersheriff and Sheriff are absent from duty.

**4. CAPTAIN**

Captains are assigned as commanding officers of a division or sub-divisional function.

**A. RESPONSIBILITIES**

Captains assist the Undersheriff and the Assistant Sheriff in the performance of their duties and responsibilities. Captains carry out Sheriff's Office policies and administer and supervise the work of various divisions. Division commanding officers establish procedures for their respective commands.

**5. LIEUTENANT/CIVILIAN MANAGERS**

Lieutenants/civilian managers command a division function. Lieutenants may be assigned to command a division, bureau, unit or detail.

**A. RESPONSIBILITIES**

Lieutenants are staff officers and assist the division commanding officer in his duties. As bureau commanders, they administer and supervise the work of various units within the division. Civilian managers perform equivalent civilian functions.

**6. SERGEANTS/CIVILIAN SUPERVISORS**

Sergeants/civilian supervisors supervise the work of a group of one or more subordinate employees.

**A. RESPONSIBILITIES**

Sergeant/civilian supervisors may be assigned to the field or office duties. They shall closely supervise the activities of their subordinates and provide leadership and direction. They are also responsible for the enforcement of rules, regulations and adherence to policy. They are responsible for the inspection of activities, personnel and equipment under their supervision and the initiation of suitable action in the event of failure, error, violation or neglect of duty. Field supervisors will respond to the scene of serious emergencies, felonies in progress, or any other call of a serious nature.

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	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>ADMINISTRATION</b>	SUBJECT:  <b>CHAIN OF COMMAND ORGANIZATIONAL CHART</b>	

The purpose of this general order is to set forth lines of control permitting the delegation of authority, the placing of responsibility, and the supervision of operations within the San Mateo County Sheriff's Office.

**CHAIN OF COMMAND** — the chain of command for the San Mateo County Sheriff's

Office will be as follows:

- A. Sheriff
- B. Undersheriff
- C. Assistant Sheriff
- D. Captain
- E. Lieutenant/Civilian Managers
- F. Sergeant/Civilian Supervisors
- G. Deputy/Correctional Officers/Civilian Employees

Personnel who are assigned to act in capacities above their rank will, for the duration of that assignment, possess the authority of the rank designated.

All communications within the Sheriff's Office, whether moving upward or downward, will be through official channels through the chain of command. Nothing in this order shall prevent a member from contacting personnel outside of the chain of command on matters of a personal nature or in an emergency.

When communications are directed to personnel more than one level above or below the initiating level, it will be forwarded through each rank in the chain of command. In communications regarding suggestions and/or recommendations traveling upward through the chain of command, each level may attach a recommendation regarding that communication.

# SAN MATEO COUNTY SHERIFF'S OFFICE ORGANIZATION CHART



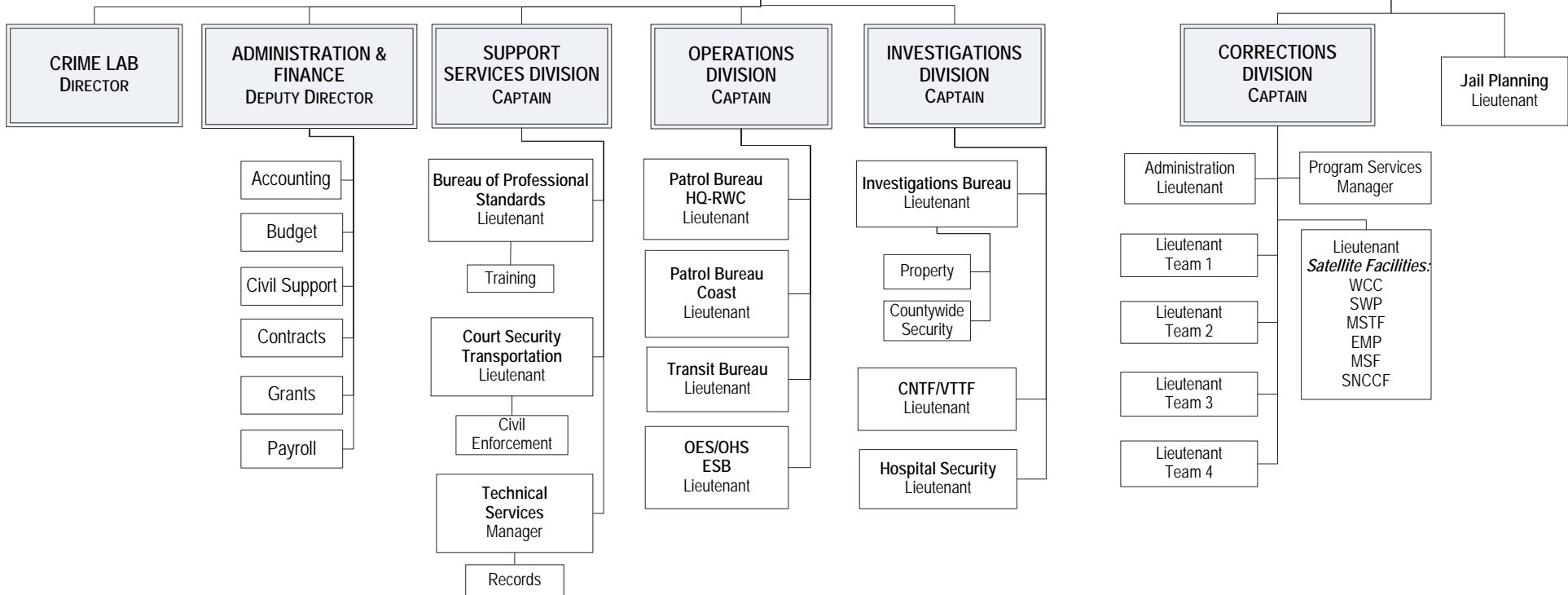
**SHERIFF**

HIDTA / RTTAC /  
TEWG  
CAPTAIN

**SNAPSHOT:**  
3 Executive Staff  
5 Captains  
1 Director  
1 Deputy Director  
16 Lieutenants  
49 Sergeants  
287 Deputies  
107 Correctional Officers  
176 Professional/Civilian  
645 TOTAL AUTHORIZED POSITIONS

**UNDERSHERIFF**

**ASSISTANT  
SHERIFF**



<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	<p><b>SECTION: 1-04</b></p>	<p><b>PAGE 1 OF 1</b></p>
	<p><b>RELATED STANDARDS:</b></p> <p align="center">2-01</p>	
	<p><b>ISSUE DATE:</b> 05-01-98</p>	<p><b>REVISION DATE:</b> 03-01-07</p>
<p><b>CHAPTER:</b> <b>ADMINISTRATION</b></p>	<p><b>SUBJECT:</b> <b>MATERIAL FOR PUBLICATION</b></p>	

The purpose of this general order is to establish a procedure for the review of material to be submitted for publication to ensure that it complies with Sheriff's Office policies.

All material bearing either the name of the Sheriff or identifying logos of the Sheriff's Office shall be reviewed for policy conformity by the respective division commanding officer before dissemination.

All material for publication in journals, magazines or newspapers that identify the author as a member of the Sheriff's Office shall be reviewed by the writer's division commander for policy conformity. The finalized material will be forwarded to the Sheriff for review before submission for publication.

Nothing in this order shall be interpreted to prohibit the submission of materials for publication. The interest is merely to prevent publication of misinformation concerning the Sheriff's Office.

This order does not apply to material in which the originator specifically states that the views expressed are personal and/or do not represent the policy or policies of the San Mateo County Sheriff's Office.

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	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> ADMINISTRATION	<b>SUBJECT:</b> COMPLAINTS – INTERNAL AFFAIRS	

The purpose of this general order is to set forth policies and procedures for the handling of complaints against Sheriff's Office personnel as mandated by Penal Code Section 832.5. The procedure for internal affairs investigation of complaints is also contained in the Sheriff's Office Internal Affairs Unit Guidelines.

The purpose of an internal affairs investigation is to clear those innocent of misconduct, establish fault of wrongdoers, facilitate prompt and just disciplinary action and reveal faulty practices and procedures. Internal investigations shall be appropriately documented, promptly investigated and/or addressed, and conducted in a fair, timely, legal and ethical manner, strictly adhering to procedural safeguards regarding employee rights.

**1. COMPLAINTS FROM MEMBERS OF THE PUBLIC**

- A. The San Mateo Sheriff's Office will receive and investigate all complaints of misconduct against its members whether received in person or by telephone and whether the complainant wishes to identify him or herself or wishes to remain anonymous. All complaints shall be received in a courteous and professional manner. Sheriff's Office employees shall demonstrate sincere responsiveness to concerns of members of the public, will inform members of the public that their complaints will be taken seriously, and shall meet legal requirements for taking and investigating complaints.
  - 1. All complaints alleging misconduct on the part of Sheriff's Office personnel will be referred immediately to an on duty supervisor of the unit to which the person is assigned. If that unit is not operational at the time, the complainant will be referred to the supervisor of the unit receiving the complaint.
  - 2. The complainant will be given a complaint form and instructions on how to fill it out and how to submit it. In addition, (s)he will be referred to the Internal Affairs Unit. If the complainant wishes to leave the completed complaint form with the supervisor (s)he will accept the form and forward it immediately to the Internal Affairs Unit.

- a. If the complaint is by telephone, the supervisor handling the call will offer to mail a complaint form to caller and refer the caller to the Internal Affairs Unit.
  - b. If the caller wishes to remain anonymous, the supervisor receiving the call will fill out a complaint form noting the complainant as “Anonymous” and forward it to the Internal Affairs Unit immediately.
  - c. In any case, if the complainant needs assistance in filling out the citizen’s complaint form, the supervisor will provide such assistance.
3. If immediate investigation or action is warranted, the supervisor shall notify the division commander and the Professional Standards Lieutenant as soon as possible.
  4. If the complaint is of a very serious nature (i.e. possibly criminal in nature) and the person to be investigated is otherwise able to continue in the performance of his/her duties, (s)he may be placed on administrative leave with pay as authorized by the rank of lieutenant or above. This may occur upon opening of an internal affairs case or at any time during the investigation. While on administrative leave, (s)he may be required to surrender his or her badge, Sheriff’s ID and safety equipment to the Services Bureau - Internal Affairs Unit.

## **2. INVESTIGATIONS INITIATED BY THE SHERIFF’S OFFICE**

The Sheriff’s Office administration may initiate a personnel investigation based on an internally-generated complaint or otherwise when appropriate. The Internal Affairs Unit shall investigate and document as appropriate under the circumstances. Any or all of the specific polices contained in this order may be applied to internally generated complaints as deemed appropriate by the Internal Affairs Commander or where required by state law, including but not limited to the Public Safety Officers’ Procedural Bill of Rights (Government Code Sec. 3300 et. seq.), Evidence Code 1042, and Penal Code Sec. 832.5 and 832.8(e).

## **3. INVESTIGATION**

- A. The Office of Professional Standards of the Services Bureau is responsible for the investigation of complaints against Sheriff’s Office personnel. Upon receipt of a complaint, the Internal Affairs Unit of the Services Bureau will open an internal case by assigning a case number. The Services Bureau will assign investigators or will monitor the investigation if it is conducted at the division level. All investigations will follow the guidelines as set forth in the Internal Affairs Unit Guidelines and will be in compliance with the Public Safety Officers’ Procedural Bill of Rights (Government Code Sec. 3300 et. seq.), Evidence Code 1042, and Penal Code Sec. 832.5 and 832.8(e).
- B. Internal affairs investigators are authorized to cross all lines of authority to obtain statements and conduct interviews of the concerned employees.



- C. Completed investigations, conducted by a division other than administration, will be forwarded to the Office of Professional Standards Lieutenant.
- D. Division commanders will be notified when anyone in their command is the subject of an internal investigation.
- E. The Internal Affairs Unit will notify the complainant as to the date of completion and finding of the investigation. Employees will be advised of complaint dispositions.
- F. Records of complaints from members of the public must be retained pursuant to state law and the Sheriff's Record Retention Schedule approved by the Board of Supervisors. Records of all Internal Affairs investigations, regardless of how initiated, must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors.

#### **4. COMPLAINT DISPOSITIONS**

- A. Sustained: The investigation disclosed evidence sufficient to prove the allegation(s) by a preponderance of the evidence.
- B. Not sustained: The investigation failed to disclose evidence sufficient to prove or disprove the allegation by a preponderance of the evidence.
- C. Exonerated: The act did occur, but were consistent with Sheriff's Office policies and procedures.
- D. Unfounded: The investigation revealed the allegation was false or not factual or the employee was not involved.
- E. No Finding: The complainant failed to provide necessary information to further the investigation; or the complainant failed to cooperate sufficiently with the investigation in order to complete it; or the investigation revealed that another agency was involved and the complaint or complainant has been referred to that agency; or the complainant wishes to withdraw the complaint; or the involved employee no longer is employed by the Sheriff's Office an no further investigation is warranted.

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	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>ADMINISTRATION</b>	SUBJECT:  <b>COMMENDATIONS AND AWARDS</b>	

The San Mateo County Sheriff's Office commendations and awards program has been established to honor employees in the department for exceptional or meritorious conduct. It is the purpose of this order to describe the procedure whereby such acts are duly recognized by the Department.

1. **DUTY TO REPORT**

It will be the duty of every employee of supervisory rank to report to their division commanding officer via their chain of command acts worthy of commendation by persons under their supervision or other employees of the department which come to their attention.

2. **COMMENDATION REPORT**

A commendation report will be initiated by the supervisor to make an official record of the commendable act by an employee of the department. This report will be for each person commended, and forwarded to the employee's division commanding officer.

3. **DIVISION COMMANDING OFFICERS**

The division commanding officer will read each commendation report received pertaining to employees under their command. If a letter of commendation is sufficient, it may be issued by the division commander, otherwise, the report will be forwarded to the Undersheriff.

4. **COMMENDATIONS REVIEW BOARD**

All commendations recommendations will be reviewed by the Undersheriff, and division commanding officers who will sit as the official commendations review board. Based on information contained in the commendation report, the board will recommend (1) One of the awards listed, or (2) No official notice be taken of the incident. A majority vote of the board members will determine the proper award to be issued. A quorum will be considered as four (4) officers of the review board. However, one of the four (4) present must be the Undersheriff. The review board will notify the person making the nomination of its final determination.

5. **PREPARATION OF AWARD**

Upon the approval of the board, the proper award will be prepared by the Services Bureau.

6. **PRESENTATION OF AWARD**

The award will be presented to the recipient by the Sheriff and/or Undersheriff at a

special awards ceremony. The presentation of all medal awards will be done twice annually or sooner if deemed necessary.

7. **CLASSIFICATIONS OF COMMENDATIONS**

- A. **MEDAL OF VALOR (GOLD)**  
For outstanding performance and bravery above and beyond the call of duty
- B. **MEDAL OF BRAVERY (SILVER)**  
For outstanding performance and/or conspicuous bravery in the line of duty.
- C. **DISTINGUISHED SERVICE (BRONZE)**  
For a particular outstanding service to the community or the department, which reflects credit upon law enforcement in its highest tradition.
- D. **SHERIFF'S COMMENDATION (CERTIFICATE)**  
For extraordinary service deserving of official notice.
- E. **LETTER OF COMMENDATION (MEMORANDUM)**  
For recognition from a Division commander.
- F. **LETTER FROM BUREAU LIEUTENANT (MEMORANDUM)**  
For recognition from a Bureau lieutenant.

<b>San Mateo County</b> <b>Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>1-07</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>ADMINISTRATION</b>	SUBJECT:  <b>SUGGESTIONS</b>	

Recognizing that employees are often in the best position to suggest ways of improving operations, it is the policy of the Sheriff's Office to encourage employees to submit ideas, concerns and suggestions for review. Areas of particular applicability are improved efficiency or effectiveness, substantial cost savings, improved safety, enhancement of our public image, and technical innovation. Nothing here shall prevent the submission of suggestions in other areas.

To ensure that all suggestions receive proper consideration and recognition, the following procedures will be adhered to:

1. Suggestions should be submitted through the chain of command to the Undersheriff. If the suggestion or concern is of a confidential nature, it may be submitted directly to the Undersheriff.
2. Upon receiving the suggestion, the Undersheriff will acknowledge receipt.
3. The suggestion will be reviewed at the next division commanders' meeting with the following conclusions:
  - A. Approval or disapproval of the suggestion. If approved, it shall be forwarded to the appropriate division for implementation.
  - B. Referral of the suggestion to the affected division for evaluation. Upon completion of the evaluation, it shall be reconsidered at the next division commanders' meeting for approval or disapproval.
  - C. The person submitting the suggestion or concern shall be notified of the results of the review. If the suggestion or concern is not accepted, the submittal will be advised the reasons for the rejection.
4. Suggestions or concerns not adopted will be kept in a file. All suggestions must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors.

5. Recognition

- A. For those suggestions that are adopted, but do not fall within the scope of the commendation and awards program, a certificate of appreciation will be given to the suggestion, and a copy of same will be placed in the employee's personnel file.
- B. Those suggestions which are of considerable merit, and worthy of additional notice, will be referred to the Commendations Review Board to determine if the suggestion merits either the letter of commendation or the commendation medal for distinguished service.

6. Duplicate suggestions

It is anticipated that duplicate suggestions will be received. Only the first suggestion will be considered. In such cases, the submitter of the subsequent suggestion or concern will be notified that his or hers is a duplicate of an earlier suggestion.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION: 1-08</b>	<b>PAGE 1 OF 1</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>ADMINISTRATION</b>	<b>SUBJECT:</b> <b>BUREAU MANUALS</b>	

The purpose of this General Order is to provide policy for development and maintenance of bureau manuals. For the purpose of this general order, "bureau" will be considered the same as "unit".

Each bureau within the Sheriff's Office shall develop and maintain a Bureau Operations Manual. This manual shall contain "orders" covering the directives, policies and operating procedures for the bureau. All manuals will use a standard format similar to that of the General Orders.

Each bureau shall maintain copies of the manual at each duty station for the ready reference by the personnel operating in said bureau. Each Bureau Commander shall forward a copy of the manual to the Division Commander and the Undersheriff.

Each bureau manual shall be reviewed annually by the Bureau Commander. The Bureau Commander shall submit a memo to the division commander advising the status of the bureau manual. The division commander shall initial the memo and forward it to the Undersheriff. If there are changes, additions or revisions, a copy of the new bureau order(s) shall be attached to the memo. The Professional Standards Lieutenant or his/her designee shall review the changes, additions, and/or revisions to ensure that they do not conflict with General Orders or the manuals of other bureaus.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION: 1-09</b>	<b>PAGE 1 OF 2</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>ADMINISTRATION</b>	<b>SUBJECT:</b> <b>PERSONNEL, SPECIAL AND OPERATIONS ORDERS</b>	

All bureau orders that have been changed, revised or deleted shall be kept in a bureau file for a period no less than the period of time established pursuant to the records retention policy adopted by the Board of Supervisors..

The purpose of this order is to assign responsibility for the origination, content and distribution of personnel, special and operations orders. Such orders are for use only for limited tenure or one-time events. For all other purposes, a General Order or Division, Bureau or Unit policy or procedure shall be issued. Bureau Orders, Personnel Orders, Special Orders and Operations Orders must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors.

**1. PERSONNEL ORDERS**

- A. Personnel orders will originate at the Office of the Sheriff.
- B. These orders consist of announcements of personnel transfers, retirements, new hires and all departmental promotions or demotions.
- C. Personnel orders will be kept in and shall be part of the employee's personnel file.

**2. SPECIAL ORDERS**

- A. Special Orders that originate at the Sheriff or Undersheriff level will be of limited tenure covering one-time events.
- B. Special Orders will expire one year from the date of issue unless otherwise stated.
- C. Special Orders shall be numbered, duplicated and disseminated by the Services secretary to all personnel concerned. Numbering of special orders shall consist of the abbreviated year followed by the next consecutive number since the last special order (e.g., "S.O. 96-01"). Special Orders not having an expiration date when issued will automatically expire one year from date of issue unless otherwise specified.

### **3. OPERATIONS ORDERS**

- A. Operations Orders shall originate at the division commanding officer's level.
- B. The content of these orders shall include matters of temporary procedure changes or other one-time events concerning personnel within a particular division only. If the procedure affects other divisions within the Sheriff's Office, a special order is required.
- C. In all circumstances where an Operations Order changes the operational policy of a division, a copy shall be forwarded to the Undersheriff.
- D. Numbering of Operations Orders shall consist of the abbreviated year followed by the next consecutive number since the last Operations Order (e.g., "O.O. 98-01").  
Operations Orders shall expire 30 days from the date of issue.



<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	<p><b>SECTION: 1-10</b></p>	<p><b>PAGE 1 OF 1</b></p>
	<p><b>RELATED STANDARDS:</b></p>	
	<p><b>ISSUE DATE:</b> 05-01-98</p>	<p><b>REVISION DATE:</b> 03-01-07</p>
<p><b>CHAPTER:</b> <b>ADMINISTRATION</b></p>	<p><b>SUBJECT:</b> <b>OFFICIAL CORRESPONDENCE</b></p>	

1. Under no circumstances is the office letterhead stationery to be used for personal correspondence.
2. When any member of the Sheriff's Office has reason to request that a letter be sent with the signature of the Sheriff (e.g., a letter of thanks for assistance from allied agencies), the member shall draft the letter and submit it to the Sheriff via the chain of command with a request that the letter be sent. The draft shall include the circumstances and the names of the individuals involved if available.
3. In cases where letters must be sent on office letterhead in the course of normal business, the letter shall be drafted and signed by the member conducting the business. All signatures will be drafted as follows:

Greg Munks, Sheriff

By (Signature)  
Name – Rank  
Division

A copy of the letter shall be kept either in a file or electronically in the division/unit office from which it originated. All documents must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: 1-11	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 7-1-09
CHAPTER: ADMINISTRATION	SUBJECT: <b>EMPLOYEES' ADDRESS AND CONTACT TELEPHONE NUMBERS</b>	

The purpose of this order is to establish the procedures for handling or reporting changes in an employee's street address and contact phone number(s).

**1. GENERAL**

The Professional Standards Bureau will maintain a current database on all Sheriff's Office personnel. The locator file will contain current street address, mailing address (if different from street address), contact phone number(s) and duty assignment of all employees.

**2. MAINTAINING CURRENT CONTACT INFORMATION**

All members of the San Mateo Sheriff's Office shall provide their current street address, mailing address (if different from their street address) and a cellular and/or landline contact phone number. Personnel who have dual residences, shall provide both the primary residence and secondary residence information on the contact form. Primary residence shall be defined as the residence in which you pay property taxes and are registered to vote. All personnel who change their address and/or contact phone number(s) will notify their immediate supervisor and the Professional Standards Bureau in writing during their next work day. The written notification will include the employee's new street address, mailing address (if different from the street address), contact phone number(s) and current duty assignment.

- A. Under no circumstances are Sheriff's Office personnel authorized to use the address and telephone number of any Sheriff's Office facility as a personal address and/or contact phone number except as specified for the Department of Motor Vehicles Confidentiality program.
- B. No member of the Sheriff's Office will release another member's home address or contact phone number(s) to anyone outside of the Sheriff's Office without that member's express permission.
- C. A copy of the most recent Emergency Contact Form will be kept in the Sergeant's/Supervisor's employee file and/or any other file as designated by a Bureau Commander. The Emergency Contact Form will be reviewed for accuracy annually with employees during the performance evaluation process.



# SAN MATEO COUNTY SHERIFF'S OFFICE

## Family Contact Form

**TODAY'S DATE:** \_\_\_\_\_

**PERSONAL INFORMATION**

FULL NAME: \_\_\_\_\_  
LAST FIRST M.I. DOB

PRIMARY ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

SECONDARY ADDRESS: \_\_\_\_\_  
 SAME AS ABOVE  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

MAILING ADDRESS: \_\_\_\_\_  
 SAME AS ABOVE  
STREET ADDRESS / POST OFFICE BOX # CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TITLE: \_\_\_\_\_ BADGE #: \_\_\_\_\_ DATE OF EMPLOYMENT: \_\_\_\_\_

**MILITARY INFORMATION**

U.S. VETERAN:  YES  NO BRANCH OF SERVICE: \_\_\_\_\_  
 YEARS OF SERVICE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

1.) CONTACT NAME: \_\_\_\_\_  
LAST FIRST M.I.

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK/SCHOOL PHONE: \_\_\_\_\_

WORK/SCHOOL ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

2.) CONTACT NAME: \_\_\_\_\_  
LAST FIRST M.I.

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK/SCHOOL PHONE: \_\_\_\_\_

WORK/SCHOOL ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

3.) CONTACT NAME: \_\_\_\_\_  
LAST FIRST M.I.

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK/SCHOOL PHONE: \_\_\_\_\_

WORK/SCHOOL ADDRESS: \_\_\_\_\_  
STREET ADDRESS APT / UNIT# CITY STATE ZIP

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>2-01</b>	PAGE 1 OF 5
	<b>RELATED STANDARDS:</b> G.O. 1-04, G.O. 2-06, G.O. 2.08, G.O. 2-11	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 10-14-08
<b>CHAPTER:</b> <b>PROFESSIONAL CONDUCT AND ETHICS</b>	<b>SUBJECT:</b> <b>STANDARDS OF CONDUCT AND PERFORMANCE</b>	

All members of the San Mateo Sheriff's Office will, at all times, conduct themselves in a manner that is in the best interest of the San Mateo Sheriff's Office and in accordance with the Sheriff's Office Mission Statement.

Members of the Sheriff's Office are always subject to duty. Although assigned to shifts for routine work assignments, they are subject to emergency assignments. Members of the Sheriff's Office will, whether on or off duty, respond to the lawful orders of superior officers.

Assignment to a specific division, bureau, unit or other assignments does not relieve the employee of the responsibility to take proper action outside the scope of the assignment, and employees are expected and required to take action outside the scope of the assignment when necessary or so directed. This paragraph is not intended to supercede any provisions of MOU's related to "work out of class."

It shall be the affirmative duty of each member of the Sheriff's Office to report to his or her immediate supervisor any violation of this order.

**1. CONDUCT WHILE ON DUTY**

- A. Employees shall report for duty promptly at the time, place and to the person designated. They shall have all of their equipment available and shall be prepared to assume their assigned duties. Any inability to comply with these requirements shall be reported by the employee to the supervisor prior to the time set for reporting.
- B. While on duty, members shall be constantly alert observing that which takes place within sight and hearing and shall keep a vigilant watch for needed police services. They shall not leave their assigned area or post except in the discharge of their duties or with approval of the supervisor. Members shall discharge their duties in a calm and firm manner and will act together to assist and protect each other in the maintenance of law and order. Members shall devote their time and attention to serving the Sheriff's Office and the public and will not engage in any activity that takes his or her attention away from assigned duties.
  - 1) Members who display reluctance to properly perform his or her duties, who act in a manner to bring discredit upon himself or the Sheriff's Office or who fails to assume responsibility or exercise diligence in the performance of his or her duties may be deemed to be unacceptable in keeping with the Civil Service

Rules and definition of the term “unacceptable performance” (see Civil Service Rule XIII F.).

- C. Members shall not display cowardice or fail to support fellow members in the performance of duty.
- D. Members shall not ingest any drug not lawfully prescribed nor any alcoholic beverage at any time while on duty. Alcoholic beverages may be consumed by employees not in uniform when required in the performance of duty (i.e. a criminal investigation); however the employee shall ensure that the amount of alcohol consumed is small enough so as not to impair his or her ability to properly and lawfully carry out his or her assigned duties.
- E. Employees shall not report for duty displaying any symptoms of, in any way impaired by or under the influence of any drug or alcohol. If a superior officer has a reasonable suspicion that a sworn employee has consumed or ingested any drug or alcohol in violation of these general orders, that employee may be subject to a substance abuse/alcohol screening test. Employees who are suspected of being in violation of this general order will be subject to being relieved from duty and further disciplinary action in accordance with County policy.
  - 1) A supervisor may base his or her determination that an employee may be in violation of this section based on the following facts including but not limited to:
    - a) Appearance,
    - b) Behavior,
    - c) Mannerisms,
    - d) Speech,
    - e) Breath or body odors,
    - f) Actual observation of the ingestion or use of any drug or alcohol, or
    - g) Reliable information that an employee has been using or has recently used or possessed any controlled substance or alcohol.
- F. Employees shall obey all lawful orders issued by a superior officer whether written or oral and shall not speak critically or derogatorily about the orders. Failure to obey a lawful order is insubordination.
  - 1) If the order is in conflict with another order, the employee shall advise the superior officer of the conflict. If the superior officer does not change the order, the employee shall obey the order. An employee acting on an order by a superior officer which is in conflict with another order, directive, policy, etc. shall not be held responsible for violation of that order, directive, policy, etc. In such cases, the employee to whom the order was directed shall advise the superior officer who issued the most recent order of the conflict, and the responsibility to resolve the conflict between the orders rests with the superior officer who issued the most recent order.
  - 2) In cases where there is justifiable reason to believe that such orders are inconsistent or unjust, it is the right of any member to respectfully call it to the

attention of another supervisor or manager through the proper chain of command.

- G. It is the policy of the Sheriff's Office and San Mateo County to maintain a working environment free of sexual harassment and all forms of sexual discrimination (see General Order 2-02).
- H. Employees on duty and/or representing the Sheriff's Office or San Mateo County shall dress in a manner which presents a positive professional image and shall maintain themselves and their attire in compliance with General Order 2-12.
- I. Employees shall not sleep while on duty.
- J. Notwithstanding the assignment of specific duties and responsibilities to members of the Sheriff's Office, all members shall perform all such other duties as may be required of them by competent authority.
- K. Members shall not loiter in cafés, bars, service stations or other public places while on duty.

## **2. CONDUCT WHILE OFF DUTY**

- A. Outside employment shall be in compliance with General Order 2-06.
- B. While continuing education is encouraged, members attending school outside of employment shall ensure that the school schedule does not interfere with his or her duty assignment and the performance of their duties. Supervisors shall monitor such employees' performance to ensure that the performance of their assigned duties are not being adversely effected.
- C. Members of the Sheriff's Office will refrain from making arrests in minor traffic violations and infractions.
- D. Members who are off duty shall refrain from personally attempting to resolve neighborhood or family disputes requiring law enforcement involvement, but instead shall advise the proper law enforcement agency in those cases where outside intervention is required. Nothing in this order shall prevent a member from resolving problems within his or her own immediate family.

## **3. GENERAL CONDUCT**

- A. A member of this department is prohibited from using his or her official position, or position of authority for personal or financial gain, or for obtaining privileges not otherwise available to them except in the performance of their duty, or for avoiding consequences of illegal acts. Misuse of position shall mean knowingly using one's position or one's status as a County employee for personal gain or gain of another, or knowingly using one's position or one's status as a County employee to obtain or provide information or services in a manner other than that available to the general public.
- B. All employees should avoid situations which give rise to an actual or apparent conflict between their professional responsibilities and their relationships with other

employees. All employees are required to comply with County policies on harassment and non-discrimination.

- C. If a superior and a subordinate employee become involved in a dating relationship or other close personal relationship that has the potential to compromise the supervisor's objectivity, it is the duty of the superior officer or civilian supervisor/manager to immediately notify his or her commanding officer through the chain of command. It becomes the responsibility of the superior officer's commanding officer to eliminate any actual or perceived professional conflict that results from the relationship, by considering whether reassignment is appropriate, and consistent with the best interests of the employees and the Department.
- D. Employees shall familiarize themselves with the General Orders and all procedures and manuals of the division, bureau and unit in which they are assigned.
- E. Employees shall not address a superior officer in a manner that is profane or insulting. Members will treat each with courtesy and respect. They shall not publicly criticize any official act or any member of the Sheriff's Office or any other department of a City, County, State or Federal government when (s)he is identified as a member of the Sheriff's Office.
- F. Employees shall not commit or attempt to commit any act which is a violation of any State, Federal, County or City law, ordinance or regulation. Members also shall not engage in any activity or behavior which will bring discredit upon the San Mateo Sheriff's Office.
- G. When operating vehicles of any description, whether personal or county owned, members shall not violate traffic laws except in cases of absolute emergency and then only in compliance with the law and existing Sheriff's Office General Orders/policies.
- H. Employees shall exercise prudence and discretion in any contact with ex-inmates of any city or county jail, state or federal correctional facility or persons with known criminal or gang affiliations.
  - 1) Nothing in this section shall prohibit contacts that are necessary in order to diligently carry out a duty assignment nor prohibit contacts with members of one's immediate family providing that such contact does not in any way imply approval of criminal conduct.
- I. Members shall not solicit any reward for the performance of their duties nor seek or ask for gratuities.
- J. No gift will be accepted by any member of the Sheriff's Office for acting within his or her official capacity.
- K. Members will not make public solicitations or sell tickets to the public for admission to any show, dance, drawing, raffle or other activity for any organization while on duty or while wearing the uniform of the San Mateo Sheriff's Office. Also, if engaged in this activity while off duty and out of uniform, members shall not identify themselves as members of the Sheriff's Office with the intent of influencing the prospective donor or purchaser.

- L. Employees will, at all times, conduct themselves in a manner that will not bring discredit upon the Sheriff's Office or subject the Sheriff's Office, fellow employees or themselves to any criticism, disgrace or public ridicule. Such conduct will be deemed conduct unbecoming an officer. Application will be equal in official and private acts.
- M. Employees shall not make false statements when being questioned, interviewed or in submitting written reports. They shall not make false official reports or knowingly or willingly enter or cause to be entered in any department books, computer, record or report any inaccurate, false or improper information.
- N. Members shall not remove any official record of the Sheriff's Office except as ordered to by a superior officer or under due process of law.
- O. When in the presence of persons from outside the Sheriff's Office, members will address other members by their rank or the title of Mr., Mrs., Miss. or Ms. as is appropriate.
- P. Members shall not address any public gathering, appear on radio or television or write any manuscript or articles for publication where (s)he is identified as a member of the Sheriff's Office unless authorized to do so by the Sheriff.
- Q. Patriotic courtesy:
  - 1) On approach of the American Flag, members in uniform will face the flag, render a military salute and remain in the saluting position until the flag passes.
  - 2) When the National Anthem is played, members will stand at attention and place their right hand over their heart. Members in uniform shall render a military salute. If an American Flag is present, members shall face the flag during the playing of the National Anthem.
- R. Members shall not loiter in the Communications Center or any Sheriff's Office facility unless they are engaged in the performance of their duties.
- S. Members, whether on or off duty, shall not loiter in any place or engage in any personal shopping or leisure activities while in the uniform of the San Mateo Sheriff's Office. Nothing in this order is meant to prevent members from taking meal breaks while in uniform.
- T. It is the duty of every member of the Sheriff's Office to properly report any information given in good faith by any citizen regarding matters which indicate the need for action by the Sheriff's Office.
- U. Consistent with applicable legal requirements, members will treat the official business of the Sheriff's Office as confidential. They shall not discuss nor provide such information to anyone except those for whom it is intended, as directed by a superior officer or under due process of law.



<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: 2-02	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>PROFESSIONAL CONDUCT AND ETHICS</b>	SUBJECT: <b>DISCRIMINATION</b>	

It is the policy of the San Mateo Sheriff's Office to comply with all laws, rules and courtesies in all aspects of Sheriff's Office operations. Practices that may result in discrimination against any person or group will not be tolerated.

Employees shall not discriminate, either verbally or through the use of any type of printed or written material, against any person on the basis of race, color, religion, ancestry, gender, sex, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation.

Any person having any inquiry, comment, suggestion or criticism concerning Sheriff's Office hiring practices, assignments or operations that they feel may result in discrimination against any person or group shall bring the matter to the attention of their bureau commander either verbally or in writing.

If the bureau commander cannot resolve the matter in a satisfactory manner, the matter will be submitted to the division commander. If the matter still cannot be resolved to the satisfaction of the employee, the matter will be submitted directly to the Undersheriff.

<b>San Mateo County</b> <b>Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>2-03</b>	PAGE 1 OF 3
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>PROFESSIONAL CONDUCT AND ETHICS</b>	SUBJECT: <b>SEXUAL HARASSMENT AND SEXUAL AND RACIAL DISCRIMINATION (HIGH LIABILITY)</b>	

It is the policy of the County of San Mateo and the Sheriff to provide equal employment opportunity to all persons. This policy is assuring that all employees and applicants for employment are provided equal access to, and enjoyment of employment opportunities regardless of race, color, religion, ancestry, gender, sex, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation .

It is therefore the policy of the County of San Mateo and the Sheriff not to discriminate against any person on the basis of race, color, religion, ancestry, gender, sex, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation .

The Board of Supervisors and the Sheriff declare that sexual harassment and/or discrimination of County employees, clients, or applicants for employment or services by County management or employees is prohibited. The purpose of this policy is to create and maintain a working environment free of sexual and racial harassment and discrimination (see G.O. 2-02 Discrimination).

**A. SEXUAL HARASSMENT**

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submitting to such conduct is made an explicit or implicit term or condition of employment.
- 2) Submitting to or rejecting of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance creating an intimidating, hostile or offensive working environment.

**B. HOW DO YOU IDENTIFY IT?**

Behaviors which may be sexual harassment include but are not limited to:

- 1) **Verbal Harassment**, such as derogatory comments, using disparaging sexist terms, slurs, jokes, or stories.
- 2) **Physical Harassment**, such as impeding or blocking movement, gestures, assault or any physical interference with normal work or movement.
- 3) **Visual Harassment**, such as derogatory posters, or pictures, letters, e-mail, poems, graffiti, cartoons or drawings.
- 4) **Requests for Sexual Favors**, unwanted repeated sexual advances or unwanted expressions of sexual interest.
- 5) **Hazing**, harassing by requiring unnecessary work, bantering or ridiculing, typically occurring with an employee enters an occupation that has been traditionally dominated by the opposite sex.

#### **C. EMPLOYEE RESPONSIBILITIES**

All Sheriff's Office employees have the responsibility to:

- 1) Refrain from behavior that would be considered sexual harassment.
- 2) Be informed of the sexual harassment policy.
- 3) Take appropriate actions to prevent and deal with possible sexual harassment activities.

#### **D. MANAGERS' AND SUPERVISORS' RESPONSIBILITIES**

Managers and Supervisors have the responsibility to:

- 1) Inform their staff that sexual harassment behavior is unacceptable and take affirmative measures to prevent it.
- 2) Make sure that all of their employees understand the law, policy and County procedures for handling sexual harassment issues.
- 3) Take corrective action, up to and including dismissal in accordance with the applicable provisions of the County Charter, Civil Service Rules, and Memoranda of Understanding, when the management or supervisory employee knows, or reasonably should know, that an employee is being subjected to sexual harassment.
- 4) Make a referral to the County's Employee Assistance Program where necessary and appropriate.
- 5) Prohibit retaliation against an employee or applicant for employment because they have filed a sexual harassment complaint.
- 6) Maintain a record of complaints and resolutions.
- 7) Assure confidentiality.

## **E. RESOLUTION PROCEDURES**

There are procedures available to address discrimination or sexual harassment complaints in the County. Employees are encouraged to attempt resolution of the complaint at the lowest level possible as quickly as possible. However, if this is inappropriate or unacceptable in the judgement of the individual, he/she can pursue resolution of the complaint(s) through any of the following available procedures. The procedures identified are not sequential nor do they need to be followed in any particular order.

### **1) Resolution within the Department**

An employee can discuss the issue/complaint and seek remedy with his/her immediate supervisor. If the complaint is not resolved, then the employee can continue to pursue resolution of the issued/complaint by discussing the issue with the next higher level manager, up to the Department Head.

### **2) Filing an Administrative Discrimination Complaint with the County EEO Coordinator**

Any employee may file a complaint within thirty (30) calendar days of the alleged discriminatory practice with the County's Equal Employment Opportunity Coordinator in the Employee and Public Services Department.

### **3) Filing a Grievance (Negotiated Grievance Process)**

Employees covered by a Memorandum of Understanding may have the right to file a grievance regarding the alleged discriminatory practice with the assistance of their respective union representative. The grievance procedure is outlined in each memorandum of understanding.

### **4) Filing a Complaint with External EEO Agencies**

If the internal complaint process is not successful in resolving a complaint, an employee or applicant may file a formal complaint with:

a) State Department of Fair Employment and Housing (within 365 days of alleged discriminatory act) at (800) 884-1684 on the basis of race, religious creed, medical condition, color, national origin, ancestry, mental or physical disability, pregnancy, marital status, sex or age.

b) U.S. Equal Employment Opportunity Commission (within 300 days of alleged discriminatory act) at (415) 995-5049 on the basis of race, color, religion, sex or national origin.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>2-04</b>	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>PROFESSIONAL CONDUCT AND ETHICS</b>	SUBJECT: <b>COMPLIANCE WITH POLICIES, PROCEDURES, AND DIRECTIVES</b>	

For purposes of this order, "Orders" shall mean all Sheriff's Office General Orders, Special Orders, Operations Orders And procedures. It also includes all Division, Bureau and Unit policies, procedures, manuals and other directives.

Every member of the San Mateo Sheriff's Office will be held accountable for adhering strictly to all orders. Violation of any lawful order shall be cause for disciplinary action.

**1. GENERAL ORDERS**

- A. Upon issuance of a new or revised General Order, each Division and Bureau Commander shall ensure that it is distributed.

**2. DIVISION – BUREAU**

- A. Each Division and Bureau Commander will be responsible for ensuring that a copy of each new or revised General Order, policy, procedure or directive is conspicuously posted on a bulletin board for a minimum of 30 days.
- B. A copy of each such General Order, policy, procedure or directive will, immediately upon receipt, be inserted in the appropriate manual.
- C. A copy of all manuals, procedures, etc., shall be available for immediate reference.
- D. Except for General Orders all superseded/revised orders shall be kept in a file in the Division Commanders office. All documents must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors (Superseded/revised General Orders shall be kept in a file in the Services Bureau.)

<b>San Mateo County</b> <b>Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> <b>2-05</b>	<b>PAGE 1 OF 1</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b>  <b>PROFESSIONAL CONDUCT AND ETHICS</b>	<b>SUBJECT:</b>  <b>POLITICAL ACTIVITY</b>	

1. Members of the Sheriff's Office may not engage in political activities during assigned hours of employment. This means that a County employee cannot attend campaign functions or discuss candidates or measures on County time.
2. Members of the Sheriff's Office may not use County telephones, stationary, equipment, or supplies, including copying machines, word processing, or intradepartmental mail, for political purposes, whether or not such activities occur during assigned hours of employment and whether or not the officer or employee reimburses the County.
3. Members of the Sheriff's Office may not solicit, directly or indirectly, political contributions from other County officers or employees. However, a County officer or employee may request political contributions by mail or other means from a significant segment of the public which may include County officers or employees.
4. Members of the Sheriff's Office shall not participate in political activities of any kind while in uniform.

<b>San Mateo County Sheriff's Office</b>  <h1>General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>2-06</b>	PAGE 1 OF 2
	<b>RELATED STANDARDS:</b> GOVERNMENT CODE SECTION 1126, G.O. 3-09, S.M. CO ORDINANCE SECTION 2.188.020 ET SEQ.,S.M. CO. ORD SECTION 2.75.070	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>PROFESSIONAL CONDUCT ETHICS</b>	<b>SUBJECT:</b> <b>EMPLOYMENT (OFF DUTY)</b>	

The purpose of this order is to set policy and to prescribe responsibility for employees who seek outside employment.

Under the provisions of Section 1125 *et seq.* of the Government Code, the San Mateo County Board of Supervisors adopted Ordinance No. 2187, (Section 2.188.020 *et seq.*, renumbered 8/15/06 as Section 2.75.010 *et seq.*) authorizing department heads to adopt rules prohibiting employees' incompatible activities, including but not limited to outside employment. within their departments from engaging in "any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict, or inimical, to the duties imposed on such employees by the County of San Mateo".

In addition, Section 2.188.070 (renumbered 8/15/06 as 2.75.070) of the San Mateo County Ordinance Code places a limit of twenty (20) hours per week on the off duty employment of any person employed in a full-time position in the county service, unless approved by the Sheriff.

This General Order and the applicable ordinances apply to all full time salaried employees of the Sheriff's Office, in both sworn and non-sworn classifications. The requirements of this order are applicable to any continuing employment for pay in any profession, business, trade or occupation. For purposes of this order, "continuing employment" shall mean any employment for any single person or entity in excess of twenty hours.

1. Outside off-duty employment shall not be contrary to the best image of law enforcement and the San Mateo Sheriff's Office. The Sheriff's Office Mission Statement and the Law Enforcement Code of Ethics shall be the guiding standards.
2. Any employee who desires to engage in continuing outside off-duty employment shall, prior to accepting such employment, complete the Sheriff's Office form requesting permission for outside employment. This form will then be forwarded through the chain of command to the Sheriff. No member of this department shall engage in continuing off-duty employment until approval by the Sheriff or Undersheriff has been given.
3. No full-time employee shall engage in any off-duty employment, activity or enterprise in excess of 20 hours per week.
4. Sworn employees will generally be prohibited from working in any establishment primarily engaged in the sale of alcoholic beverages.

5. No employee shall engage in any outside off-duty employment activity or enterprise that involves the use of County time, facilities, equipment or supplies without specific prior approval of the Sheriff.
6. Members of the department who wish to accept continuing employment as a store detective, guard or security officer shall submit an indemnification agreement signed by the prospective employer together with the form requesting permission for outside employment and must be properly licensed.
7. The uniform of the Sheriff's Office shall not be worn during the course of any outside off-duty employment except as follows:
  - A. With the express written permission of the Sheriff.
  - B. Assignments through the Services Bureau for functions or events sponsored by another governmental entity within San Mateo County or assignments that have been arranged by a private outside entity through the Sheriff's Services Bureau.
8. Supervisors shall monitor the performance of employees engaged in outside employment for purposes of ensuring that the outside employment does not interfere with the employee's performance of his or her Sheriff's Office assigned duties.
9. Any employee who has been denied permission to engage in outside employment based on the determination that his or her secondary employment falls within the prohibitions outlined in this policy may file a written request for consideration to the Sheriff via the chain of command.



<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>2-07</b>	PAGE 1 OF 2
	<b>RELATED STANDARDS:</b>  GOVERNMENT CODE 6254 (F)	
	<b>ISSUE DATE:</b>  05-01-98	<b>REVISION DATE:</b>  03-01-07
<b>CHAPTER:</b>  <b>PROFESSIONAL CONDUCT AND ETHICS</b>	<b>SUBJECT:</b>  <b>PUBLIC AND INTERAGENCY RELATIONS</b>	

In keeping with the Sheriff's Office Mission Statement, all members shall strive to gain public and interagency support for and cooperation with Sheriff's Office programs.

For purposes of this order, "Allied Agencies" shall mean all agencies with a lawful interest in the law enforcement function (e.g., all public safety agencies, other county departments, etc.).

Sheriff's Office personnel will provide the utmost courtesy and cooperation with all allied agencies and will strive to meet any requests made by such agencies.

1. Requests for information for investigative purposes will be honored providing that release of such information does not jeopardize a current Sheriff's Office investigation and/or is not in violation of any statute governing the release of information.
2. To minimize confusion and execute the basic responsibility of the law enforcement function, when jurisdictional questions arise between the Sheriff's Office and another law enforcement agency, Sheriff's Office personnel will accept and handle the case. As soon as practical, the matter will be brought to the attention of the division commander and the jurisdiction will be established at the administrative level.
3. Sponsorship of seminars, conventions or law enforcement association meetings shall be approved in writing by the Sheriff before organizing the event.
4. Whenever a member of the Sheriff's Office is requested/invited by any agency to act as a member of an oral board or assessment center, they will inform the requesting agency that the request/invitation must be made in writing to the Sheriff. The agency may request the services of a specific individual and the Sheriff's Office will attempt to honor that request. Upon receipt of such request, the Sheriff will notify the requested individual of the approval or denial via memo or copy of the return letter to the requesting agency.
5. Non-allied agencies
  - A. Requests for information from non-allied agencies will be dealt with politely and courteously. They will be provided with information in compliance with the California Public Records Act (Government Code Sections 6250 *et seq.*), and in compliance with all Sheriff's Office policies.

6. General Public

- A. The general public will be treated with courtesy and understanding at all times. All reasonable attempts will be made to meet the needs or requests of any member of the public. They will be provided with information in compliance with the California Public Records Act (Government Code Sections 6250 *et seq.*) and in compliance with all Sheriff's Office policies.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION: 2-08</b>	<b>PAGE 1 OF 2</b>
	<b>RELATED STANDARDS:</b>  G.O. 2-01	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>PROFESSIONAL CONDUCT AND ETHICS</b>	<b>SUBJECT:</b> <b>DEMEANOR WITH INMATES</b>	

The purpose of this order is to establish rules for employee conduct and contact with inmates and the families and friends of inmates in any San Mateo County jail or detention facility as well as any jail or detention facility in another jurisdiction.

1. Employees shall not engage in undue familiarity with inmates or the family or friends of inmates. Conversations with inmates and their friends or family should be conducted in a courteous, business like manner. Employees shall not discuss their own personal affairs or the personal affairs of another employee with an inmate or the inmate's family or friends.
2. Employees shall not contact or correspond with any inmate or member of the inmate's family except as required by the employee's duties. Employees shall not assist an inmate in the preparation of any legal document or offer any legal advice.
3. Employees shall not trade, lend, sell, buy, or arrange to trade, lend, sell, buy, or otherwise engage in personal transactions with any inmate. Employees shall not directly or indirectly give to or receive from any inmate, or friend or member of the family of any inmate, any favor, tip, gift or promise of a favor, tip or gift.
4. Employees will not develop any relationship with inmates other than that which is necessary to perform his or her job. Employees will not have or arrange any social contact with inmates during the time the inmate is incarcerated.
5. Employees will adhere to the following in their contacts with inmates:
  - A. Members of the Sheriff's Office will not willfully subject any inmate to cruel treatment or willfully neglect necessary humane action that the circumstances may require.
  - B. Inmates will be treated in accordance with the guidelines set forth in the various facility manuals.
  - C. Members of the Sheriff's Office will, at all times, conduct themselves with inmates so as not to place themselves or any other member in a position to be taken advantage of, manipulated or blackmailed by any inmate. Nothing in this order shall prohibit an employee from contact with members of his or her immediate family providing that such contact does not imply approval of criminal conduct. This order

is not intended to inhibit personnel from encouraging a rehabilitative environment for inmates

- D. Employees will not volunteer to act or testify on behalf of inmates in any legal proceedings or hearings.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>2-09</b>	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 11-24-09
CHAPTER:  <b>PROFESSIONAL CONDUCT     AND ETHICS</b>	SUBJECT:  <b>SHERIFF'S OFFICE BADGE AND     IDENTIFICATION CARD</b>	

The Sheriff's Office badge and / or identification card will be issued to members in applicable positions.

1. Personnel who are promoted or demoted will contact the Bureau of Professional Standards to make appropriate exchange of their badge and identification card.
2. If a member in the above category wishes to purchase his or her own badge (i.e., a flat badge), an authorization for such purchase must be obtained from the Bureau of Professional Standards. If a member purchases a flat badge, it will be of the same design and bear the same rank as the member's duty badge. It is the responsibility of the member to insure that the flat badge displays the member's current rank. The flat badge shall be mounted in a leather case with a pocket for the Sheriff's Identification Card. The case shall be made in such a manner as to allow the cover flap to be folded back and tucked into a pocket thus displaying the badge in plain view.
  - A. Flat badges are not authorized for use with the uniform.
3. The badge will be displayed in the following manner:
  - A. Uniformed personnel  
Uniformed personnel, while on duty, will wear the issued badge on the outermost garment over the left breast to be plainly visible at all times.
  - B. Plain Clothes personnel  
Plain clothes personnel, while on duty, will carry the badge. When engaged in any duties where official recognition is necessary, the badge will be displayed on the left side of the chest on the outermost garment. If the member is carrying the flat badge, it shall be displayed by folding back the cover and inserting the cover in the left breast pocket so that the badge is displayed in plain view.

<b>San Mateo County Sheriff's Office</b>  <h1>General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 2-10	<b>PAGE 1 OF 15</b>
	<b>RELATED STANDARDS:</b> G.O. 2-11, 3-15, 2-11, 4-05	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 2-22-11
<b>CHAPTER:</b> PROFESSIONAL CONDUCT AND ETHICS	<b>SUBJECT:</b> UNIFORM DRESS AND EQUIPMENT STANDARDS	

**PURPOSE:** The purpose of this order is to establish standards and policies regarding the wearing of the uniform. Changes which serve to enhance the professional image of our department will be duly adopted whenever appropriate.

**POLICY:** It is the policy of the San Mateo County Sheriff's Office that members shall present an appearance that reflects the stature, dignity, and sovereignty of the Sheriff's Office. The uniform shall be worn with pride and in a manner that promulgates respect, authority and esteem.

**1. GENERAL REQUIREMENTS**

**A. UNIFORMS**

The prescribed uniform for the members of the department will be the uniform established by the Sheriff and will be worn at all times when on duty unless otherwise directed.

**B. SPECIFICATIONS-UNIFORM AND EQUIPMENT**

Uniform specifications can be found in the "Uniform and Personal Equipment Specifications" booklet. The booklet is an official Office publication and can be obtained by a request directed to the Bureau of Professional Standards Lieutenant.

**C. CONDITION**

- 1) Uniforms will be clean and pressed. Shoes and leather equipment will be clean and polished. All metal work will be maintained in a polished condition. All articles of clothing shall be clean, properly pressed and in good repair. Excessive repairs that detract from appearance are to be avoided. If repairs cannot be made in such a manner as to be invisible, the article of clothing shall be replaced. When an article begins to show signs of fading, it shall be replaced.
- 2) Only the equipment and wearing apparel included in this General Order are authorized. No other items of wearing apparel or equipment will be utilized without approval of the Sheriff.

D. MIXING UNIFORM

No identifiable part of the uniform shall be worn in combination with, or in lieu of, civilian clothing. Certain assignments may require variation from this section. Such variations shall require approval of the Division Commander.

E. PERSONAL AND/OR EQUIPMENT

All members of the department will possess such equipment as required and authorized by the Sheriff's Office. All members will be responsible for the good working order and repair of all required equipment.

F. JEWELRY

Jewelry that may be worn with the uniforms is listed in G.O. 2-11.

G. UNIFORMED CIVILIAN PERSONNEL

Uniformed civilian personnel such as Criminal Records Specialists, Storekeepers & Utility Workers will wear uniforms as prescribed by their respective Division Commander.

2.

UNIFORMS

A. APPROVED UNIFORM

The items named in this section shall constitute the approved basic uniform. The approved uniform is the 100% wool, "LAPD Blue" Flying Cross Brand manufactured by the Fechheimer Company.

<b>Style Number</b>	<b>Description of Garment</b>
32289SMSO	Male Navy Wool Trouser
35289SMSO	Female Navy Wool Trouser
20W9586SMSO	Male Navy Wool Long Sleeve Shirt
70R9586SMSO	Male Navy Wool Short Sleeve Shirt
120W9586SMSO	Female Navy Wool Long Sleeve Shirt
170R9586SMSO	Female Navy Wool Short Sleeve Shirt
79131SMSO	Black Gore-Tex Foul Weather Jacket
59131SMSO	Black Non Gore-Tex Foul Weather Jacket
72002-724	5.11 Rip Stop BDU Shirt, color Dark Navy
74003-724	5.11 Rip Stop BDU Pant, color Dark Navy
76120SMSO	Black Long Reversible Raincoat
76220SMSO	Black Short Reversible Raincoat
78200SMSO	Navy Gore-Tex Rain Pants
32189SMSO	Navy Wool Ike Jacket
43151SMSO	Black Windbreaker
106805SMSO	Black "Raid" Style Jacket
35W5400SMSO	Male White Long Sleeve Tropical Dress Shirt
126R5400SMSO	Female White Long Sleeve Tropical Dress Shirt
78141SMSO	Black Gore-Tex Foul Weather Jacket With Raglan Sleeves and Storm Front Fly

58141SMSO	Black Gore-Tex Foul Weather Jacket With Raglan Sleeves and Storm Front Fly
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**B. ALTERNATIVE UNIFORM**

Personnel who are unable to wear the 100% wool uniform must submit a doctor's note to the Bureau of Professional Standards Lieutenant for an exemption. With the Bureau of Professional Standards' approval, the following alternative uniform items may be worn:

<b>ALTERNATIVE UNIFORMS</b>	
<b>Style Number</b>	<b>Description of Garment</b>
39489SMSO	Male Navy Poly/Rayon/Lycra Trouser
39489WTSMSO	Female Navy Poly/Rayon/Lycra Trouser
48W3986SMSO	Male Navy Poly/Rayon/Lycra Long Sleeve Shirt
98R3986SMSO	Male Navy Poly/Rayon/Lycra Short Sleeve Shirt
204W3986SMSO	Female Navy Poly/Rayon/Lycra Long Sleeve Shirt
254R3986SMSO	Female Navy Poly/Rayon/Lycra Short Sleeve Shirt

**C. HEADWEAR**

- 1) The Seville Blue Stratton Felt Campaign Hat, style number F-40, is the approved hat.
- 2) The Seville Blue Stratton Straw Campaign Hat, style number S-40, is optional.
- 3) Baseball Cap: Black colored (Richardson Flex Fit-Style Pro 585) "baseball" style cap with the Official Sheriff's Office Hat Piece embroidered in gold (Madera 1070) in the center of the front of the cap, directly above the bill. The lettering on the embroidered hat piece will be in blue (Madera 1043).

The baseball cap may be worn during inclement weather or when permission is granted by the supervisor.

**D. TROUSER BELT**

1) Trouser belts will be approximately 1 3/4" in width and have a brass belt buckle. Belts will be a black basket weave design. The buckle will be no more than 2 1/4" in height. Double or single catches are acceptable.

a.) An alternate belt buckle is authorized: Round gold colored buckle resembling the uniform, hat piece, 1 and 1/2 inch in diameter. The buckle may include the employee's badge number in the center, rank ribbon, and name ribbon.



E. FOOTWEAR

- 1) All footwear will be of good quality and construction. The shoe/boot toe, heel and sides will be leather, black and have a plain finish. They will be capable of a high shine and will be kept clean, polished, and in good repair. Safety toes and boot zippers are optional.
- 2) NOT AUTHORIZED FOR WEAR: Shoes/boots which are constructed in such a manner as to be considered 1) tennis shoes, 2) coach shoes, 3) referee shoes, 4) athletic shoes, 5) hiking boots or similar to any of the above. Boots that have a design, pointed toes, or under slung western type heels are also prohibited.

F. HOSIERY

- 1) Exposed socks will be solid black in color without design. Female personnel may wear, as an option, hosiery such as panty hose or knee-highs. The knee-high hosiery is optional only when worn with uniform trousers. Female type hosiery will be a skin tone color when worn.

G. GLOVES

- 1) Black gloves may be worn but they shall not impede digital dexterity when handling safety equipment.
- 2) White gloves may be used for special functions and assemblages when expressly authorized by the Sheriff.

H. BADGE

- 1) The issued badge will be worn on the outermost garment over the left breast to be plainly visibly at all times. (See G.O. 2-09)

I. HAT BADGE, CORD AND STRAP

- 1) The approved hat badge and hat cord will be worn on the Campaign hat only.
- 2) The hat cord is the Stratton Gold Mylar Hat Cord with Gold Acorns.
- 3) The hat strap is the Stratton black 3 piece leather strap, center strap ½” wide, ends are 3/8” wide with rivet-type swivel and closure.
- 4) The hat badge will be issued upon a request to the Services Division.

J. SHOULDER PATCH

- 1) Only the issued shoulder patches will be worn on shirt and jacket sleeves. Shoulder patches will be placed ½” below each of the shirt or jacket sleeves head seam.

K. SERVICE STARS

- 1) The wearing of service stars is optional. One service star may be worn for each five years of service as a law enforcement officer.
- 2) Service stars are to be embroidered directly onto the sleeve of long sleeve shirts and the “Ike” jacket. All stars are to be embroidered with Madiera 1971 gold colored thread and will be affixed ¼” apart, from

point to point. Stars on the staff officers dress jacket will be gold bullion.

- 3) The first star will be placed in the center of the sleeve, single point up 1" above cuff line. The second star will be ¼" left of the first star, the third star ¼" right of the first star. The fourth star will be ¼" above the first star and centered between the first and third star. The sixth star will be centered ¼" above the fourth and fifth star.

#### L. RANK INSIGNIA

- 1) Sergeants shall wear cloth chevrons ¼" below the shoulder patch on shirts and jackets. The chevrons will be army regulations size with gold stripes and black background sewn on the sleeves with black thread. The chevrons will be of cloth on cloth types.
- 2) Lieutenants shall wear gold colored bars. They will be worn on the collar of the uniform shirt, one on each side and on the epaulets of the dress or duty jacket. (See diagram 1, 2,3)
- 3) Captains shall wear gold colored double bars on the collar of the uniform shirt, one on each side, and on the epaulets of the dress jacket or duty jacket. (See diagram 1, 2, 3).
- 4) The Assistant Sheriff shall wear one gold colored star on the collar of the uniform shirt, one star on each side, and on the epaulets of the dress jacket or duty jacket.
- 5) The Undersheriff shall wear two gold colored stars on the collar of the uniform shirt, two stars on each side, and on the epaulets of the dress jacket or duty jacket.
- 6) Rank insignia for lieutenants and above on the BDU uniform will be made of cloth.

#### M. UNIFORM TIE

- 1) The tie worn with the uniform shirt shall be a black, 100% polyester double Windsor "redited" knot with a bend over metal clip allowing a "breakaway" feature when worn.
- 2) The tie bar or tie tac will be placed horizontally on the necktie and in line with the bottom of the pocket flap.

#### N. MEDALS, TACS AND NAME TAGS (See diagram 4)

- 1) No more than two medals or pins may be worn above the name plate at one time.
- 2) Marksmanship medals: An issued medal may be affixed to the right shirt pocket flap. The medal is to be centered between the button and the top of the pocket and from left to right on the flap.
- 3) Tie-tacs/Tie-bars: One or the other will be worn. The tie tac or tie bar is to be gold toned. Tie tacs or tie bars will not depict figures or words that are non-law enforcement related. The use of miniature handcuffs, Sheriff's stars, etc., is acceptable. Tie tacs and

tie bars are to be worn on the tie centered between the left and right shirt pockets.

- 4) Medals/Ribbons: A Sheriff's award bar may be worn on the uniform shirt and/or jacket 1/8" above and centered over the name tag.
- 5) Name Plate: The issued name plate will be worn so that the bottom edge borders and centers over the top of the right shirt pocket.
- 6) Special Unit Pins: Members of the following units may wear unit pins that are approved by the corresponding division commander on uniform shirts above the name plate. Embroidered approved unit/program pins within 1" high and 2" wide may be worn on the BDU shirt.
  - a. S.W.A.T.
  - b. Cliff Rescue
  - c. Bomb Technicians
  - d. Mounted Enforcement
  - e. Law Liaison
- 7) Approved Pins to be worn above the name plate. Ribbons are always worn above name plate.
  - a. American flag
  - f. American flag bar/Ribbon
  - g. National Defense Ribbon
  - h. Vietnam Service Ribbon
  - i. FBI NA Ribbon
  - j. Southwest Asia Campaign Ribbon
  - k. Iraq Campaign Ribbon
  - l. Afghanistan Campaign Ribbon
  - m. National Law Enforcement Officer Memorial Bar/Ribbon
- 8) Approved Affiliation/Program pins are to be worn on the left breast pocket flap centered between the button, the top of the pocket and from left to right of the flap. Only one pin shall be worn at a time.(See diagram 5)
  - n. 10851
  - o. CIT
  - p. CNU
  - q. DARE
  - r. Great

- s. K-9
- t. FTO
- u. Peace Officer Memorial Pin (Federal or State)
- v. Avoid The 23

O CEREMONIAL SHOULDER CORD

- 7) The shoulder cord will be a foragers', basic style, rayon, 2-color braided cords, with gold tip, or equivalent style or construction. Color to be navy blue and gold or solid white.

P CEREMONIAL GLOVES

- 8) Ceremonial gloves will be cotton or cotton/polyester blend, or equivalent style or construction. Color to be white.

-Q POLICE BADGE MOURNING BAND (See diagram 5)

- 1) A police mourning band may be worn on an officer's badge when:
  - a. A peace officer, an Office employee, or an Emergency Responder is killed in the line of duty.
  - b. An officer attends a funeral or other service for a fallen law enforcement officer, or
  - c. Approved by the Sheriff.
- 2) A mourning band may be worn from the day of the death until midnight on the evening of the funeral.
- 3) The band shall be made of black elastic polyester 3/8" in width and shall be positioned diagonally over the County Seal of the badge.

3. MINIMUM UNIFORM REQUIREMENTS

The items named in this section are required by each named personnel group.

A. MANAGEMENT PERSONNEL

- 1) Uniform Trouser
- 2). Uniform Long Sleeve Shirt
- 3) White Long Sleeve Uniform Shirt
- 4) Appropriate Hosiery
- 5) Uniform Tie
- 6) Uniform Belt
- 7) Ike Jacket
- 8) Felt Campaign Hat
- 9) Uniform Footwear
- 10) Uniform Name Tag
- 11) Rank Insignia
- 12) Black T-Shirt
- 13) Approved Jacket
- 14) BDU Trouser
- 15) BDU Long Sleeve Shirt

- 16) Approved issued Raingear
- 17) Uniform Badge

**B. SERGEANT/DEPUTY SHERIFF**

- 1) Uniform Trouser
- 2) Uniform Long Sleeve Shirt
- 3) Appropriate Hosiery
- 4) Uniform Tie
- 5) Uniform Belt
- 6) Ike Jacket
- 7) Felt Campaign Hat
- 8) Uniform Footwear
- 9) Uniform Badge
- 10) Uniform Name Tag
- 11) Black T-Shirt
- 12) Approved Jacket
- 13) BDU Trouser
- 14) BDU Long Sleeve Shirt
- 15) Approved issued Raingear

**C. CORRECTIONAL OFFICER**

- 1) Uniform Trouser
- 2) Uniform Long Sleeve Shirt
- 3) Uniform Tie
- 4) Uniform Belt
- 5) Uniform Footwear
- 6) Uniform Badge
- 7) Uniform Name Tag
- 8) Black T-Shirt
- 9) BDU Trouser
- 10) BDU Long Sleeve Shirt

**4. OPTIONAL UNIFORM ARTICLES**

The items named in the section are optional and may be purchased at personnel discretion and worn when authorized by Division Commander or designee and will have the appropriate patches and identifiable markings.

**A. MANAGEMENT PERSONNEL**

- 1) Uniform Short Sleeve Shirt
- 2) Straw Campaign Hat
- 3) Foul Weather Jacket
- 4) Foul Weather Jacket with Ragland Sleeves
- 5) Windbreaker Jacket
- 6) Baseball Cap
- 7) "Raid" Style Jacket (specified by Division/Bureau Commander)
- 8) Class "E" Uniform

B. SERGEANT/DEPUTY SHERIFF

- 1) Uniform Short Sleeve Shirt
- 2) White Long Sleeve Dress Shirt
- 3) Straw Campaign Hat
- 4) Foul Weather Jacket
- 5) Foul Weather Jacket with Ragland Sleeves
- 6) Windbreaker Jacket
- 7) Baseball Cap
- 8) "Raid" Style Jacket (specified by Division/Bureau Commander)
- 9) Class "E" Uniform

C. CORRECTIONAL OFFICER

- 1) Uniform Short Sleeve Shirt
- 2) White Long Sleeve Dress Shirt
- 3) Ike Jacket
- 4) Felt Campaign Hat
- 5) Straw Campaign Hat
- 6) Foul Weather Jacket
- 7) Foul Weather Jacket with Ragland Sleeves
- 8) BDU Trouser
- 9) BDU Long Sleeve Shirt
- 10) Black Long Raincoat
- 11) Black Short Raincoat
- 12) Windbreaker Jacket
- 13) Baseball Cap
- 14) "Raid" Style Jacket (specified by Division/Bureau Commander)
- 15) Class "E" Uniform

5. UNIFORM CLASSIFICATION

A. THE DEPARTMENT'S UNIFORMS ARE DESIGNATED INTO NINE (9) CLASSES AS FOLLOWS:

- 1) Class "AAA" Ceremonial Detail Uniform
  - a. The Honor Guard or other details as designated by the Sheriff: The uniform includes a long sleeve white shirt with tie, uniform trousers, dress jacket, shoulder cord, white gloves, boots, duty belt, and Campaign hat. Dress jacket optional during summer upon the direction of ceremonial unit commander
- 2) Class "AA" Dress Uniform
  - a. Deputy Sheriff and above: Class "AA" uniform will include a white long sleeve shirt, tie, trousers, Campaign hat and the Sheriff "Ike" jacket.

- b. Correctional Officers: Class “AA” uniform will include the blue long sleeve shirt, tie, trousers. Duty jacket and Campaign hat are optional wear for all correctional officers.
- 3) Class “A” Duty Uniform
- a. Deputy Sheriff and above: Class “A” uniform will include long sleeve blue shirt, tie, trousers, and Sheriff’s “Ike” dress jacket. The Campaign hat will be worn at direction of the Sheriff and/or Undersheriff. The “Ike jacket” is optional during summer months.
  - b. Correctional Officers. The class “A” uniform will include a long sleeve blue shirt, tie and trousers. Duty jacket without fur collar and Campaign hat is optional wear for correctional officers.
- 4) Class “B” Duty Uniform
- a. The Class “B” duty uniform will include a long sleeve blue shirt, optional tie, trousers and duty jacket. The duty jacket is optional during summer months. Personnel assigned to the Detention and Custody divisions do not have to wear a tie with the class “B” duty uniform while inside duty stations. The long sleeve blue shirt or the short sleeve blue shirt may be worn throughout the year. The long sleeve shirt with a black full neck T-shirt may be worn without a tie except as follows:
    - (1) By personnel assigned as bailiffs on court security staff.
    - (2) By personnel assigned to special details on which the detail leader requires a tie.
- 5) Class “C” Duty Uniform
- a. The Class “C” duty uniform includes a short sleeve blue shirt, trousers and black full neck T-shirt. A duty jacket is optional.
- 6) Class “D” Duty Uniform
- a. The Class “D” uniform is a two piece navy BDU uniform, a black full neck T-shirt and military style boots. It is approved for inclement weather or duty assignments when approved by the Division Commander. The BDU is an optional uniform for all custodial facilities. The car duty jacket may be worn with the class “D” duty uniform.
  - b. All BDUs will be long sleeved, outfitted with two shoulder patches, sewn on (soft) badge, embroidered name plate and a standard back patch (4” X 11”). BDUs shall be worn with approved boots and will be bloused. A black nylon web belt with black buckle is authorized for wear with the BDU.
  - c. The BDU is an optional uniform for K-9 handlers. K-9 handlers may wear short sleeved BDU shirts while performing K-9 related duties.

d. The BDU shirt will have a soft badge above the left pocket. A soft name plate will be worn so that the bottom edge borders and centers over the top of the right shirt pocket. An American flag patch or a Unit designator (TRU, ERT or K-9) patch will be centered above the name plate. The flag or unit designator will be 2" x 4" in size and may be attached by a Velcro backing (see diagram 6). Management staff shall wear the cloth collar devices for rank insignia on the BDU. No metal pins or ribbons will be worn on the BDU.

#### Class "E" Duty Uniform

- a. The Class "E" duty uniform is a business casual uniform consisting of either a 5.11 "Professional" or "Performance" polo shirt with the approved embroidered San Mateo County Sheriff's Office Badge Star over the left chest. The employees rank, first initial of the first name, and entire last name shall be embroidered over the right chest. The thread color shall be Madiera 1971. Currently the only vendor for the approved embroidered Sheriff's Star is Peninsula Uniform in Redwood City.
- b. The Class "E" pant will be either the 5.11 "Tactical" pant, color Khaki, or the 5.11 "Tac-Lite" pant, color TDU Khaki. The black nylon web belt with a metal buckle is authorized for wear with the Class "E" uniform

This uniform may be worn by detectives serving search warrants, as a "business casual" Friday uniform for non-uniformed personnel, as a special events uniform, (i.e., Special Olympic events, North Fair Oaks Community Festival) when authorized, or when designated by the Bureau Commander.

Nothing in this order mandates any Sheriff's staff member to own a Class "E" uniform. .

#### 7) Class "F" Duty Uniform

a. The Class "F" duty uniform is that uniform designated and approved for wear by sheriffs civilian records personnel. The class "F" uniform consists of trouser or skirt, light blue long or short sleeve shirt, and dark blue button sweater. A dark blue tie is to be worn as ordered by division commander.

#### 8) Class "G" Uniform

- a. Specifications of all class "G" uniforms must be approved by the Sheriff.
- b. Class "G" uniforms are special duty uniforms. Class "G" special duty uniforms not delineated herein must have specifications described in their Bureau or Unit Manual.



Generally, Class “G” uniforms are worn by civilian volunteers and/or sworn personnel who belong to one of the following specialized part-time units:

(1) Volunteers Groups:

Air-Squadron; Bay Area Mountain Rescue; Communications Support Team; Dive/Cliff Rescue; Explorer Posts 810 and 830 Mounted Search & Rescue:

The uniform for ALL the Search and Rescue volunteers is a long sleeve (Flying cross) Khaki (tan) shirt with the Sheriff's Office patches on the both sleeves. The search and rescue explorers (Post 830) have the Sheriff's Office patch on the right sleeve and a rectangle search and rescue patch on the left. Above the arm patches is a rocker with their unit designator (Communications, Rescue, or Explorer). The issued badge (silver) is worn over their left shirt pocket. They are issued a brass nametag (identical in appearance and dimensions to sworn personnel) that is worn over their right shirt pocket. All SAR members are issued an orange rescue windbreaker bearing the same patch as explorer shirts; orange SMSO SAR sweatshirts and t-shirts may also be worn. For headgear, the volunteers have the approved Office baseball cap. The foregoing items are all issued by the Sheriff's Office. The volunteers are to purchase their own black clip on tie for formal details. For trousers, the volunteers are to purchase their own navy BDU pants (identical in specifications to those worn by sworn personnel). Footwear will consist of black polish-able boots. For fieldwork, the volunteer units may purchase a short sleeve shirt and the Sheriff's Office will supply the patches to match the long sleeve. In place of the metal badge, they may sew on a yellow cloth star. A cloth name strip, navy with gold letters, is acceptable in place of the nametag. The reserve deputies will wear the same uniform as the paid deputies. The Sheriff's Office will supply one class 'B' uniform long sleeve shirt and pant. The Sheriff's Training Unit supplies the ballistic vest and safety gear (gun, holster, Sam Brown belt, etc.). The law enforcement Explorers (Post 810) remain in the French blue uniform shirt with navy uniform pants. Trainees are issued a blue or orange t-shirt and a blue or orange windbreaker, dependant on the unit.

(2) Cliff Rescue Unit:

The Deputy Cliff Rescue unit wears the same uniform as the volunteer rescue units.

- (3) Emergency Response Team:  
Same as the Class D uniform (BDU). Sheriff's patch on shirt back; the "SHERIFF" on the back of the BDU will be the standard 4" x 11", black background with Madiera 1971 gold lettering and border. Sew-on cloth badge, cloth name tag, embroidered block letters dim, 1" x 6" with 3/4" block gold letters, sewn in alignment with top of right pocket; rectangular ERT patch, 1" gold letters (ERT), centered above name tag with borders almost touching; may have Velcro backing/adhesion for the ERT chest patch to allow versatility of use.
- (4) Motorcycle Unit:  
Sheriff's Office BDU, along with the Sheriff's Office approved baseball cap, car coat, patrol duty belt; Office issued protective motorcycle helmet & boots, white over navy blue, with gold band and buttons, optional black gloves.
- (5) Tactical Response Unit  
Same as the Class D uniform (BDU). Regulation shoulder patches, cloth star, blue cloth name strip, Velcro backed 2" X 4" "TRU" patch that will be placed above the right breast pocket, SMSO standard "SHERIFF" back patch, black turtle neck pullover with SMSO embroidered with the Madiera 1971 thread, on right side of the neck. In case of hot weather, a black crew neck T-shirt can substitute for the turtle neck. Headwear will be the approved SMSO baseball cap.

9) Uniform Options:

- a. A black turtle neck pullover with SMSO embroidered with the Madiera 1971 thread, on right side of the neck, may be worn with the long sleeve uniform shirt or BDU uniform shirt.
- b. An approved San Mateo County Sheriff's Office soft badge patch (or embroidered) may be installed over the left chest badge tab of the approved uniform duty jacket. When this option is used, an embroidered name tag **shall** be installed over the right chest area of the duty jacket. The thread shall be colored Madiera 1971.

## 6. PERSONAL EQUIPMENT

- A. Issued Equipment: The Sheriff's Office issued equipment may include, but not be limited to the following:
  - 1) Semi-automatic pistol "S & W" models 3913TSW, 4013TSW, 4006TSW, 4513TSW, 4566TSW, or "Colt" model 1911GSP.
  - 2) "Bianchi AccuMold" or other equivalent "Sam Browne" service belt.
  - 3) "Bianchi AccuMold" or other equivalent magazine pouch,

- 4) “Bianchi AccuMold” or other equivalent handcuff case.
- 5) “Bianchi AccuMold” or other equivalent key holder.
- 6) “Bianchi AccuMold” or other equivalent keeper straps.
- 7) “Bianchi AccuMold” or other equivalent “ASP” or baton ring/holder.
- 8) “Bianchi AccuMold” or other equivalent OC spray holder.
- 9) “Safariland” holster model 6280.
- 10) Sheriff’s badge
- 11) Sheriff’s hat piece
- 12) Nameplate
- 13) I.D. card
- 14) Department issued business cards
- 15) Chemical agent (OC spray)
- 16) “S & W” handcuffs.
- 17) Protective vest (as described in section 3-15)
- 18) Rain gear.
- 19) Taser X-26 ECD, air cartridges, and holster.

Care and Responsibility: All equipment shall be signed for by the officer receiving the equipment. The receiving officer shall be held responsible for proper care and preservation of the equipment. Any damaged or lost equipment is to be fully reported in writing within 24 hours after occurrence. (See G.O. 3-15)

Modifications: No modifications or alterations shall be made to any Sheriff’s Office issued equipment. If a deficiency exists on any particular item, or a person believes an improvement can be made in design or construction, it shall be addressed through proper channels. Valid suggestions concerning modifications that improve equipment should be forwarded to the Uniform and Safety Equipment Committee. Defective equipment shall be replaced by the Training Unit.

B. Authorized Weapons and Ammunition.

- 1) Each on-duty Deputy and Sergeant will carry their department issued sidearm and be responsible for keeping their issued firearm in a clean and serviceable condition.
- 2) All on-duty Deputies and Sergeants will carry their firearm in a fully loaded condition. Uniformed Deputies and Sergeants will carry, at a minimum, two (2) additional loaded department issued cartridge

magazines. Only departmentally issued ammunition is authorized for use.

- 3) The use of unauthorized firearms is prohibited for duty use. Civil liabilities exist for the Deputy or Sergeant and the Sheriff's Office when unauthorized weapons are carried on duty.
- 4) The following types of ammunition are prohibited for duty use:
  - a. Tracer
  - b. Hand loaded (other than factory loads)
  - c. Armor piercing

C. Optional Equipment: All optional equipment is to be of equal quality and construction as "Bianchi AccuMold." Duty belt equipment will be black with basket weave design and all exposed metal surfaces will be brass finished.

- 1) One (1) extra handcuff case may be worn. Open style handcuff case/s may be substituted for the issued handcuff case.
- 2) Horizontal magazine pouches may be worn instead of the standard vertical pouches.
- 3) Digital Audio or Video recorders and holders
- 4) Shotgun shell holder (limit three (3) shells)
- 5) Knife holder for folding type knife and/or "Leatherman" type tool.
- 6) Flashlight holster/holder (full size, mini or pistol mounted)
- 7) Radio holder
- 8) Handcuffs, other than S & W style (i.e. Hiatts, ASP, and Peerless)
- 9) Optional duty type holsters are available at the individual's expense. All optional duty holsters shall be approved by the Range Master prior to wearing on duty.

D. Equipment not issued by the Sheriff's Office or listed above shall not be worn.

## 7. INSPECTIONS – UNIFORMS AND EQUIPMENT

### A. OFFICE INSPECTIONS

- 1) The Office, or any part of it, may anticipate an inspection by the Sheriff or his designee at any time.

### B. DIVISION INSPECTIONS

- 1) Commanding officers shall cause detailed, individual inspections to be made of the uniforms and equipment of all employees assigned to

uniformed duty and the equipment of all other sworn personnel in their command. These inspections may be made in conjunction with the annual performance evaluation.

2) **DISTRIBUTION OF INSPECTION RECORDS**

The inspection records shall be distributed to the following:

- d. Personnel File
- e. Employee
- f. Supervisory File

C. **UNIFORM EXEMPTIONS**

Upon request, the Bureau of Professional Standards will provide division and bureau commanders with a list of personnel who are exempt from wearing the approved uniform.

8. **UNIFORM AND SAFETY EQUIPMENT COMMITTEE**

The committee shall be made up as follows:

- A. Commanding officer, Operations Division or designee
- B. One member (steward) from each representative union of deputies and sergeants and uniformed non-sworn units (Records)
- C. At least one male and one female deputy
- D. Range Master or designee from range staff
- E. A Deputy and/or Sergeant from the Patrol Bureau
- F. A Deputy, Correctional Officer and/or Sergeant from the Custody and/or Detention Division.

9. **AUTHORITY AND RESPONSIBILITY**

- A. The committee will serve as a staff component in matters relating to uniform policy, standards and specifications. The committee will forward its recommendations to the Sheriff who will make the final decision.
- B. The committee may contact a manufacturer, supplier or vendor to consider new items, or when it is determined that an item being sold or offered for sale to members of the department fails to meet departmental standards or specifications.

10. **APPOINTMENTS**

- A. Committee members will be appointed by the respective division commanding officers.
- B. The commanding officer of the operations division or his designee will be the chairperson, and will appoint a member to the committee to function as recorder.

**11. MEETINGS AND QUORUM**

- A. The committee will convene at the call of the chairperson; four members will constitute a quorum.

**12. COMMITTEE RESPONSIBILITIES**

- A. Be responsible for consideration of any changes in uniforms or safety equipment.
- B. Receive, review and evaluate proposals, and arrange for the testing of any item under consideration.
- C. Develop standards and specifications, initiate draft changes and amendments to the uniform and safety equipment order.
- D. Make an annual review of the Department's uniform and safety equipment policy, standards and specifications. This annual review shall be completed by July 1<sup>st</sup> with a report to the Sheriff by August 1<sup>st</sup>.
- E. Strive to maintain the best uniform and safety equipment available with respect to cost, serviceability, quality, appearance and comfort.

**13. PROCESSING AND SUBMITTING UNIFORM AND SAFETY EQUIPMENT RECOMMENDATIONS**

- A. The committee will submit their findings and recommendations to the Sheriff along with supportive data. Each recommendation will contain a statement supporting the recommendation.
- B. Any member of the department may submit a recommendation directly to the committee using following format:
  - 1) A statement of the problem or reason for the recommendation.
  - 2) Proposed solution or benefit of the recommendation.
  - 3) Description of any research and testing conducted in support of the proposal.
  - 4) Summary or reactions of persons affected by the change (if available).
  - 5) Samples, drawings, supportive literature or data of the proposed change or particular item.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: 2-11	PAGE 1 OF 3
	RELATED STANDARDS: S.M.C.O. G.O. 2-10	
	ISSUE DATE: 05-01-98	REVISION DATE: 11-20-09
CHAPTER: PROFESSIONAL CONDUCT AND ETHICS	SUBJECT: DRESS, GROOMING AND EQUIPMENT STANDARDS	

In keeping with the Mission Statement of the Sheriff's Office, it is essential that all members present a professional image. Our professionalism is often measured by the image projected by Sheriff's Office personnel. The purpose of this General Order is to provide for proper grooming and non-uniform business attire for all personnel of the San Mateo County Sheriff's Office.

**1. NON-UNIFORMED PERSONNEL**

All personnel will dress in good taste and exhibit a neat, clean, business-like appearance at all times.

**A. CLOTHING: FEMALE**

- 1). The following types of apparel are authorized for duty wear by female personnel.
  - a. Skirt suit or pants suit - skirt or dress slacks.
  - b. Sleeved or sleeveless dress.
  - c. Skirt or slacks with sleeved sweater or blouse, or sleeveless blouse, jacket, coat or sweater.
  - d. Footwear shall be of dress type.
- 2). The following types of apparel are specifically prohibited for normal duty wear.
  - a. Shorts, jeans, jean-type slacks.
  - b. See-through, low neck or midriff blouses, T-shirts, tank tops, or see-through, low neck, backless, strapless or thin strap style dresses.
  - c. Shoes commonly known as "Tennis," "Running," "Jogging" or "Walking" shoes, regardless of color or type.
  - d. Sandals.
  - e. Apparel commonly known as "jogging suits."

B. CLOTHING: MALE

- 1) The following types of apparel are authorized for duty wear by male personnel:
  - a. Professional business attire consisting of collared dress shirt and sports jacket (tie optional) with slacks or suit and tie. It is recommended that all male personnel working with the public wear a collared dress shirt and tie.
  - b. Footwear shall be of dress type.
  - c. Pull over "V" neck sweaters may be worn with shirt (tie optional).
  
- 2) The following types of apparel are specifically prohibited for normal duty wear.
  - a) Shorts, jeans, jean-type slacks
  - b) Tee shirts, tank tops.
  - c) Sandals, shoes commonly known as "Tennis," "Running," "Jogging" or "Walking" shoes, regardless of color. Shoes or boots with pointed toes or designed tips and boots with undercut "Western" type heels are specifically prohibited.
  - d) Apparel commonly known as "jogging suits."

C. EQUIPMENT: ALL PERSONNEL

- 1) While on duty the primary firearm for Sheriff's personnel shall be the departmentally issued firearm. The firearm will be maintained in a clean and serviceable condition. While on duty each sworn member will carry, at the minimum, their approved firearm in a loaded condition, handcuffs, badge, and no less than one additional magazine. Every effort shall be made to conceal the firearm, i.e., wearing a cover coat or jacket. The Sheriff, Undersheriff, Assistant Sheriff, Captains and Lieutenants (executive and sworn management staff) are required to have the above mentioned equipment accessible while on duty. Individuals may be exempt from this order by approval of the Sheriff or when an individual is assigned to a location or assignment where firearms are prohibited. Bureau policy may require on duty personnel to carry additional equipment.
  - a. Undercover personnel will carry whichever firearm is approved by their bureau as long as they have met the qualification requirements of the Sheriff's Office.
  - b. All departmentally issued or approved firearms are subject to inspection at any time by the Range Master or Assistant Range Master during normal working hours.



- c. All departmentally issued or approved firearms are subject to inspection by a superior officer at any time during normal working hours.
- 2). Executive and sworn management staff are authorized to carry non departmental issued firearms while on duty.
  - a. The weapons will be approved by the Range Master and be subject to the same inspection and qualification requirements as the issued firearm.
  - b. The approved firearms will be semi-automatic pistols in 9mm, .40 S&W, or .45 ACP caliber.
- 3). It will be the responsibility of the personnel carrying the non departmental issued firearm to provide all necessary equipment to comply with the General Orders.

### 3. **GROOMING STANDARDS-ALL PERSONNEL**

#### A. FEMALE

- 1) Female personnel will be moderate in their use of cosmetics and wear a neat hairstyle.
- 2) Cosmetics will match the natural skin tone of the individual.
- 3) No hair ribbons, headbands, jeweled clips, flowers or like item will be worn.
- 4) Wigs and hairpieces that meet the above specifications are acceptable.

#### B. MALE

- 1) Male personnel's hair will be trimmed so that it does not extend over the top of the shirt collar.
- 2) Hairstyles will not reflect radical fashions or styles.
- 3) A minimum of fifty (50) percent of the ear, horizontally from middle ear to the bottom of the ear, will be exposed while on duty.
- 4) Sideburns will end in horizontal lines, will not protrude vertically past the individual's natural hairline and will be neatly trimmed.
- 5) Mustaches will be trimmed not to protrude past the end of the mouth and not extend below the corners of the mouth. No part of the upper lip will be covered by the mustache.
- 6) For sworn personnel, all other areas of the neck, chin and face will be kept clean-shaven.
- 7) Civilian personnel may wear a beard if it is neatly trimmed.

**4. JEWELRY- ALL PERSONNEL**

The following jewelry standards shall apply to all on duty Sheriff's Office personnel whether in uniform or civilian attire, excluding individuals working undercover assignments.

- A. Sheriff's Office personnel shall not pierce any parts of the body visible to the public except for female employees as stated in Section B below.
- B. Female personnel may wear post earrings. The earring shall be no wider than one quarter (1/4) of an inch in diameter and of the type for pierced ears. Earrings will be limited to one per ear.
- C. Male personnel will not wear earrings while on duty.
- D. Visible necklaces are prohibited for all uniformed personnel.
- E. Bracelets may be worn only for medical alert purposes.
- F. Conservative rings may be worn. For the purpose of this order, "conservative" shall mean rings or ring sets without large protruding settings or ornate design.

**5. TATOOS – ALL PERSONNEL**

- A. All Sheriff's Office Employees, excluding individuals working undercover assignments. shall not have any visible tattoos on their person. If they have tattoos, care must be taken with the uniform or clothing to ensure they are not visible

**6. EXCEPTION TO STANDARDS**

Specific instances may arise where the employee, for good reason, will need to deviate from prescribed dress standards. In these cases, the exception must be authorized by the Sheriff, Undersheriff, Assistant Sheriff and/or Division Captain.

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	RELATED STANDARDS: G.O. 2-11 SEC. 3	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: PROFESSIONAL CONDUCT AND ETHICS	SUBJECT: COURT APPEARANCES	

The purpose of this order is to set policy in regards to court cases and court attendance.

**1. COURT CASES**

- A. Personnel of the Sheriff's Office will not take part in or be concerned either directly or indirectly, in making or negotiating any compromise or arrangement for any person for the purpose of permitting such person to escape the penalty of law. Personnel will not seek to obtain any continuance of any trial out of friendship for the defendant, or otherwise interfere with the courts of justice. Nothing in this section shall prevent a member from cooperating with the prosecuting attorney in the altering of any charge or other action in any case in the furtherance of justice.

**2. COURT ATTENDANCE**

- A. All members of the Sheriff's Office concerned in cases before the courts are to be punctual in attendance. They will be dressed in uniform or civilian clothes of good taste and businesslike appearance. They will have their cases properly prepared, and all property to be used as evidence will be suitably prepared for presentation in court.
  - 1) Refer to GO 2-11 Sec 3, A and B for dress standards.
- B. When giving testimony, members will speak calmly and explicitly, in a clear, distinct, and audible tone. Members will testify with the strictest accuracy and truthfulness, confining themselves to the case before the court.

**3. TESTIFYING AGAINST THE INTEREST OF THE PEOPLE OF THE STATE OF CALIFORNIA AND/OR THE COUNTY OF SAN MATEO.**

- A. Any member or employee who is subpoenaed to testify, who has agreed to testify, or who anticipates testifying or providing information against the interest of the People of the State of California and/or the County of San Mateo (or any of their officers and employees) will immediately notify the employee's supervisor, who will then notify the District Attorney's Office in criminal cases and the County Counsel's Office in every case.

This includes, but is not limited to the following situations:

1. Providing testimony or information for the defense in any criminal trial or proceeding,
2. Providing testimony or information for the plaintiff in a civil proceeding against the County of San Mateo or its officers and employees, or
3. Providing testimony or information against the interest of the County of San Mateo or any County official in any administrative proceeding, including but not limited to personnel and/or disciplinary matters.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 2-13	<b>PAGE 1 OF 4</b>
	<b>RELATED STANDARDS:</b> GOVERNMENT CODE SECTION 6250 ET SEQ., PENAL CODE SECTION 409.5	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>PROFESSIONAL CONDUCT AND ETHICS</b>	<b>SUBJECT:</b> <b>PRESS RELATIONS</b>	

It is the policy of the San Mateo Sheriff's Office to cooperate fully with all news media representatives on a fair and impartial basis. Media representatives have a lawful right to access information and events. Cooperation with the media presents a positive public image for the San Mateo Sheriff's Office. Within the law (Government Code 6254(f)) and without compromise for justice or infringement upon individual rights, the Sheriff's Office will strive to meet the relevant needs of the news media in providing public information. The basic needs of the media are answers to the questions "Who, What, Where, When and Why."

The Detective Bureau Commander is the Sheriff's designated Public Information Officer. In the absence of the Detective Bureau Commander, the Sheriff shall appoint an alternate staff member. The Public Information Officer will be notified of all major in-progress events and (s)he will respond to handle the press.

During evenings, weekends and holidays, the Patrol Commander or his designee will be responsible for press releases and will use the approved press release form. Based on the below listed guidelines, the Patrol Commander will compile data relative to the press release, fill out the press release form and release the information to the press adhering to the guidelines in "1", "2" and "3" below.

Release of any information concerning serious injury or death to any member of the Sheriff's Office or any official action against any member of the Sheriff's Office must be approved by the Sheriff.

In rare cases, a press release may be necessary to warn potential victims, secure assistance in apprehending a suspect, or elicit assistance in obtaining additional information/evidence from the public. If the press material is such that it might normally be expected to prejudice the suspect's rights to a fair trial, the District Attorney's Office shall be contacted to determine any potential effect upon the District Attorney's ability to prosecute the case. Press material will be released only after approval of the District Attorney's Office.

Copies of all press releases will be forwarded to the press officer, affected division commanders and the Sheriff.

The California Public Records Act, Government Code Section 6250 *et seq.* defines a public record as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The Public Records Act sets for the circumstances under which public records must be produced and may be withheld. The following guidelines shall be adhered

to when making a press release. Any variation from these and/or the release of additional information must be approved by the Sheriff or the Sheriff's Office press officer.

**1. THIS INFORMATION MAY BE RELEASED:**

**A. INCIDENT INFORMATION**

- 1) Date, time, location.
- 2) Nature of the event or crime.
- 3) Facts surrounding circumstances of arrest.
- 4) General description of injuries, description of property and/or weapons.

**B. SUSPECT INFORMATION**

- 1) Name (except juveniles), city of residence, age, occupation.
- 2) Physical description.
- 3) Date and time arrested, all charges pertinent to current case.
- 4) Amount of bail, court date.

**C. VICTIM INFORMATION**

- 1) Name (except juveniles), city of residence, age, occupation.
  - a) Exceptions to releasing name(s) of victims are listed below.
- 2) Injuries, loss of property.

**2. THE FOLLOWING MAY NOT BE RELEASED:**

- A. Statements as to the character or reputation of an accused person or prospective witness.
- B. Admissions, confessions or the contents of a statement of alibi of an accused person.
- C. The results of any tests or defendant's refusal to take a test (i.e. polygraph, blood, urine, etc.)
- D. Opinions concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at trial.
- E. The prior criminal record of the defendant or his/her reputation in the community.
- F. Juvenile identity including name and address.
  - 1) Facts relating to the case may be released as specified in 1-a above.
- G. Name of the victim of a death investigation until next of kin has been notified.
- H. Per Government Code Section 6254(f), name and address of victim of the following crimes (unless the victim consents): 220, 261, 261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, or 646.9 PC.
- I. Media photographs of the suspect or defendant. (however, booking photos are public records and may be released).
  - 1) Photographing a suspect or defendant by the media is neither encouraged nor discouraged, but the accused will not be posed.

### **3. HANDLING OF THE PRESS REPRESENTATIVES AT CALAMITY AREAS**

Penal Code Section 409.5 authorizes the Sheriff to close a calamity area (such as earthquake, flood, or storm) to all but “duly authorized representatives of any news agency, newspaper, radio or television station or network...” The following procedures apply to the handling of press representatives at calamity scenes:

- A. Authorized press representatives will be permitted free access to all public areas under control of the Sheriff’s personnel. Authorized press representatives are those persons with valid press credentials issued by the San Mateo Sheriff’s Office.
- B. Press representatives will not be permitted access to a scene or area when the following conditions exist:
  - 1) There is a danger of injury or death to some person other than the press representatives that would result from the press representatives being there.
  - 2). The presence of the press representatives would interfere with essential movements of law enforcement or other emergency personnel.
- C. In those cases where press representatives are not permitted access to a scene or area, a “Press area” will be established as follows:
  - 1) The press area will be established as close to the scene as practical and all press representatives will be directed to that area.
  - 2) The Sheriff’s Office press officer shall remain with the media representatives as press liaison. If the press officer has not arrived or is not available, the scene commander shall assign one of the Sheriff’s personnel at the scene to the press area and that person will act as the press liaison officer. The press liaison officer will remain in contact with the scene commander and will keep the press representatives appraised of any changes in the situation and/or any updates of information.
  - 3) The press representatives will be allowed access to the area or scene as soon as the condition that prevented access no longer exists.

### **4. HANDLING OF THE PRESS REPRESENTATIVES AT CRIMINAL INVESTIGATION SCENES**

The following procedures apply to the handling of press representatives at criminal investigation scenes:

- A. Authorized press representatives will be permitted free access to all public areas under control of the Sheriff’s personnel. Authorized press representatives are those persons with valid press credentials issued by the San Mateo Sheriff’s Office.
- B. Press representatives will not be permitted access to a scene or area when the following conditions exist:
  - 1) There is a danger of contamination of a crime scene.

- 2) There is a danger of injury or death to some person other than the press representatives that would result from the press representatives being there.
  - 3) The presence of the press representatives would interfere with essential movements of law enforcement or other emergency personnel.
  - 4) News media representatives have no right of access to private property greater than the general public and, therefore, are subject to any public access restrictions of the owner or person in charge of the property when a criminal investigation scene is located on private property.
- C. In those cases where press representatives are not permitted access to a scene or area, a "Press area" will be established as follows:
- 1) The press area will be established as close to the scene as practical and all press representatives will be directed to that area.
  - 2) The Sheriff's Office press officer shall remain with the media representatives as press liaison. If the press officer has not arrived or is not available, the scene commander shall assign one of the Sheriff's personnel at the scene to the press area and that person will act as the press liaison officer. The press liaison officer will remain in contact with the scene commander and will keep the press representatives apprised of any changes in the situation and/or any updates of information.
  - 3) The press representatives will be allowed access to the area or scene as soon as the condition that prevented access no longer exists.



<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	<p><b>SECTION: 2-14</b></p>	<p><b>PAGE 1 OF 1</b></p>
	<p><b>RELATED STANDARDS:</b></p> <p align="center">GOVERNMENT CODE SECTION 6250 ET SEQ., PENAL CODE SECTION 409.5</p>	
	<p><b>ISSUE DATE:</b></p> <p align="center">03-01-07</p>	<p><b>REVISION DATE:</b></p>
<p><b>CHAPTER:</b></p> <p align="center"><b>PROFESSIONAL CONDUCT AND ETHICS</b></p>	<p><b>SUBJECT:</b></p> <p align="center"><b>REQUESTS FOR PUBLIC RECORDS</b></p>	

All requests for records under the California Public Records Act (Government Code sections 6250 et seq.) must be in writing, and all requests will receive a written response. The responses will be within the time frames required by the Public Records Act, which says that each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disc losable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. The 10 days can be extended in limited circumstances. In order to comply with statutory requirements, all Public Records Act requests should be hand delivered or faxed to the County Counsel immediately upon receipt and should be routed to the Office of Professional Standards Lieutenant via the chain of command.

<b>San Mateo County Sheriff's Office</b>  <h1 style="margin: 0;">General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 2-15	<b>PAGE 1 OF 5</b>
	<b>RELATED STANDARDS:</b>	
	PC 830.6(A)(1), 830.6(A)(1), (2), (3)	
	<b>ISSUE DATE:</b> 2-16-11	<b>REVISION DATE:</b>
<b>CHAPTER:</b>	<b>SUBJECT:</b>  RESERVE DEPUTY SHERIFFS	

I. **PURPOSE:** To establish a policy for the recruitment, training and utilization of Reserve Deputy Sheriffs.

II. **POLICY:** It is the policy of the San Mateo County Sheriff's Office that a volunteer Reserve Deputy Sheriff Program be maintained. It is further the policy of the Office that individual Reserve Officers be recruited, trained and equipped using the same standards applied to the Office at large.

III. **PROCEDURE:**

A. **Requirements:**

1. The minimum requirements for a Level I or a Level II Reserve Deputy Sheriff are the completion of a minimum of Reserve Officer Modules II and III as defined by the Commission on Peace Officer Standards and Training (P.O.S.T.) guidelines or the Regular Basic Course (Complete Full-time Academy). The minimum requirements for a Level III Reserve Deputy Sheriff are completion of Module III and must possess special skills that the Sheriff determines provide a significant benefit to the Office.
2. Additionally, the applicant must meet the standards defined by the San Mateo County Department of Human Resources as they apply to the position of Deputy Sheriff.

B. **Recruitment:**

Applicants are recruited through flyers, presentations at reserve training classes, telephone/walk-in inquiries and other appropriate methods.

C. **Application Process:**

1. Initially, a Reserve Deputy Sheriff Interest Card may be obtained through the Emergency Services Bureau (ESB) from the ESB Sergeant or his designee or the Reserve Coordinator. Applicants are required to complete the Interest Card and return it to the Reserve Coordinator.
2. The Reserve Coordinator reviews the Interest Card and determines the suitability of the applicant to move on to the next stage of the

application process, the oral interview. If the applicant is found to be suitable he or she is invited to an oral interview. This oral interview will be conducted by a board consisting of three members of the Office, including the Office of Emergency Services (OES) Lieutenant, the ESB Sergeant and the Reserve Coordinator. Oral Boards will be conducted at a minimum of twice yearly. If any of the listed people are unavailable, the OES Lieutenant may designate another member of the Office to serve in that person's place.

3. Following the oral interview the board will determine the suitability of the applicant to continue in the application process. If it is decided that the applicant may continue in the process, he or she will be provided a P.O.S.T personal history statement to complete and return to the Reserve Coordinator.
4. The Reserve Coordinator will evaluate the entire application package and if he or she determines that the applicant meets all the requirements and is suitable to continue in the process, will forward the package to Personnel Services for a background investigation. Reserve Deputy Sheriff background investigations are processed in the same manner as those for regular deputy sheriffs.
5. All applicants are given a polygraph, medical and psychological examinations.
6. Upon successful completion of the background investigation, the Personnel Services Unit writes a recommendation. The Personnel Services Unit will then forward a clearance to the Reserve Deputy Coordinator.

D. Selection Criteria:

Once an applicant has completed and passed the application and testing process, he or she will be selected as a Reserve Deputy Sheriff based on the same criteria as a full-time Deputy Sheriff.

E. Application Process for Retired Sheriff's Office Personnel:

If there has been less than one year since the retirement date, retired Sheriff's Office personnel may complete and submit a Reserve Deputy Sheriff Interest Card to the Reserve Coordinator. This Interest Card shall be forwarded to the Undersheriff for review. Following the Undersheriff's approval, the application will be forwarded to the Support Services Division for subsequent processing and appointment as a Reserve Deputy Sheriff.

F. Reserve Deputy Appointment Processing:

The Emergency Services Bureau will facilitate the following:

1. Appointment of Deputy/Oath of Office
2. P.O.S.T. Notice of Appointment (Forward to Training Unit)
3. Verification of Receipt for Department General Orders
4. Letter of Acceptance
5. Issuance of Identification Card
6. Issuance of Access Card
7. Issuance of Badge
8. Reserve Deputy Sheriff Personal Information Form

G. Safety Equipment:

All Reserve Deputy Sheriffs will be issued, by the Training Unit, the following safety equipment:

1. Gun belt
2. Handcuffs and case
3. Pepper spray and case
4. Baton and baton ring or ASP as appropriate
5. Weapon Holster
6. Ammunition pouch
7. Personal Body Armor (bulletproof vest)

Duty firearm and ammunition will be issued by the Sheriff's Office Rangemaster and/or the Reserve Coordinator.

H. P.O.S.T. Registration:

1. The Training Unit will notify P.O.S.T. upon the appointment of a Reserve Deputy Sheriff or a change in designation. This notification will include the designation as a Level I, II, III or Designated Level I as directed by the Reserve Coordinator.
2. P.O.S.T. Notice of Appointment/Termination form (POST 2-114) will be completed by the Training Unit for the Training Manager's signature. After signature, the Training Unit will forward the original document to P.O.S.T. and a copy will be returned to the Reserve Deputy Coordinator to be placed in the Reserve's personnel file.

I. Reserve Deputy P.O.S.T. Levels:

APPOINTMENT	AUTHORITY	ASSIGNMENT	SUPERVISION	TRAINING
<b>LEVEL I</b>  830.6(a)(1) PC 832.6(a)(1) PC	24 hours <sup>1</sup> <u>OR</u>  duration of specific assignment (on-duty)	General Law Enforcement <sup>2</sup>	Same as regular full-time peace officer (as determined by the agency)	1. Regular Basic Course <sup>3</sup> (min. 664 hours) 2. Field Training Program (min. 400 hours) 3. CPT (24 hours every 2 years)
<b>LEVEL II</b>  830.6(a)(1) PC 832.6(a)(2) PC	Only for duration of specific assignment (on-duty)	General Law Enforcement  OR  Limited Support	Immediate supervision by a peace officer who has completed the POST Regular Basic Course	1. Modules III and II (min. 333 hours) 2. CPT (24 hours every 2 years)

		Duties: May work assignments authorized for Level III Reserve Officers	Without immediate supervision	
<b>LEVEL III</b> 830.6(a)(1) PC 832.6(a)(3) PC	Only for duration of specific assignment (on-duty)	Limited Support Duties  Duties not likely to result in physical arrests. Examples: traffic control, security at parades/sporting events, report writing, evidence transportation. May transport prisoners without immediate supervision	Supervised in the accessible vicinity by a Level I Reserve or a regular full-time peace officer	1. Module III (min. 144 hours)

- J. Rules and Regulations:  
Reserve Deputies are subject to the same rules and regulations as full-time Deputies. Every Reserve Deputy is issued a copy of the San Mateo County Sheriff's Office General Orders.
- K. Minimum Duty Requirements:
1. To be a member in good standing, Reserve Deputy Sheriffs' are required to volunteer a minimum average of 16 hours per month.
  2. Reserve Deputy Sheriffs will be trained in the Use of Force policy and tested for firearms proficiency with the same frequency as full-time deputies.
  3. All Reserve Deputy Sheriffs are required to attend all regular meetings unless they receive prior authorization from the Reserve Coordinator, the E.S.B. Sergeant or the O.E.S. Lieutenant.
- L. Uniform:  
Reserve Deputy Sheriffs' uniforms shall be in compliance with GO 2-10. All Reserve Deputies are required to purchase and maintain their own uniforms.
- M. In-Service Training:  
In-service training shall be held during the monthly meetings held on a date and location to be designated by the Reserve Coordinator. Level I, II and III Reserve Deputies shall satisfy the same Continuing Professional Training (CPT) requirements as full-time regular deputies (24 hours every two years).

Any new mandated training received by full-time Deputies would also be required for Reserve Deputies.

N. Reserve Chain of Command:

Sheriff  
Undersheriff  
Assistant Sheriff  
Operations Captain  
OES Lieutenant  
Reserve Coordinator (Sergeant)/ ESB Sergeant  
Sheriff's Sergeant  
Deputy Sheriff  
Reserve Deputy

O. On- the -Job Injuries:

When a Reserve Deputy is injured while performing his or her assigned duties, the supervisor at the duty station where the reserve was working at the time shall be notified immediately. An employee injury report shall be completed by the on duty supervisor and San Mateo County Risk Management shall be notified.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 3-01	<b>PAGE 1 OF 2</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 06-17-09
<b>CHAPTER:</b> <b>STAFF SUPPORT</b>	<b>SUBJECT:</b> <b>TRAINING</b>	

The purpose of this General Order is to establish policy and guidelines for the training of Sheriff's Office staff.

1. POLICY

Except as stated below, the Training Unit shall be responsible for establishing, coordinating and scheduling all training and ensuring that all training meets mandated requirements. The Training Unit shall maintain all training records.

- A. All training requests will be processed by the Training Unit in order to ensure that all training conducted within the Sheriff's Office conforms to Peace Officers Standards and Training (POST), Standards in Training in Corrections (STC) or any other mandated standards.
- B. Any deputy or correctional officer wishing to request or suggest specific training needs shall submit the recommendation in writing through the chain of command.
- C. While attending training events, employees are required to be appropriately groomed and attired as directed by the Training Unit. . Examples of inappropriate attire include but are not limited to: jeans, shorts, sandals, tank-tops, etc
- D. Whenever possible, notification of assignment to POST/STC training will be made a minimum of two weeks in advance by the Training Unit or by the effected person's supervisor. An employee may be excused from a training class only with permission of the employees' division captain. The request for permission to the division captain must be made in advance and through the chain of command.

## 2. FAILURE TO ATTEND TRAINING

All personnel who fail to attend any training session without a specific exemption are subject to disciplinary action. For the first unexcused “failure to attend training,” discipline will begin with formal documentation. Subsequent unexcused “failures to attend training,” will be dealt through progressive discipline.



<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-02</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>CELLULAR TELEPHONES</b>	

The purpose of this order is to establish guidelines for the assignment and use of cellular telephones to maximize their efficiency of use, control costs and prevent misuse. Transportable personal electronic equipment has become increasingly sophisticated, capable of taking still photos, videos and recording sound with tremendous storage capacity and the ability to transmit data. Despite the helpfulness of such devices, the potential for misuse warrants policy establishment. The Sheriff's Office must ensure the confidentiality of its records and protect employees from the surreptitious use of such devices.

**1. ASSIGNMENT OF CELLULAR PHONES**

Assignment of cellular telephones will be recommended through the chain of command to the Division Commander who will be the authority for authorizing assignment of a cellular unit. The Division Commander will make a decision based on clearly defined needs (i.e., job duties which require both extensive field time away from a Department office **and** the need for regular and frequent access to civilian, non-radio communications.) All new cellular phone services (new numbers) must be approved by the Sheriff or his designee.

**2. USE OF CELLULAR PHONES**

- A. Cellular telephone calls should be limited to circumstances when reasonable and timely access to conventional telephone services is not available.
- B. Personal telephone calls from the County cellular telephone should only be made when absolutely necessary. Any employee making a personal call from a cellular telephone must reimburse the Sheriff's Office for the personal call. This reimbursement will be based on the information provided on the monthly telephone bills for their phone(s). Reimbursement shall be made via check or money order made payable to "San Mateo County Sheriff's Office" with the notation "Personal phone call reimbursement for (Month)" in the comments line. Checks should be sent through Pony Mail or delivered in person to the Sheriff's Accounting Office. Receipts will be provided if the employee's full name and assignment location are provided.
- C. All telephone bills will be periodically reviewed by respective Division Commanders or his/her designee.

- D. The camera and recording components of a cellular phone or similar device shall not be used in the workplace except with the permission of the supervisor on duty and only for the conduct of official business.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION: 3-03</b>	<b>PAGE 1 OF 1</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>STAFF SUPPORT</b>	<b>SUBJECT:</b> <b>ADVANCED MONEYS</b>	

All persons receiving advanced moneys in the form of cash, check, purchase order or any other means for prisoner transportation, conventions, seminars, meetings, or any other purpose, will make a full and complete accounting for these funds to the Fiscal Management Bureau on the second business day following their return. This will include the filing of travel expense sheets, the turning in of all receipts, vouchers and unexpended monies

1. Any person receiving advanced moneys will be personally responsible for said monies. (S)he is responsible for notifying the Fiscal Management Bureau on any cancellation of a trip. Upon cancellation, all funds advanced are to be returned to the Accounting Unit immediately.
2. All persons receiving advanced moneys for the purpose of criminal investigative expenditures will, by the fourth business day following return, prepare a receipt noting the reason for the expenditure and the amount of the expenditure. All moneys over the amount of the expenditure will be returned at this time.
  - A. The employee's supervisor will review the expenditures after the employee's return and before the receipt or expenditure report is submitted to the Fiscal Management Bureau.
  - B. Proper accounting will be the responsibility of those supervisors advancing funds for criminal investigative purposes. Supervisors will prepare quarterly and closing annual accounting reports of expenditures and cash on hand to their immediate supervisor who will be responsible for providing these reports to the Fiscal Management Bureau.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS , SHERIFF</i>	SECTION: <b>3-04</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>FIXED ASSET EQUIPMENT</b>	

The purpose of this order is to describe procedures and accountability for the Sheriff's Office fixed asset equipment.

Sheriff's Office fixed asset equipment is defined as any item of equipment with a purchase price of \$5,000 or greater (including sales tax, shipping costs and installation costs). Fixed assets will be acquired and managed consistent with the County of San Mateo's purchasing and other applicable policies.

**1. ACCOUNTABILITY OF DEPARTMENT FIXED ASSET EQUIPMENT**

- A. All personnel are responsible for the security of department fixed asset equipment and shall not move fixed asset equipment from a division or bureau without the approval of the division/bureau commander.
- B. Division/bureau commanders are accountable for fixed asset equipment from the time of receipt until turned in to the Sheriff's property unit or until a completed "Property transfer" form has been filed with the Property Unit transferring the item from the division/bureau.

**2. PROCEDURES FOR MAINTAINING AUTOMATED INVENTORY LIST**

- A. Upon receipt of payment for a fixed asset, the Fiscal Accounting Bureau will provide the Property Unit with a copy of the purchase order. The Property Unit will add the item to the inventory list. Fixed assets will continue to be the Sheriff's Office responsibility until they are physically removed.
- B. Upon receipt of the notice of payment for the fixed asset, the County of San Mateo will assign a property number and forward the property decal to the Sheriff's Office Property Unit.
- C. Upon receipt of the property decal, the Property Unit will record the property number to the inventory list of fixed assets and forward the decal to the applicable Division or Bureau.
- D. Division/Bureau Commanders are responsible for ensuring that the property decal numbers are placed on the applicable fixed asset. The decal should be located on the fixed asset where it is visible.

- E. Division/Bureau Commander will sign for fixed assets assigned to their command upon assignment and at least once a year thereafter. When new commanders are assigned the Property Unit will forward a current list of fixed assets assigned to the Division or Bureau. The new commander will verify that the fixed asset inventory is correct and sign the list that acknowledges their responsibility for fixed assets assigned to their division or bureau. Any exception to the list will be noted and the outgoing commander must prepare a written explanation of any differences.

**3. TRANSFERRING OR DECLARING EQUIPMENT SURPLUS**

- A. Division/Bureau Commanders are responsible for submitting requests to the Property Unit if a transfer of a fixed asset to another division/bureau is desired or if the fixed asset is desired to be declared surplus.
- B. The Property Unit will prepare and process “property transfer request” form. One copy should be forwarded to the Sheriff's Fiscal Accounting Bureau. Division/Bureau Commanders will maintain a copy of transfers to support any deletion from the previous inventory list.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-05</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>SUBPOENAS, NOTICES AND                   COURT APPEARANCES</b>	

The purpose of this order is to establish procedures for the serving of subpoenas and the recording of service of subpoenas for members of the department.

**POLICY:** The Sheriff's Office is responsible for facilitating the response to any subpoenas related to its records, property, and official duties. Supervisors are responsible for coordinating an appropriate response to every subpoena through the Department and additionally with the County Counsel where personnel, liability, or exceptional public policy concerns are involved. Even if a subpoena relates to off-duty affairs of Sheriff's Office employees, facilitating service during duty hours is preferable to avoid disruption of duty assignments and attempted service on employees at home or coming and going from duty. Supervisors will follow Sheriff's Office procedures for promoting personal service with minimal disruption during duty hours.

**1. ACCEPTANCE OF SUBPOENAS**

- A. The Administration Division will be responsible for accepting service of subpoenas for all members of this department. The Sheriff shall appoint a member of the Administration Division as the "Subpoena Service Officer". It will be the responsibility of that officer to receive all subpoenas and notices to appear, and process them in accordance with division policies. The Subpoena Service Officer will notify individuals named on the subpoena.
- B. With the exception of the Sheriff's Administration Division Subpoena Service Officer, no member of the Sheriff's Office will accept a subpoena or notice to appear for any other member of the Sheriff's Office. All such service shall be referred to the Sheriff's Administration Division, Subpoena Service Officer. Any member of the Sheriff's Office who is served personally with a subpoena related to his/her employment with the Sheriff's Office shall notify the Subpoena Service Officer as soon as practical.

**2. DELIVERY OF SUBPOENAS**

- A. Penal Code Section 1328(c) provides that if any peace officer is required as a witness in connection with a matter regarding an event or transaction which he or she has perceived or investigated in the course of his or her duties, "a criminal subpoena issued pursuant to this chapter requiring his or her attendance may be served either by delivering a copy to the peace officer personally or by delivering

two copies to his or her immediate superior or agent designated by his or her immediate superior to receive the service...” The Sheriff’s Office designee is the Subpoena Service Officer.

- B. Subpoena service shall be refused if the Sheriff’s Office Subpoena Service Officer cannot verify with reasonable certainty that the subpoena can be delivered to the employee in time to comply with the subpoena (such as where a deputy known to be unavailable and out of the jurisdiction on vacation). Disability or medical leave shall not be grounds for refusal to accept a subpoena unless the employee physically is unable to attend court.
- C. If subpoena service is accepted, but is later determined that notice or delivery to the employee cannot be effected, the Subpoena Service Officer shall notify the party issuing the subpoena immediately and no less than 48 hours before the hearing date. Service shall not be refused for apparent defects in form or manner of service of the subpoena, but these defects shall be reviewed with the County Counsel’s Office for appropriate response.

**3. REFERRAL TO COUNTY COUNSEL**

The County Counsel’s Office shall be consulted if there is any question about the legality of a subpoena, the service, or the appropriate response. Every subpoena affecting public policy, civil liability exposure, or personnel shall be referred to the County Counsel’s Office.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-06</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>CLAIMS (LAWSUITS / DAMAGES)</b>	

The purpose of this general order is to establish the procedure for handling employment-related lawsuits or claims instituted against the Sheriff and/or any member(s) of the Sheriff's Office.

**1. INCIDENTS**

- A. Whenever a member of the Sheriff's Office is involved in an incident which may result in a financial liability upon the County of San Mateo, the member shall not make any statement admitting liability or indicating that the County will pay for loss, damage or injury.
- 1) The party incurring the injury or damage shall be advised to contact the County Manager's Office for instructions on the procedures to follow for submitting a claim.

**2. SUMMONS AND CLAIMS**

- A. The Services Bureau is the designated bureau to handle the initial processing of lawsuits/claims against the County of San Mateo, the Sheriff, the Sheriff's Office, or their officers and/or employees. Any employee receiving service of a summons or claim will bring the documents to the Services Bureau on the first business day after receipt of such documents.

Upon receipt of the documents, the Services Bureau shall do the following:

- 1) Open and maintain a "lawsuit file" for the individual case. Two (2) copies of the summons or claim will immediately be hand delivered to the Office of County Counsel.
- 2) Upon request from County Counsel or any attorney representing the Sheriff's Office and/or employee(s) in the matter, the Services Bureau will accumulate all evidence and information pertaining to the lawsuit, (e.g., Crime reports, identification photos, statements of officers, etc). This information will be forwarded to and retained by attorneys representing the Sheriff's Office and/or employee(s).
- 3) The Services Bureau will assist attorney(s) representing the Sheriff's Office and/or employees in obtaining any additional information or in performing additional investigation as needed to structure a proper defense.



- B. It is expected and required that all employees cooperate with the defense of any claim or lawsuit against the County, the Sheriff, the Sheriff's Office, and/or their employees. The obligation of cooperation is inherent in the attorney/client relationship, and the defense of litigation depends on employees' full and candid disclosure and complete cooperation with counsel.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-07</b>	PAGE 1 OF 3
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 10-29-08
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>PERFORMANCE EVALUATIONS</b>	

**1. Purpose:**

This General Order establishes the authorized methods for evaluating employee performance.

**2. Policy**

It is this agency's policy to evaluate employee performance in order to communicate agency expectations to employees and provide them with a formal communication vehicle concerning their job performance. It is to be used to inform the employee of their achievements, accomplishments, and areas for improvement, and to identify training needs or to recognize their efforts for the Sheriff's Office. The evaluator (direct supervisor) shall utilize the Employees Performance Evaluation form to evaluate each competency or performance expectation using the scoring nomenclature described therein.

**All employees of the San Mateo County Sheriff's Office:** Are subject to periodic evaluations of their work performance. All non-probationary employees will be evaluated on an annual basis and in accordance with policies established by Civil Service and the San Mateo County Sheriff's Office.

**Permanent employees who have reached E Step in their classification:** Performance evaluations will be due once a year and the schedule for those performance evaluations will be as follows:

- January                    A – C
- March                     D – G
- May                        H – L
- July                        M – P
- September                Q – S
- November                 T – Z

**Permanent Employees in Classification Steps A, B, C, or D:** Employees hired at A Step, after completion of 1040 regular hours satisfactory service (meets standard or above rating) in Step A of the salary schedule, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary schedule for the classification.

For employees hired at a step higher than the first step of the salary range for that classification, the first merit increase shall be after completion of 2080 regular hours of satisfactory service.

After the completion of 2080 regular hours of satisfactory service in each of the salary steps above A Step, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary schedule for the classification until the top of the range is reached.

When an employee at salary step A, B, C, or D receives an annual performance evaluation rated below standard, his/her merit increase (step increase) should be denied. Whenever a merit increase is denied because of below standard performance, a monthly performance evaluation is required until the performance reaches a standard level or until the employee is demoted or dismissed. If the employee's performance does reach a standard level, this should be noted on the performance evaluation and a merit increase should be granted effective the following pay period.

**Probationary reviews:** Performance evaluations for probationary employees shall be issued according to the timelines listed below:

<b>Probationary period</b>	<b>Timeframe of Performance Evaluations</b>
6 months	Prior to the end of the 3 <sup>rd</sup> and 6 <sup>th</sup> months
9 months	Prior to the end of the 3 <sup>rd</sup> and 9 <sup>th</sup> months
12 months	Prior to the end of the 3 <sup>rd</sup> , 6 <sup>th</sup> , and 12 <sup>th</sup> months
18 months	Prior to the end of the 3 <sup>rd</sup> , 6 <sup>th</sup> , 12 <sup>th</sup> , and 18 <sup>th</sup> months

**Procedures to prepare and complete performance evaluations:** The supervisor should arrange to meet with the employee to discuss the draft Employee Performance Evaluation form which has already been reviewed by the next level manager. The employee has 10 days to review the draft and provide comments either verbally and/or in writing to the supervisor. Upon considering the employee's comments, the supervisor shall provide a final draft of the evaluation to the employee for his/her review and signature. The final draft needs to be reviewed by the next level manager (reviewer) prior to issuance to the employee. The supervisor shall provide the employee with a copy of the completed form and forward the signed copy to the Bureau of Professional Standards for filing in the employee's personnel files. The employee's signature indicates that the employee has reviewed and discussed the evaluation with the supervisor.

The employee's signature does not indicate the employee's agreement or disagreement with the evaluation. If the employee refuses to sign the evaluation, the supervisor shall note the refusal on the form and date the form.

In the event that an employee does not agree with his/her performance evaluation once finalized, he/she may submit a written statement either refuting or rebutting the information and that statement shall be attached to the evaluation document which is filed in the employee's Civil Service and departmental personnel files.

Supervisors are encouraged to regularly provide their subordinates with performance feedback. Supervisors shall familiarize themselves with the Sheriff's Office guidelines for utilizing the "Supervisor / Employee Note" form. Supervisors are to utilize the Supervisor / Employee Note form to document any actions deemed noteworthy by the supervisor and for reference during Supervisor/ Employee meetings. The supervisor shall provide the employee with a copy of the note and retain the original in the supervisor's Supervisory file. Contents of the Supervisor/Employee Note form may be used for employee evaluation purposes. It shall be destroyed one year from the date of the action assuming the employee has received his/her performance evaluation and is not under review for any corrective/disciplinary action involving similar behavior.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: 3-08	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: STAFF SUPPORT	SUBJECT: PERSONNEL FILES	

For purposes of these General Orders, Personnel Files shall mean the official file folders maintained by the Services Bureau that contains information about individual members of the San Mateo County Sheriff's Office. The San Mateo Sheriff's Office has a lawful obligation to control access to and dissemination of all information about employees of the Sheriff's Office. The Sheriff's Office also has an obligation to protect the Department's interest in the employee's status and privacy.

Personnel files are not public documents public and are not open to public access (Penal Code Section 832.7 and Government Code Section 6254[b]). The exceptions to this are Pitchess Motion (California Evidence Code § 1043) and law enforcement background investigations (with a signed release from the individual).

Inquiries by private employers will be limited to confirmation of employment and salary verification. Requests for additional employment information shall be directed to San Mateo County Employee & Public Services.

**1. THE PERSONNEL FILE SHALL CONTAIN THE FOLLOWING INFORMATION:**

- A. Personal data sheet
- B. Personnel action forms
- C. Employee performance evaluations
- D. Educational achievements
  - 1) Both Sheriff's Office related and private
- E. Letters of commendation or thanks
- F. Other leave requests
- G. Awards
- H. Disciplinary actions
  - 1) Specifically excluded are Internal Affairs Investigations and citizens' complaints. These are provided for under the statutes and policies governing citizens' complaints and internal affairs investigations.

I. Any other information pertinent to the member's employment with the Sheriff's Office. All contents will be maintained indefinitely.

**2. PERSONNEL FILES MAY BE REVIEWED DURING NORMAL BUSINESS HOURS ONLY AS SPECIFIED BELOW:**

- A. Individual – his or her own record only.
- B. Supervisors - subordinate personnel only.
- C. By order of the federal court, or by order of a state court following a Pitchess Motion (Evidence Code Section 1043) only pursuant to the terms of the order.
- D. In a background investigation for employment with another agency where the individual has signed a proper release and waiver.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> <b>3-09</b>	<b>PAGE 1 OF 4</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 02-22-10
<b>CHAPTER:</b>  <b>STAFF SUPPORT</b>	<b>SUBJECT:</b>  <b>TIMECARDS / PAYROLL</b>	

The purpose of this order is to establish the policy for the handling of payroll for employees of the San Mateo County Sheriff's Office.

1.     **TIMECARDS**

All employees must submit their timecards on a timely basis in compliance with the policies of the Sheriff's Accounting Office and the Payroll Unit. All time will be charged to the employee's home organization unless there is specific authorization attached to the timecard charging the time to another organization unit. For purposes of this order, "Specific Authorization" for charges to other than the employee's home organization shall be as follows:

- A.     Normal hours - Approval by the employee's ATKS supervisor.
- B.     Overtime hours - See below

2.     **APPROVAL PROCESS**

Electronic timecards are to be approved by a Supervisor.

- A.     The Supervisor is responsible to ensure that all his/her staff's timecards are received on a timely basis so that he/she can approve this to meet the payroll deadline.
- B.     The Supervisor must check all timecards to ensure that they are complete. This includes the number of hours for the pay period and any charge codes that are necessary.
- C.     It is the responsibility of the Supervisor to complete and submit a timecard for any employee that is on vacation or sick. In the absence of a timecard Payroll staff will complete the timecard as per section 3 below.

Any edits to timecard by payroll staff will have a notation in the comments section on the timecard. Employees will get an electronic message that their timecard has been changed and they can go and review the changes on-line.

### 3. TIMECARD NOT SUBMITTED

In the event timecards are not submitted by the due date and time, Payroll staff will have to complete this in order for the employee to be paid. Payroll staff will use accrued time in the following sequence to make up the required number of hours for the pay period.

- Vacation hours
- Holiday hours
- Comp hours

If the employee does not have sufficient accrued hours in the above categories then the timecard will be processed as “without pay” status.

### 4. OVERTIME

All hours worked in excess of normal work hours will be compensated at a rate required by controlling law and/or as agreed in the applicable memorandum of understanding. Employees will only be compensated for overtime ordered and/or authorized by a Division Commanding Officer, Bureau Supervisor or immediate supervisor. All overtime authorized or worked will comply with state and federal laws and regulations as well as the current County Codes, County Personnel Policies and Procedures, written agreements with the County of San Mateo and officially recognized employee organizations. The fact that time worked may be classified as “Overtime” for the purposes of payroll or coding of an employee’s time card does not indicate that the shift or the time worked it is “Overtime” for the purposes of the Fair Labor Standards Act or any other applicable legal mandate.

- A. Hours and/or days that employees work which fall outside their normal scheduled working hours or shift, will be considered as overtime. Occasionally, it may be necessary for a supervisor or commanding officer to change an employee's normal working hours and/or days. In this case, those hours worked outside of the normal work schedule will not be considered overtime except for any hours that exceed the employee’s rescheduled normal work day or hours.
- B. Except in emergency situations, the following rules will be adhered to when working overtime. (For purposes of the General Orders, emergency situations may include, but are not limited to: response to a subpoena, needs of the Office in response to public safety, other situations as directed by a supervisor or commanding officer.)



- 1) No employee will work more than forty-eight (48) hours of overtime within a pay period. For purposes of computing total hours worked during a pay period, hours worked in outside employment will be considered overtime hours.
- 2) If an employee works over 48 hours of overtime then the overtime slip submitted must be signed by the Lieutenant or Captain of the Division.
- 3) No employee shall work more than eighteen (18) consecutive hours including outside employment.
  - a) Employees shall ensure that they have adequate rest between shifts/assignments. In any event, no employee shall report for duty with less than eight (8) hours off duty time before and after his or her regular or overtime shift.
- 4) It is the duty of the employee to track his or her work hours, and inform his or her supervisor when time limitations are reached.
- 5) Sergeants will not work overtime shifts outside of their rank classification.

#### C. MANDATORY OVERTIME

Supervisors are authorized to order personnel to work beyond their normal duty hours, or, if they are off duty, to report for duty when they believe conditions exist that require such measures.

- 1) Those personnel ordered to work shall do so unless excused by the ordering supervisor for good cause.
- 2) Supervisors exercising this authority shall submit a brief written report to the division captain through the chain of command.

#### D. COMPENSATION

All hours worked in excess of normal work hours will be considered overtime and will be compensated at a rate as agreed to in the memorandums of understanding with the various employee representation groups. An employee who is on scheduled vacation days or C.T.O. (compensatory time off) cannot work overtime except as ordered to in emergency situations. If an employee is ordered to report to work during vacation days or C.T.O., they will be considered to have had the vacation or C.T.O. canceled.

E. APPROVAL AND SUBMISSION OF OVERTIME FORMS

Employees working overtime shall have the overtime authorization slip signed by a supervisor of the unit that is paying for the overtime. Whenever possible, the employee working the overtime should have the overtime slip approved during the overtime shift being worked. If that is not possible, the employee should have a supervisor from that shift approve the overtime before the end of the pay period in which the overtime was worked. Employees who, for reasons beyond their control, are unable to have the overtime authorization slip approved by a supervisor of the unit in which the overtime was worked, must have the slip approved by their unit Lieutenant. Approved overtime authorization slips (hardcopy) must be submitted to Payroll staff in support of any overtime hours worked that is recorded on the electronic timecard. In cases where the overtime was worked at the end of a pay period and it was not possible for the employee to submit the overtime authorization slip with the time card, overtime authorization slips may be submitted in the pay period immediately following the period in which the overtime was worked.

Any overtime slip submitted to payroll office for payment after the following pay period in which overtime was worked, will have to be approved by the next higher authority than the officer signing/approving the overtime. e.g. If the overtime was approved and signed by the Sergeant, then the overtime slip must be confirmed by the Lieutenant or higher. If the overtime was approved by the Lieutenant, then this has to be confirmed by the Captain or higher. Overtime slips received after the next pay period without the required approval/confirmation will not be processed, but returned to the employee to obtain the necessary signatures.

Employees whose overtime slips are delivered late to the payroll office on a regular basis will be referred to the Bureau Lieutenant from which the employee is assigned for corrective action.

- Overtime will not be paid without an approved overtime slip (hardcopy) supporting overtime hours on the electronic timecard.
- Payroll personnel will remove any overtime hours on the electronic timecard that do not have supporting approved overtime slip.
- Any overtime hours removed will be reinstated when the approved overtime slip is submitted to payroll staff.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION: 3-10</b>	<b>PAGE 1 OF 2</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b>  <b>STAFF SUPPORT</b>	<b>SUBJECT:</b>  <b>TEMPORARY MODIFIED WORK ASSIGNMENT</b>	

The purpose of this order is to establish procedures for assigning temporarily disabled employees to limited duty assignments in order to allow employees to continue working and to allow employees to return to work as soon as medically feasible, as determined by medical documentation. This order shall apply to work-incurred as well as non-work-incurred injuries. The availability of temporary modified work assignments is solely at the discretion of the Sheriff's Office, based upon the needs of the Sheriff's Office and upon federal and state law. Preference will be given to employees with work-incurred injuries. Each case will be considered and evaluated on its individual merits with primary consideration given to: the job functions the employee can and cannot perform; the needs of the Sheriff's Office and its ability to utilize the employee's limited job functions; the attending physician's recommendation, including his or her opinion regarding when the employee can return to full duty; and any other relevant factors that need to be considered. For purposes of the order, the term "temporary modified work assignment" shall also mean "light duty" and "limited capacity".

1. Any temporarily disabled employee who is able to return to work in a limited capacity assignment shall obtain written certification from his or her attending physician. This certification must contain a description of what duties the employee is not capable of performing and that the attending physician recommends a limited duty assignment. The employee must also obtain from his or her attending physician an opinion regarding when the employee will be able to return to full duty. The employee must provide the physician with a current global job analysis (job specification), which the employee will obtain from the Services Bureau. The employee must submit the above letter(s) to the Services Bureau with a written request to be assigned to a limited duty assignment.
2. Upon receipt of the request, the Services Bureau shall review the request with the employee's division commander. Upon determination that the employee fits the requirements for a limited duty assignment, the employee's division commander will determine if (s)he has a position within the division that would be suitable. If there is no position within the division, the Services Bureau will contact the other division commanders to determine if there are any positions available that meet the criteria specified in the physician's letter.

3. Upon determination that a temporary modified work assignment position is available, the Services Bureau shall discuss the case with San Mateo County Human Resources. If approved, the employee shall be notified by the Services Bureau of the duty assignment and when and where to report.
4. If it is determined that there is no assignment currently available that fits the criteria, the employee will be notified by the Services Bureau. The employee's request shall remain on file with the Services Bureau for a period of thirty days. After that, the employee may resubmit a request for a limited duty assignment.
5. Once an employee is assigned to a temporary duty assignment, the Services Bureau will monitor the employee for a period of 30 days by checking with the employee's temporary unit assignment supervisor to determine if the employee should continue on temporary modified work status. If necessary, a re-evaluation of the employee will be done with the assistance of Human Resources to determine whether continuing the temporary duty assignment will be detrimental to the employee's return to full duty status.
6. If the Services Bureau determines that the employee should continue on temporary modified work status, an additional 30-day extension of the temporary duty assignment can be implemented, again with the concurrence of Human Resources. This can continue for a maximum period of 90 days, with monitoring and approval from Human Resources.
7. The Services Bureau will document each 30-day monitoring period until the employee returns to full duty, or other disposition.
8. An employee on a temporary modified work assignment shall not work any scheduled overtime or outside employment without the approval of the Services Sergeant/Temporary Modified Work Administrator in consultation with Human Resources to determine whether scheduled overtime or outside employment will be detrimental to the employee's return to full duty status.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION: 3-11</b>	<b>PAGE 1 OF 1</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>STAFF SUPPORT</b>	<b>SUBJECT:</b> <b>P.O.S.T. CERTIFICATES</b>	

The purpose of this order is to establish the procedure for sworn members of the San Mateo County Sheriff's Office to follow to receive P.O.S.T. certificates.

P.O.S.T. certificates available are Basic, Intermediate, Advanced, Supervisory, Management and Executive. The requirements for each are specified in the P.O.S.T. manual and are available during normal business hours from the Training Unit.

P.O.S.T. certificates are not issued automatically when a sworn member obtains the qualifications. The sworn member must apply for the certificate. Applications must be obtained from and submitted through the Training Unit. Any member who believes (s)he qualifies for a P.O.S.T certificate must contact the Training Unit and ascertain if (s)he in fact meets the qualifications for a certificate. If (s)he meets the qualifications, the Training Unit will supply an application form that the member must fill out and return to the Training Unit along with any required documentation. The Training Unit will ensure that all the documents are in order and will then forward the application to P.O.S.T. in Sacramento.

Upon receipt of the certificate, the Training Unit will give the original to the member and will place copies in the member's personnel file and training file.

Correctional Officers, per the memorandum of understanding, may apply for P.O.S.T. equivalent certificates and the corresponding pay differential. This process will be done through the process as stated above.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 3-12	<b>PAGE 1 OF 1</b>
	<b>RELATED STANDARDS:</b> LABOR CODE SECTION 5401	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> STAFF SUPPORT	<b>SUBJECT:</b> INDUSTRIAL INJURY	

The purpose of this order is to insure compliance with State Worker's Compensation Board and San Mateo County Risk Management regulations regarding the immediate reporting of industrial injuries.

1. Any employee sustaining an employment related injury shall report it immediately to his or her supervisor.
  - A. If the injury incapacitates the employee, it shall be the responsibility of the witness or first person becoming aware of the injury to report it.
2. Supervisors, once becoming aware of a job related injury, shall immediately complete the required forms and forward them to the Services Bureau. If the incident occurs during other than normal business hours, the forms shall be submitted to the Services Bureau no later than the next business day. The Services Bureau shall forward the completed forms to County Risk Management immediately upon receipt.
3. In compliance with the time limits set by the State Worker's Compensation Board, The injured employee shall be provided the packet of forms for reporting the injury within 24 hours of the injury (Labor Code Section 5401).
  - A. If the injured employee is hospitalized, it shall be the supervisor's responsibility to insure that the packet of reporting forms is delivered to the employee.
  - B. If the injured employee is hospitalized on duty, the injured employee shall notify his/ her supervisor as soon as practical.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: 3-13	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03--01-07
CHAPTER: STAFF SUPPORT	SUBJECT: EMOTIONAL STRESS	

The San Mateo Sheriff's County Sheriff's Office recognizes that an employee may suffer from emotional stress caused by either personal or professional encounters. It is the intent of the Sheriff's Office to assist any employee in overcoming the effects of emotional stress.

Should any employee become aware of a change in another employee's normal behavior, personality or performance, the matter will be reported to the employee's immediate supervisor as soon as possible. The supervisor shall bring the matter to the attention of the division commanding officer immediately. The division commanding officer will expeditiously submit a full report of the matter to the Undersheriff to enable the department to determine the appropriate course of action.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	<b>SECTION: 3-14</b>	<b>PAGE 1 OF 6</b>
	<b>RELATED STANDARDS:</b> CIVIL SERVICE RULE "X", PENAL CODE SEC. 830.1 COUNTY ORDINANCE CODE SEC. 2.71.120	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 10-3-11
<b>CHAPTER:</b> <b>STAFF SUPPORT</b>	<b>SUBJECT:</b> <b>VACATION / LEAVES</b>	

All personnel of the San Mateo County Sheriff's Office are entitled to vacation and leave in accordance with the County Ordinance Code and the agreements between San Mateo County and the various employee representation groups and the needs of the Sheriff's Office. Because of the unpredictable nature of the of the San Mateo County Sheriff's Office public safety mission, the granting of vacations and leaves are subject to the needs of the Sheriff's Office, of the Divisions, Bureaus and Units within the office, and the provisions of this order.

**1. VACATIONS**

Each employee, except "Extra Help", shall be entitled to an annual vacation. Vacation sign-up shall be by seniority, after due consideration of staffing and administrative considerations as follows:

**A. ANNUAL VACATION SIGN-UP**

- 1) The annual vacation sign-up will be conducted by each Division Captain or designee during the month of February of each year, in order to better integrate vacation arrangements with the January departmental transfers.
  
- 2) Vacations will be assigned at the Bureau or Unit level as determined by the Division Commander. Vacations will be assigned by departmental seniority in the member's current classification. For the purposes of this order deputies' and correctional officers' working in a correctional setting will use their "dates of hire" as a sworn Sheriff's Office employee as the standard to determine seniority, and deputies' working outside the correctional setting will use their "date of rank" as the standard to determine seniority.



- 3) During the first circulation of vacation sign-up, any employee may sign up for vacation that is accrued during one calendar year. The employee shall choose how the allotment of vacation is done, as long as it is done in one-work week increments, as determined by the Division. The Division Commander must approve vacations for more than this amount after the first circulation of the sign-up. No individual shall be allowed to sign up for more vacation than will be carried on his or her account at the time the vacation is taken.
- 4) Due to the specific needs of a Bureau or Unit, the Division Commanders may designate the number of vacancies allowed for vacation.
- 5) Compensatory time off shall be granted in accordance with County rules and M.O.U.s in effect. Each Division will design a policy for allowing employees to sign up in advance for compensatory time off. An employee will be granted compensatory time off with reasonable notice as long as it does not adversely affect the staffing needs of the particular Unit.
- 6) Upon transfer to a new assignment, the employee shall notify his or her Bureau commander of all approved vacation. Personnel who are transferred will retain their slot on their original schedule and, to the extent it meets the business needs of the new assignment, their vacation will be integrated into the vacation schedule for their new position in their assigned division.
- 7) Personnel who are promoted will not necessarily retain their slot on the vacation schedule that was completed for their previous assignment, and will schedule vacation consistent with their new assignment, and will integrate their newly scheduled vacation into the vacation schedule for their new position in their assigned division.

#### B. CANCELLATION OF VACATIONS

Employees who wish to cancel approved vacation must notify their Bureau Commander via the chain of command.

#### C. SPECIAL CIRCUMSTANCES

- 1) Any or all of these rules may be superseded by the Sheriff or his designee for a particular Sheriff's Office need, an individual's emergency hardship, or other special circumstances.

- 2) Vacation time, compensatory and/or holiday time will not be granted to cover sick calls. The use of vacation or compensatory time to account for a period of illness or disability will be governed by applicable county procedures such as transporting or caring for an immediate family member who is ill.
  - a) Each person will be required to request, in writing, within five (5) working days of the last day sick leave taken, specifically that (s)he is requesting to use vacation and or compensatory time, if available, when all sick leave has been exhausted.

**D. MANAGEMENT OF VACATION TIME**

- 1) It will be the responsibility of each employee to manage his or her own vacation time. Vacation time will not automatically be granted to an employee who requests vacation on short notice for the sole reason that the employee is approaching or has exceeded his or her vacation accrual limit.

**E. NON-SWORN PERSONNEL**

- 1) Non-sworn personnel shall arrange their vacation through their unit supervisor.

**2. LEAVES**

**A) MILITARY LEAVE**

The provisions of the California Military and Veterans Code and the federal Servicemembers Employment and Reemployment Rights Act shall govern military leave of County employees. All employees submitting request for military leave must do so no less than thirty (30) days prior to the date that the leave will be taken. If the employee receives orders for active duty from his or her military unit less than thirty (30) days prior to the date, (s)he shall notify his or her supervisor or Bureau Commander within 24 hours of receipt of such military orders.

**B) SICK LEAVE**

- 1) When an employee knows in advance that (s)he will need to use sick leave, (s)he shall request sick leave immediately by furnishing his or her supervisor with a completed "Absence From Duty" form reflecting the details of the requested sick leave. In all other instances, the employee shall notify his or her supervisor in person as early as possible by submitting the above form or, if that is not possible, by telephone.
- 2) When an employee is assigned to a bureau or unit that is not staffed 24 hours a day (Civil, Services, Investigations, Administration, etc.) and needs to report,

during other than normal business hours that (s)he will be absent from duty due to a medical condition, the employee will leave a message on his or her supervisor's telephone voice mail. If the supervisor will be absent, he/she is responsible for leaving a voice mail introduction that provides instruction to the employee regarding how the employee should report the medical absence from duty.

- 3) A report by an employee that (s)he will be absent from duty will be received only by a supervisor. If a supervisor is not available when the employee calls, the person receiving the call will obtain the telephone number or location where the employee can be contacted and immediately furnish this information to a supervisor. It will be the responsibility of the supervisor to contact the employee as soon as possible and to prepare the necessary forms.
- 4) A supervisor receiving a report that an employee will be absent from duty will prepare an "Absence From Duty" form in triplicate and the estimated date the employee will return to work. The supervisor will then forward the forms as follows:
  - a) Original – employee
  - b) One copy each to the division commanding officer and the time keeper.
- 5) Before an employee may be paid for the use of accrued sick leave, (s)he shall complete the "Absence From Duty" form forwarded to him or her by his or her supervisor. The completed form will be attached to the employee's time card for review by the division commanding officer. If an employee is not able to return to work before the preparation of the payroll, his or her supervisor will prepare the time card reflecting the employee's absence from duty and attach an Intra Office Communication directed to the timekeeper reflecting that the employee is still absent.
- 6) The employee may be required to submit a physician's statement justifying the use of sick leave, or the Sheriff may order whatever investigation into the circumstances that appears warranted before approving the requested sick leave or payment for the use of sick leave.

#### C) FAMILY LEAVE

Family leave shall be granted in accordance with the Family Medical Leave Act (F.M.L.A.), applicable state and County rules and regulations, and the M.O.U.'s currently in effect.

Any permanent or probationary employee occupying a permanent position or any employee with 12 months of service and who has at least 1250 hours of service during the first 12 months shall be granted Family Care and Medical Leave which

shall be administered in accordance with the State Family Care and Medical Leave Act and the Federal Family and Medical Leave Act of 1993. Such leave shall run concurrently with any other leave provided under this code. Use of accrued vacation, sick, compensatory time or holiday credits shall not be pre-condition for the granting of leave under this section except for leave because of an employee's own health condition, for which the employee shall use any accrued sick leave.

Employees who take family leave shall not be discriminated against in terms of retention, promotion, assignment or transfer.

D) PARENTAL LEAVE

Parental leave shall be administered consistent with the applicable provisions of state and federal law and the County ordinance Code. (2.28.010(d)(1)g., renumbered 8/06 as 2.71.140(d)(1)g.) An employee-parent of either sex may be granted a leave of absence without pay for the purpose of fulfilling parenting responsibilities during the period of one (1) year following the child's birth, or one (1) year following the placement of a child with an employee in connection with the adoption or foster care of the child by the employee. Leave under this section shall be for a maximum period of thirteen (13) bi-weekly pay periods. Use of vacation, sick, compensatory tome or holiday credits shall not be a pre-condition for the granting of leave under this subsection.

Employees who take parental leave shall not be discriminated against in the terms of retention, promotion, assignment or transfer.

Reasonable efforts shall be made to allow pregnant employees to work as long as they are able during their pregnancy and to encourage employees to return to the department upon completion of their leave. When an employee makes notification that she is pregnant and present medical certification that she can no longer fulfill her regular duty assignments, division commanders shall make every effort to locate alternative assignments with the specifications, every effort will be made to place her in an appropriate assignment in another division/bureau. These assignments shall be predicated upon the extent of the employee's medical restriction and safety, and the department's security, safety and staffing needs.

E) LEAVE WITHOUT PAY

Leave without pay may be granted for any of the following reasons:

- 1) Illness beyond that covered by sick leave
- 2) Education or training which will benefit
- 3) Other personal reasons which do not cause inconvenience to the Sheriff's Office or which do not create a conflict of interest
- 4) Parental leave as described under "Maternity Leave" above

F) LEAVES OF ABSENCE

- 1) Leaves of absence may be taken for up to one year except that parental leave shall not be for more than six (6) months. However, if a leave of absence is based on a disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there from, disability leave may be granted for one year only after all accrued sick leave credits have been use and shall be substantiated by a physician's statement.
- 2) All Sheriff's Office employees wishing to take a leave of absence without pay shall submit a written request on the request form that is available from the Services Bureau before taking such leave.
- 3) It will be the policy of the San Mateo Sheriff's Office that sworn personnel taking a leave of absence without pay as described in County Ordinance Section 2.28.130 (renumbered 8/06 as 2.71.140) will not retain their peace officer status as set forth in California Penal Code Section 830.1.
- 4) In all cases where a probationary employee is granted a leave of absence, upon return to duty, that employee shall be subject to the full probationary period from the beginning and shall be subject to all of the civil service rules concerning and governing probationers.

G) JURY DUTY LEAVE

- 1) Employees shall be allowed to respond to a summons for Jury Duty without loss of pay.
- 2) Employees shall notify their supervisors immediately upon receipt of a summons for jury duty and again when their jury duty is complete. Any employee required to appear for jury duty shall notify their supervisor as soon as possible after being ordered to appear. So that the employee can receive full pay, (s)he shall request from the jury commissioner's office proof of service on the jury panel and shall submit to the Services Bureau Payroll Unit the first day upon return to work. If the employee receives jury duty compensation in addition to the employee's compensation, the employee shall immediately turn all compensation (other than mileage) in to the Services Bureau Payroll Unit.

#### H) USE OF COMPENSATORY AND HOLIDAY TIME

1. Use of compensatory and accrued holiday time must be requested a minimum of five (5) days in advance from the employee's immediate supervisor.

#### I) Voluntary Time Off (VTO)

The intent of the County's Voluntary Time Off (VTO) Policy is to "reduce County cost and help employees balance their work and family needs." This privilege provides flexible working hours for County employees and permits employees to use this time to reduce their workday, work week or schedule blocks of time off. An important feature of the policy provides that "no excessive workload will be imposed upon those who do not participate." In no case will an employee who is on VTO be replaced on overtime.

#### The Sheriff's Office use of VTO must address the following concern:

Due to the workload throughout the Office, it is difficult to identify assignments that can accommodate a significant "reduction in work" without reducing productivity, increasing the workload of other staff, or creating the necessity for overtime or extra-help support.

#### Therefore, VTO will be limited to:

- 1) An employee medical/emergency need:
- 2) A special personal or family care need:
- 3) A reduction of County cost to avoid or minimize lay-offs.

Requests will be considered on a case-by-case basis and must not exceed 20% except for those with a documented emergency need. The request must contain a clearly documented work plan showing that the Office's approval will not produce excessive workload for those who do not participate in VTO.

Employees must forward their request and proposed work plan to their immediate supervisor/manager. The supervisor/manager will then make a recommendation based on the information received and forward it to the Division Commander for review. Professional Standards and the Sheriff's Office Executive Staff will review all recommendations.

### 3. Return to work

All employees that have been on any type of leave for thirty or more calendar days, shall contact the Sheriff's Office Risk Manager and complete a Return to Work Authorization form. This form and authorization shall be completed prior to being allowed to return to work.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-15</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>ISSUED EQUIPMENT</b>	

The purpose of this order is to describe procedures which shall apply when department issued equipment is lost, stolen or recovered.

For purposes of this order, Sheriff's Office issued equipment may include, but not be limited to, the following: Sheriff's badge, hat piece, firearm, Sam Browne belt, handcuffs, handcuff case, holster, ammunition holders, protective vest, key strap, keys, keeper straps, baton w/grommet, baton ring, chemical agent holder, and nameplate.

All equipment issued by the Sheriff's Office remains the property of the Sheriff's Office. Upon transfer from a unit or division, the member shall return all issued unit- or division-specific equipment, including radio.

**1. NOTIFICATION OF LOST, STOLEN OR RECOVERED EQUIPMENT**

- A. When a member loses, has stolen or recovers department issued equipment, the member will immediately submit a report to his or her commanding officer describing the property and the circumstances under which it was lost, stolen or recovered. The commanding officer will forward the report to the Services Bureau with a recommendation regarding replacement of the lost or stolen article. In the case of recovered property, the property will also be forwarded to the Services Bureau. If a crime report is appropriate, a copy will be attached to the report.

**2. REPLACEMENT OF DEPARTMENT ISSUED EQUIPMENT**

- A. The Services Bureau will arrange for replacement items to be issued to the member.
- B. If the property is lost, damaged beyond repair, or stolen through no fault of the employee, the Department shall be responsible for the cost of providing a replacement. .
- C. If the property is lost, damaged beyond repair, or stolen because of the employee's carelessness or negligence, the employee may be required to reimburse the Office for the loss or replace the missing property.
  - 1) It is the responsibility of the commanding officer of the division involved to make a determination as to whether the member was careless or negligent.

### **3. DISPOSITION OF RECOVERED PROPERTY**

- A. If the missing property is subsequently recovered in serviceable condition, the member has the option of returning the reissued property to the Services Bureau and taking back the recovered property. If the member has purchased the replacement and the previously missing property is recovered, the member shall be reimbursed at the most recent departmental cost amount.

### **4. PROTECTIVE VESTS**

- A. It will be the policy of the Sheriff's Office to provide protective vests to all sworn personnel who request one. Requests from non-sworn personnel will be evaluated on an individual basis taking into consideration the individual's assignment.
- B. Use of the protective vest is optional except when a supervisory officer determines that a particular assignment carries an extraordinary risk to the deputy. In this circumstance, the supervisory officer may order the effected deputy to wear the vest.
- C. All requests for protective vests shall be forwarded to the Personnel Services Bureau.



<b>San Mateo County</b> <b>Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-16</b>	PAGE 1 OF 2
	RELATED STANDARDS: VC CODE 21055 AND 21056, GO 5-07	
	ISSUE DATE: 05-01-98	REVISION DATE: 06-29-09
CHAPTER: <b>STAFF SUPPORT</b>	SUBJECT: <b>USE OF COUNTY VEHICLES</b>	

The purpose of this order is to provide policy guidelines for the operation of County vehicles by employees of the San Mateo County Sheriff's Office.

**1. GENERAL**

Division Commanders, in coordination with the Vehicle Fleet manager, will determine which Sheriff's employees will be assigned a County vehicle for use during their respective assignments.

**2. UNMARKED VEHICLES**

- A. Sergeants and Deputy Sheriffs who are assigned unmarked vehicles will be allowed to take the vehicle home only under the following circumstances:

The employee is assigned a vehicle and is on call (on call is defined as receiving authorized on call pay) to respond during off duty hours to crime scenes, major incidents or serious personnel matters. In addition, the Division Captain, with the approval of the Undersheriff, may designate other personnel to take home vehicles. These additional personnel would be subject to responding to incidents after hours. Examples of these type of employees would be employees assigned to the Detective Bureau, Narcotics and Vehicle Theft Task Force, Gang Intelligence Unit, Bomb Squad, the Internal Affairs Sergeant, Transit Unit supervisors and investigators, the Sergeant assigned to the Emergency Services Bureau and sworn personnel assigned to the Regional Terrorism Threat Assessment Center (R.T.T.A.C.) and the Rapid Enforcement Allied Computer Team (R.E.A.C.T.). Sergeants and Deputy Sheriffs who are assigned unmarked vehicles and do not meet this criteria will park the vehicle at the conclusion of their shift in an appropriate location as specified by their supervisor.

- B. Exceptions to the above restrictions on the use of county vehicles can be approved by the appropriate Division Captain on a case by case basis for temporary and short term uses.
- C. Vehicles assigned for overnight use may not be taken home by employees living more than 50 driving miles from the Hall of Justice in Redwood City. An employee's home address is their official address as described in General Order 1-11. Employees that use a temporary residence during the work week that is 50 miles or less driving distance from the Hall of Justice may take their assigned vehicle to that location. This

restriction includes those employees who are subject to being on-call. Division captains may allow temporary exceptions to this on a case by case basis.

- D. County vehicles on overnight assignment will be stored in a location that reasonably provides for the protection of the vehicle. Individual's assigned County vehicles will be responsible for assuring that the vehicle receives required/scheduled maintenance at the County maintenance facility.
- E. County vehicles shall not be used for personal business unless it can be accomplished on the employee's way to and from work. Persons who are not employees of the Sheriff's Office should not be permitted to drive County vehicles, or to ride in County vehicles unless it is part of County activities, or while enroute to and from the Sheriff's employee's work or home.
- F. During periods of vacations and accumulated time off, county vehicles shall be parked in the county parking lot. In the event of emergency sick leave, the division commander will be responsible for arranging return of the vehicle to the County lot.
- G. Employees will not operate a County vehicle while they are under the influence of or impaired due to use of alcohol, drugs, or medications.
- H. The employee's supervisor shall be responsible for monitoring the employee's use of the vehicle and ensuring compliance with this General Order.

### **3. VEHICLE ACCIDENT PROCEDURE**

A. Whenever practicable, the involved employee's supervisor (sergeant or higher) will respond to the scene of the accident to make the determination if the Sheriff's Traffic Accident Investigation Unit is required to respond. If the employee's supervisor is unavailable, the Patrol Bureau supervisor will respond. The supervisor's determination will be based on the type of accident: major or minor.

1) In the cases of minor single vehicle accidents, it will be the supervisor's discretion to determine if the California Highway Patrol or local police jurisdiction should be contacted.

B. Major accident criteria will be based on whether any of the following have occurred:

- 1) Death or injury
- 2) Major damage to any vehicles
- 3) Major damage to property

C. Minor accident criteria will be based on the following:

- 1) Non injury accident
- 2) Minor damage to vehicle(s) involved
- 3) Minor damage to property

D. Reporting responsibility in unincorporated areas will be as follows:

- 1) The California Highway Patrol will be requested to respond and conduct a traffic accident investigation

2) In the case of a major accident, the supervisor on the scene will have a member of the Sheriff's Traffic Accident Investigation Team respond and conduct an administrative review of the incident, consistent with the procedures set forth in this General Order.

E. Reporting responsibility in incorporated areas will be as follows:

1) The supervisor will request the jurisdiction police agency to respond and conduct the investigation.

2) In an incorporated contract city, a request to a neighboring jurisdiction will be made for that jurisdiction to conduct the collision investigation in all occasions other than non contested property damage only.

3) In the case of a major accident, the supervisor will have the Sheriff's Traffic Accident Investigation Unit respond to conduct a parallel investigation.

F. Reporting responsibility in areas outside of the County will be as follows:

1) The local law enforcement jurisdiction will be contacted to conduct an investigation and the reporting procedures will be followed by the involved employee as described below.

G. Employee's responsibility when involved in an accident

1) Render all assistance possible

2) Notify his or her supervisor as well as the Patrol Bureau supervisor

3) Cooperate with the accident investigator(s); however, no admissions of fault, negligence or assumption of liability should be made

4) As soon as possible following the accident, the employee will complete a County of San Mateo Motor Vehicle Accident Report form (No. 281.1a) and an Intra Office Memorandum to the immediate supervisor who will forward it through the chain of command to the Division Captain.

5) Notify the Office of Professional Standards by telephone of the traffic accident as soon as possible.

6) Two copies of the accident reports will be forwarded to the Personnel Services Bureau and the original will be sent to Risk Management. The Office of Professional Standards will be responsible for obtaining a copy of the accident report from the investigating law enforcement agency.

### 3. SHERIFF'S TRAFFIC ACCIDENT INVESTIGATION UNIT

A member of the Sheriff's Traffic Accident Investigation Unit will respond to all fatal and injury traffic accidents involving Sheriff's personnel who are operating County vehicles. The purpose of the administrative review is to learn the facts of the accident and to alert the Sheriff to any possible civil liability.

1. The Sheriff's investigator will respond to the accident scene and confer with the on-duty Sheriff's Sergeant and/or police officer responsible for conducting the accident investigation.
2. The Sheriff's investigator will review the accident scene and note the physical evidence, vehicle damage and witness statements.
3. The Sheriff's investigator will refrain from conducting a separate investigation by re-interviewing the drivers, witnesses, or taking official measurements of the accident scene unless directed to do so by the Sheriff or a member of the Sheriff's command staff.
4. The Sheriff's investigator will document the facts surrounding the accident in an inter-office memorandum as learned from the investigating officer and submit the report via the chain of command to the Sheriff, with a copy to the Office of Professional Standards.

# SAN MATEO COUNTY SHERIFF'S OFFICE



## TRAFFIC COLLISION INVESTIGATION REPORT

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**Date of Incident:** \_\_\_\_\_ **SMSO Traffic Collision Tracking #:** \_\_\_\_\_

**Employee(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Synopsis:**

**Assigned Investigator(s):**

**Preliminary Investigation:**

**Cause:**

**Injuries:**

None.

**Vehicle Damage:**

**Traffic Collision History:**

**Driving School:**

**Conclusion:**

**Recommendations:**

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Supervisor Name and Badge Number  
San Mateo County Sheriff's Office

# SAN MATEO COUNTY SHERIFF'S OFFICE



## Traffic Collision Investigation HISTORY & COMMAND REVIEW WORKSHEET

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**Employee Name(s):**

1.

**History of Traffic Collisions Investigations Involving Employee(s):**

**Supervisory Report (Current Assignment):**

**Initial Upon Completion/Review of Investigation:**

**Undersheriff:**

\_\_\_\_\_

**Assistant Sheriff:**

\_\_\_\_\_

**(Corrections Division**

**Investigations)**

**Support Services Captain:**

\_\_\_\_\_

**Division Captain:**

\_\_\_\_\_

**Professional Standards Lieutenant:**

\_\_\_\_\_

**Sheriff's Risk Manager**

\_\_\_\_\_

**Bureau / Team Lieutenant**

\_\_\_\_\_

**Professional Standards Sergeant:**

\_\_\_\_\_



## TRAFFIC COLLISION INVESTIGATION REPORT

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### Traffic Accident Investigation Checklist

- Memo from Driver of County Vehicle to Supervisor
- Accident Investigation Memo from Sergeant to Lieutenant
- Memo from Lieutenant to Captain
- Vehicle Accident Report (CHP 555)
- County Vehicle Damage Report
- Photos of Accident Scene
- Traffic Collision History Sheet
- SMSO Traffic Collision Tracking Number is obtained from the Sergeant in the Bureau of Professional Standards



<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: 3-17	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: STAFF SUPPORT	SUBJECT: CREDIT CARDS	

The purpose of this general order is to provide guidelines for using County or Sheriff's Office credit cards.

1. County issued gas credit cards are only to be used to purchase fuel, oil, and other minor vehicle repairs for County-owned vehicles during out-of-county trips and/or during emergencies. Employees shall complete and submit a County credit card use form for each transaction.
2. Telephone credit cards are to be used only for long distance telephone calls for official County business when not in the office.
3. Credit cards will not be used for personal business or personal use for any reason.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-18</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>TUBERCULOSIS SKIN TESTING</b>	

The California Occupational Safety and Health Administration (CAL-OSHA) requires that San Mateo County Sheriff's Office skin test employees who are assigned to positions at high risk for exposure to Tuberculosis.

**1. HIGH RISK ASSIGNMENTS**

All sworn personnel are considered to be at high risk to Tuberculosis exposure and will be tested annually. All non-sworn personnel assigned to the following units of the Sheriff's Office are considered to be at high risk to Tuberculosis exposure:

- A. Maguire Correctional Facility
- B. Women's Correctional Center
- C. Sheriff's Work Program
- D. Minimum Security Transitional Facility
- E. Electronic Monitoring Program

**2. PROCEDURES FOR TESTING**

TB skin tests will be administered, interpreted and recorded by a testing agency designated by the County. The Mantoux Tuberculin Skin Test shall be updated at least once a year. Employees who choose to be tested by their personal physicians will be required to provide to the testing agency proof of proper testing by use of the Mantoux Skin Test and results of the testing.

- A. Employees who provide written documentation of a previously positive reaction are exempt from TB skin testing. Employees in this status shall fill out a TB screening evaluation each year at the time their PPD would normally be due. They will be required to have a chest x-ray only if they become symptomatic or at the discretion of the occupational health physician. Employees who have previously had a positive PPD skin test but who, due to the length of time since the reaction, do not have documentation of the reaction will be allowed to take a chest x-ray in lieu of the skin test for the first two years of annual testing. After that, the completion of a medical questionnaire will suffice.
- B. Employees who convert from negative to positive will be referred to the designated occupational health physician.

C. Refusal to submit to the Mantoux skin test is, by definition, an act of insubordination and subject to disciplinary action.

**3. CONFIDENTIALITY OF MEDICAL INFORMATION**

Medical information will be maintained in a confidential manner within the medical records of the testing agency. Medical records will not be part of the Sheriff's personnel records nor the County's personnel files. Individual information will not be disclosed without personal written authorization except as required by law to San Mateo County Public Health.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-19</b>	PAGE 1 OF 4
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>PEER SUPPORT PROGRAM</b>	

The purpose of this order is to establish guidelines for the Sheriff's Office Peer Support Program.

**1. POLICY**

The Peer Support Program provides voluntary and confidential support services as an alternative resource to members of the Sheriff's Office and their families. Law enforcement work involves profound stress and employees who experience stress need to be heard and understood. The problems they confront require recognition. Peer support is a way to fulfill these needs.

The purpose of the Peer Support Program is to provide an accessible network of personnel trained to provide support and assistance to other employees and their families in resolving personal problems before they become acute. If a problem is already acute or appears to require professional assistance, the support person can provide information or referral resources. Peer support addresses any and all issues. Peer support people are trained to be comfortable and effective listeners, provide feedback, clarify issues and assist in identifying options for resolving problems.

Participation in the program is voluntary and intended to help employees anticipate personal conflicts and offer alternatives for self-help. There will be no mandatory referrals of office members to the Peer Support Team and team members will not be directed to initiate contact with Sheriff's Office personnel. The program assures confidentiality and appropriate anonymity for employees participating in the program.

**2. PROCEDURE**

**A. PROGRAM STRUCTURE**

A Peer Support Steering Committee was formed with the concurrence of the Sheriff. This committee develops policies for the Peer Support Program with the approval of the Sheriff. The committee consists of a program coordinator, a committee chairperson, vice-chairperson, recorder, immediate past chairperson, and three at-large team members. All members of the committee must meet the team member selection criteria and be trained.

**B. ROLE OF THE PROGRAM COORDINATORS**

The coordinator is be responsible for liaison among team members, resource persons and the Office. The coordinator is selected with the concurrence of the Peer Support Committee and the Sheriff. The coordinator maintains a list of qualified outside referral sources. Referral sources are researched and discussed by the committee before being included on the list. The coordinator maintains an accounting of all resources employed by the program to include:

- 1) Service provided by team members
- 2) Support Team Members/Resource persons
- 3) Training work shops and sessions

The above information is collected for reference or statistical purposes only, and shall not identify individuals seeking support. The program coordinator periodically distributes information regarding training workshops, suggested reading material and resource referrals. The coordinator is responsible for developing quarterly training sessions.

C. SELECTION OF PEER SUPPORT “AT-LARGE TEAM MEMBERS”

- 1) Applicant - Applicants should be self-motivated, show a genuine desire and possess the necessary skills to become a member of the Peer Support Program. They must also have the endorsement of their supervisor/manager. Applicants should be free of any significant psychological stress and must not be the subject of a serious or major investigation. All applicants will submit a written request to the Peer Support Steering Committee for review and an interview appointment.
- 2) Removal - Successful applicants must meet the standards for selection enumerated above. After selection, a team member may be removed from the program if (s)he fails to maintain Sheriff’s Office standards. Team members will be evaluated every six months by the program coordinators. At this time, the team member’s performance will be reviewed to determine if (s)he is maintaining program standards. The member’s performance will be reviewed following the program guidelines. Should the program coordinators recommend that a member be removed from the program; the final decision will not be made until the facts of the situation have been reviewed by the program coordinators and the Peer Support Steering Committee.

D. TRAINING

Team members receive their initial training in a P.O.S.T. certified training program. The training is intended to provide a basic understanding of counseling techniques in the following areas:

- 1) Crisis identification
- 2) Crisis intervention
- 3) Listening and assessment skills
- 4) Suicide assessment and suicide interaction

- 5) Post-shooting and other critical incident syndrome
- 6) Special personnel problems

Members are trained in the areas of problem solving and communication updated referral information and advanced support skills. The program coordinators or assignees are responsible for developing the quarterly training sessions. The sessions may include the use of outside consultants.

#### E. INDIVIDUAL RESPONSIBILITIES

An employee's service as a peer support team member shall not interfere with the employee's primary job responsibilities. The program coordinator will actively encourage the input of members regarding all aspects of the program. Members will develop skills in becoming effective listeners, providing feedback, clarifying issues and assist in identifying options for problem resolution. Members will maintain confidentiality as defined in the program. They will not impose unwanted assistance except in a life-threatening situation. One of the most important responsibilities of a peer support person is the promotion of trust, anonymity and confidentiality for employees who seek the assistance of the Peer Support Program. Except as otherwise provided by state or federal law or by the policies and procedures of the Sheriff's Office and the County of San Mateo, strict confidentiality is to be maintained. Confidentiality will never be maintained under the following circumstances:

- 1) Where child, spousal and/or elder abuse is involved.
- 2) Where there is a reason to believe that the person seeking assistance seriously intends to injure another person or self.
- 3) Where, due to substance abuse, the person who is seeking assistance is a clear and present danger to self, citizens or fellow employees.

In these cases, the employee's manager shall be promptly notified. In the case threatened serious injury, the intended victim shall also be notified. These exceptions to confidentiality are required by law. Confidentiality may also be broken when other violations of the law or serious misconduct occur that jeopardizes an employee's status with the Sheriff's Office. Furthermore, sworn members do not abdicate their responsibilities as deputy sheriffs by being a member of the Peer Support Program. If a member has any question regarding confidentiality, (s)he shall consult one of the program coordinators.

#### F. DISCIPLINARY INVESTIGATIONS

If a person who is seeking assistance from the program becomes the subject of a disciplinary investigation, a peer support team member shall not hamper or impede an actual investigation in an effort to protect an employee from the investigation. If the support person finds it necessary to invoke the confidentiality provisions of the program, (s)he should consult one of the program coordinators for guidance and assistance. Under certain circumstances, team members are required by law or as directed by management to disclose certain information that may be considered confidential and that was disclosed to the team member by the employee.

G. ROLE OF MANAGEMENT

Management and staff personnel are encouraged to view the Peer Support Program as a support network for Sheriff's Office personnel. Individual team members involved in helping their fellow employees will need support from command personnel. The support of the program by the Office's management and staff is vital to its success. Management and staff should be familiar with this Peer Support General Order and abide by its guidelines, especially in the area of confidentiality.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-20</b>	PAGE 1 OF 2
	<b>RELATED STANDARDS:</b> WELFARE & INSTITUTIONS CODE SECTIONS 601, 602, 625	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>STAFF SUPPORT</b>	<b>SUBJECT:</b> <b>JUVENILE MATTERS</b>	

It is the goal of the San Mateo Sheriff's Office to handle juvenile matters in a way that fosters improved behavior while being the least restrictive providing that such an alternative is compatible with the best interests of the juvenile and the community.

1. Options available in handling juvenile matters:
  - A. Counseling and release - minor incidents
  - B. Written or telephone counseling, referral and release- minor incidents
  - C. Diversion Program/referral to the Youth Services Unit- minor/major incidents
  - D. Referral to Juvenile Probation- major incidents involving Wards of Probation/Court
  - E. Placement into Youth Services Center - major incidents or repeat offenders
2. In all cases where the juvenile is deprived of his or her liberty, regardless of the length of time, the juvenile's parent(s) or guardian shall be notified as soon as practical.
3. The handling of juvenile cases is governed by Welfare and Institutions Code Sections 601, 602, 625 *et seq.*, and the policies and procedures specified by the Juvenile Court and Juvenile Probation Department.
4. Based on Welfare and Institutions Sec. 626.6, any peace officer who takes a minor who is 14 years of age or older into temporary custody under Section 625.3 shall take the minor without unnecessary delay before the probation officer of the county in which the minor was taken into custody, or in which the minor resides, or in which the acts took place or the circumstances exist which are alleged to bring the minor within the provisions of Section 602, and deliver the custody of the minor to the probation officer. The peace officer shall prepare a concise written statement of the probable cause for taking the minor into temporary custody and the reasons the minor was taken into custody and shall provide that statement to the probation officer at the time the minor is delivered to the probation officer.

The Probation Department requires that deputies will submit a complete juvenile contact report which contains full probable cause information at the time a minor is booked into Youth Services Center that the deputies and will submit the full incident report no later than 12 hours from the time the minor was arrested.



5. Based on Proposition 21, (the Juvenile Justice and Gang Prevention Initiative of 2000), minors 14 years of age and older arrested for any felony offense (including wobblers) cannot be released from custody until the minor and/or parent, guardian or relative sign a promise to appear notice. In cases where a minor appears appropriate for release, but the deputy is unable to obtain a required signature on the notice, the deputy should indicate on the juvenile contact report that the deputy would have released the minor but a person whose signature was required was unavailable or unwilling to sign the notice.

The release of information in juvenile cases is covered in General Order 2-13.



**INTRA-OFFICE COMMUNICATION**  
**SHERIFF'S OFFICE, SAN MATEO COUNTY**

DATE: \_\_\_\_\_

TO: Sheriff Munks FROM: Training Unit

SUBJECT: Use of County Vehicle for Training Outside of California

Per County Ordinance 2.72.020, the Training Unit is requesting authorization for the following employee(s) to drive his/her issued county vehicle to and from the below training:

NAME(S): \_\_\_\_\_

EVENT: \_\_\_\_\_

DATES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

JUSTIFICATION: Driving an assigned county vehicle would be more cost effective than purchasing a plane ticket and renting a vehicle.

NOTES: \_\_\_\_\_

Submitted by,  
\_\_\_\_\_

	APPROVED
	DENIED

	APPROVED
	DENIED

\_\_\_\_\_  
Greg Munks, Sheriff

\_\_\_\_\_  
David Boesch, County Manager

<b>San Mateo County</b> <b>Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>3-21</b>	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 12-17-08
CHAPTER:  <b>STAFF SUPPORT</b>	SUBJECT:  <b>TRAVEL</b>	

All travel on official business at County expense will be by the most economical means.

1. It shall be the policy of the Sheriff's Office that, while traveling on County business beyond a 150 mile radius of Redwood City, travels will be by commercial air carrier when available.
  - A. Automobile transportation (County vehicle or private auto) may be authorized in lieu of air carrier for convenience; however, reimbursement for said transportation shall not exceed the cost of economy rate round trip air fare from San Mateo County to the airport nearest the meeting site. Also, paid travel time will be based upon the air travel time, not actual driving time.
  - B. Automobile travel may also be authorized when it is determined that the overall cost of the trip is more economical by automobile than by air.
2. This order shall apply to all training or educational schools and business meetings or conferences. The Sheriff's Office subscribes to the rules and guidelines of the California Peace Officers Standards and Training (P.O.S.T.) and adopts their standards for control of travel activities.
3. Travel Guidelines may vary by individual unit depending on the type of travel required. Employees are responsible for knowing the travel policies of their respective units.
4. In accordance with Section 2.72.020(g) of the San Mateo County Ordinance Code, County-owned or leased vehicles cannot be taken outside of the State of California without prior authorization by the County Manager. All requests for use of a County-owned or leased vehicle outside of the State of California shall be directed to the Sheriff for approval using the established request form followed by approval from the County Manager.

<p style="text-align: center;">San Mateo County Sheriff 's Office</p> <p style="text-align: center;"><b>General Orders</b></p> <p style="text-align: center;"><i>Greg Munks, Sheriff</i></p>	Section: 3-23	Number of Pages: 1 of 2
	Related Standards: G.O. 2-01	
	Issue Date: 11/1/10	Revision Date:
<p><b>Chapter:</b> STAFF SUPPORT</p>	<p><b>Subject:</b> SOCIAL NETWORKING POLICY</p>	

I. **PURPOSE:** To establish guidelines and standards for social networking/social media in all of its related forms by all employees of the San Mateo County Sheriff's Office. Professionalism, ethics, and integrity are of paramount importance to the San Mateo County Sheriff's Office and the law enforcement community. To maintain the public's highest level of respect, reasonable restrictions must be placed on our professional and private conduct and members must hold to these standards of conduct whether on or off duty.

II. **POLICY:** Members of the San Mateo County Sheriff's Office shall be subject to standards of conduct when they interact on and/or use social networking/social media technology. This policy is not intended in any way to deprive department members of their constitutional rights of free speech. The policy is intended to provide a reasonable standard of conduct to ensure the morale of its members and the integrity of the department.

III. **DEFINITION:**

*SOCIAL NETWORKING:* A social network service focuses on building online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. Most social network services are web based and provide a variety of ways for users to interact, such as e-mail and instant messaging services. Popular current examples of social networking sites include Facebook, MySpace, and Twitter. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.

IV. **PROCEDURES:**

1) INTERACTION AND USAGE

- a) Department members are prohibited from accessing and/or using social networking sites while on duty.

- b) Department members shall carefully consider whether or not to identify themselves as a member of the San Mateo County Sheriff's Office or the County of San Mateo while using social networking sites. Members should know that any information posted can be made visible to the public at large.
- c) No department member shall knowingly post, or cause to be posted, or disseminate photographs, video images, audio files, or text documents that relate in any way to official departmental activities. Examples of official departmental activities that shall **not** be posted include, but are not limited to:
  - i) Photographs of traffic collisions, crime scenes, inmates in custody, or the interior of any San Mateo County Sheriff's Office Facility.
  - ii) Crime Reports
  - iii) Audio files, video files, training videos or transcription of any official statement or interview.
  - iv) Opinions or ideas relating to any arrest or prosecution of any case.
- d) No department member shall knowingly post, or cause to be posted, or disseminate photographs, video images, audio files, or text documents depicting departmental or county property, equipment, uniforms, emblems, or members in any manner that if brought to the attention of the public could bring negative attention to the department. Examples of files that shall **not** be posted include, but are not limited to:
  - i) Agency members posing with County owned weapons or contraband.
  - ii) Violent or pornographic images
  - iii) Culturally, religiously or racially insensitive material of any kind.
  - iv) Any material or posting that would violate the provisions of General Order 2-01
- e) Nothing in this order shall preclude the use of Social Networking sites as an investigative tool or as a community outreach tool. Accessing sites sponsored by the Sheriff's Office or the County of San Mateo is permissible, providing it does not interfere with your official duties and responsibilities.

<p style="text-align: center;"><b>San Mateo County Sheriff's Office</b></p> <p style="text-align: center;"><b>General Orders</b></p> <p style="text-align: center;"><i>GREG MUNKS, SHERIFF</i></p>	<b>SECTION: 4-01</b>	<b>PAGE 1 OF 1</b>
	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>RECORDS, EVIDENCE AND DATA MANAGEMENT</b>	<b>SUBJECT:</b> <b>EVIDENCE/FOUND PROPERTY</b>	

For purposes of this order, "Evidence" shall mean all property that is being held for purposes of proving, supporting or refuting an allegation, charge, claim or accusation. All other property shall be considered "Found property" or property kept for safekeeping.

All property should be booked into the Sheriff's Property Unit by the original member of the Sheriff's Office who takes possession of or receives it. When this is not possible, the chain of custody shall be accurately documented. The property shall be booked as soon as practical after the member takes possession of it. The property shall be handled in accordance with the policies and procedures of the Property Unit.

All found property shall be documented by a written incident report in RMS.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: <b>4-02</b>	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>RECORDS, EVIDENCE AND DATA MANAGEMENT</b>	SUBJECT: <b>UNIFORM TIME CODE</b>	

The San Mateo Sheriff's Office will use standard military time for all official documents and all official communications. Standard military time consists of a 24-hour clock (0001-2400). Below are examples of the use of the 24-hour clock:

9 a.m.	=	0900
12 noon	=	1200
6:45 p.m.	=	1845
12:01 a.m.	=	0001
Midnight	=	2400

<b>San Mateo County Sheriff's Office</b>  <h1 style="margin: 0;">General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>4-03</b>	PAGE 1 OF 5
	<b>RELATED STANDARDS:</b> PENAL CODE SEC.'S 502(A) (κ), 182.1/11075 THRU 11081, 11105, 13300, 11140 THRU 11144, 13301 THRU 13305; GOV. CODE 6200; VEHICLE CODE SEC.'S 1808.21, 1808.45, 1808.47, 1810.7	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> <b>RECORDS, EVIDENCE AND DATA MANAGEMENT</b>	<b>SUBJECT:</b> <b>CRIMINAL HISTORY INFORMATION USE OF COMPUTERS (HIGH LIABILITY)</b>	

For purposes of the order, “Sheriff’s Office Computers” shall mean any computer, whether personal or owned by the County of San Mateo, which has access to any of the systems used by law enforcement and/or the Sheriff’s Office for law enforcement business purposes.

Under the provisions state law, including but not limited to of Penal Code Section 502 *et seq.*, it is unlawful for any member of the Sheriff’s Office to use information gained by computer for other than official business. Violations will be subject to disciplinary action and may be subject to criminal prosecution.

**1. USE OF C.L.E.T.S.**

The California Department of Justice is the law enforcement agency that is responsible for the California Law Enforcement Telecommunications System (CLETS). It is through this system that criminal history information is obtained and all communications with other state, federal and international law enforcement agencies are routed. The use of the CLETS system is governed by the provisions of the “CLETS user’s agreement”. All information accessed through CLETS is strictly confidential and is to be used for law enforcement purposes only. Access to this information is authorized only for personnel who have a legal right and need to know.

In addition to the CLETS user’s agreement, the use of CLETS is governed state laws and regulations, including but not limited to Government Code Sections 15150-15167, Penal Code Sections 11105, 11142, and 502 (a) through (k), Vehicle Code Section 1808 *et seq.* The use of CLETS for other than authorized law enforcement can be prosecuted criminally under any of the above. All personnel of the San Mateo Sheriff’s Office shall use the CLETS system in compliance with the above agreements and laws. To maintain the integrity of the CLETS system and to ensure the security of information transmitted and received, all CLETS access equipment shall be installed in compliance with the specifications specified in the CLETS user’s agreement.

**2. SECURITY OF CRIMINAL HISTORY INFORMATION (RAP SHEETS)**

Criminal history information (RAP sheets) is not public information therefore the purpose of this order is to set forth policy on the security of criminal history information. Under the authority of Penal Code Sections 11075 through 11081, the Attorney General of California has established regulations governing the security and dissemination of criminal history information (RAP sheets). These regulations are specified in the CLETS



users' agreement. In compliance with these regulations, the following will be adhered to with regard to the processing of rap sheets.

- A. The commanding officer of the Criminal Records Bureau is designated as the Criminal Records Security Officer as required by the CLETS user's agreement. As such he or she is responsible for establishing and maintaining specific procedures for the handling of criminal history information
- B. Only specifically designated personnel will be authorized to release or photocopy criminal history information (rap sheets). These personnel are to be named by the Sheriff, and will, in all cases, be personnel assigned to the Criminal Records Bureau. No other personnel shall release criminal history information except as specifically authorized in a direct or written order and then only to persons who are authorized to receive such information.
- C. When criminal history information is destroyed, it shall be done in compliance with the procedures specified in the CLETS user's agreement.

### **3. GENERAL COMPUTER UTILIZATION**

- A. The Sheriff's Office Information Technology Manager is the system data and security administrator for the Sheriff's Office and is authorized to act on behalf of the Sheriff's Office when dealing with other organizations. Needs and problems of the Sheriff's Office users must be forwarded to the Sheriff's Business Systems Manager through the normal chain of command.
- B. All staff who use CJIS, FMSI or other applications requiring access to the County's mainframe computer must complete an "MVS user access request" form and receive their user ID prior to using the system. The commander of each unit is responsible for assuring that forms are submitted to the Business Systems Manager one week in advance of need.
- C. Use of another person's user ID or password or allowing another person to use one's user ID or password is prohibited.
- D. Moving computer terminals, printers, or microcomputer equipment is prohibited. If it becomes desirable to move something to another location, a request must be submitted to the Sheriff's Business Systems Manager. Only personnel of the Business Systems Unit are authorized to move or relocate computer equipment. The requesting unit must bear the cost if additional wiring is needed.
- E. Only menus installed by the Business Systems Unit are authorized. If users wish to have the standard menu altered for any reason only the Sheriff's System Information staff is authorized to make/approve the alterations.
- F. Purchases of any equipment must be authorized and approved by the Sheriff's System Information Unit. If a member wishes to use his or her own personal equipment (i.e., a laptop computer), it must be approved by the Business Systems Unit.
- G. County electronic mail systems are provided for the use of County employees to conduct official County business.

The County reserves the right to monitor the use of its electronic mail systems and to initiate disciplinary action for INAPPROPRIATE or OFFENSIVE uses of the system. (Refer to G.O. 5-D next page).

**4. NON-AUTHORIZED SOFTWARE USE AND DATA VIRUS PROTECTION**

Use of software that has not been authorized by the Division Lieutenant and approved by the Business Systems Manager is prohibited. This includes, but is not limited to, software which is owned or borrowed by staff, donated by vendors, down loaded from bulletin boards, Internet services, non-County user groups or is other wise available through the public domain. Software, such as screen savers, games or programs that are not created legally licensed, owned or approved for use by the Sheriff's Office is prohibited. Software copyrights are enforced. If usage occurs that is in violation of the copyrights, legal action from the software company can occur.

In order for computers to maintain optimum working conditions, installation and use of software must be authorized and approved. Additionally, all data disks originating outside of the Sheriff's Office must be checked for viruses before use. Virus scanning stations, located throughout the department, are provided for this purpose. If approval is not granted and unauthorized software is loaded on a computer, a virus or other crucial complication can occur that may damage the computer, result in loss of files or adversely affect the LAN.

- A. A periodic audit will take place by the Technical Services Unit staff to ensure work-related programs are in place and that unauthorized programs have not been installed. It is the responsibility of ever supervisor to observe their employees' activities and programs relating to each computer. Supervisors must take appropriate action when such unauthorized programs are discovered. This will include removal of the unauthorized programs and, if appropriate, disciplinary action.

**5. ELECTRONIC MAIL/ INTERNET**

Employees' use of the County e-mail system and/or internet are subject to the County e-mail and internet policies. Since E-mail messages are intended for County business, County employees shall have no right or expectation of privacy in any E-mail message in the County E-mail systems. The County reserves the right to monitor, audit, delete and read E-mail messages received or sent on County computing devices. The purpose of the Internet and e-mail availability on San Mateo County computer systems is to communicate between individuals and groups and promote effective and efficient use of time and resources to carry out the business of the County. All Internet activities should be directly related to San Mateo County Business and/or Sheriff's Office business. All personnel assigned an e-mail account shall be accessed at least weekly unless the member is on authorized vacation or leave for an entire week.

A List Server is also available and is a function of e-mail. The purpose of the List Server is to allow individuals and special interest groups a means of sharing information that may not be of interest to County employees at large, such as agendas for the Board of Supervisors' meetings, want ads, etc.

- A. Electronic media is subject to the same level of review as paper documents regarding legal retention periods therefore, all documents received/transmitted by

any electronic means are subject to the requirements of state and federal laws, rules and regulations, including but not limited to the California Public Records Act, Government Code Section 6250 *et seq.* All documents must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors.

- B. All use of and material transmitted over e-mail and /or the Internet shall be related to official business. It shall be appropriate to the business being conducted. Any violation will be subject to disciplinary action and/or criminal prosecution (refer to G.O. 4-03 and to San Mateo County policy).
- C. The County retains the right to review or audit any traffic generated by its employees while using County systems. Specifically, the Sheriff may authorize the auditing of e-mail messages created by staff members if he has reason to believe that e-mail is being used in an inappropriate manner by staff members.
- D. Listed below are examples of appropriate and inappropriate e-mail use.

*Examples of Appropriate Use*

- Providing or requesting information regarding County business (e.g. meeting notification, budget issues, etc.)
- Transmitting a document or file (vs. printing and mailing the document)
- General announcements within the scope of the sender's job responsibilities (e.g. Health and Fitness information sent by the Health and Fitness Coordinator)
- Informational announcements that need to be communicated to County employees (e.g. "Spare the Air Day")

*Examples of Inappropriate Use*

- Any material or comment that is discriminatory, offensive, defamatory or harassing
- Illegal activities
- Copyright infringement
- Items of a political nature or having to do with political activities
- Union business
- Formal or informal corrective action or other personnel actions sent to the subject of the action
- Items needing original signatures for approval/authorization
- Purposely creating any message that purports to be from another person without their permission.
- Unauthorized use of County mailing lists
- Creating or forwarding "chain letters" or other "pyramid" schemes of any type
- Membership or participation in non work related mailing lists using County E-mail IDs

- The transmission of sensitive information to any party outside the County without prior approval of the Department Head. Information is defined as sensitive if it is considered by the County to be confidential or may be damaging to the County, its employees, its customers or clients
- The transmission of PHI to any party outside the County without the use of encryption levels consistent with HIPAA standards.
- Use of E-mail as a file transfer or sharing mechanism for large documents (generally, documents larger than ten megabytes.)
- Continuous connections to non-County E-mail systems through Internet based Instant Messengers

Although the purpose of the County's e-mail system is for business, the Want Ads function of the List Server may be used for other than business messages. Personal items for sale may only be advertised through the Want Ads function.

All examples of inappropriate use for e-mail also apply to the List Server function.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: <b>4-04</b>	PAGE 1 OF 1
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>RECORDS, EVIDENCE AND DATA MANAGEMENT</b>	SUBJECT: <b>FORMS MANAGEMENT</b>	

The purpose of this order is to establish a departmental forms management program designed to provide control and management of department forms and avoid duplication.

For purposes of this order, any report, form, letter, memo pad, worksheet, tally, record, questionnaire, tag, card or any document containing information pre-printed or typed is defined as a form and as such is subject to the requirements of this order.

1. No form shall be used by any unit of the Sheriff's Office unless the form has been approved and complies with the following:
  - A. To ensure that forms have standardized headings, formats and numbering systems, the following procedures shall be adhered to:
    - 1) Copies of all forms in use by each Bureau shall be kept by the Bureau commander and their use will be described in the Bureau's Policy and Procedure Manual. No forms will be considered an official department form until they have received departmental approval.
2. All revisions to existing forms and all new forms must be approved through the following process:
  - A. Submission to the respective division commander for recommendation.
  - B. Review and approval by the Sheriff.
    - 1) "A" and "B" do not apply to forms obtained from any outside agencies.
  - C. Each bureau will maintain a list of approved forms in their respective Policy and Procedure Manual.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	<p><b>SECTION: 4-05</b></p>	<p><b>PAGE 1 OF 1</b></p>
	<p><b>RELATED STANDARDS:</b> G.O. POLICY STATEMENT, G.O. 1-05, G.O. 1-07, G.O. 1-09, G.O. 1-10, G.O.2-04, G.O. 3-01, G.O. 4-03, G.O. 5-04</p>	
	<p><b>ISSUE DATE:</b> 3-01-07</p>	<p><b>REVISION DATE:</b></p>
<p><b>CHAPTER:</b> <b>RECORDS, EVIDENCE AND DATA MANAGEMENT</b></p>	<p><b>SUBJECT:</b> <b>RETENTION OF RECORDS</b></p>	

**POLICY**

The Sheriff's Office shall maintain records for the period required by law and office policy and longer if justified by the needs of the office. All records must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors, which is attached to this General Order. The County Counsel's Office should be consulted prior to destruction of records not covered by the Record Retention Schedule.

# SAN MATEO COUNTY SHERIFF'S OFFICE USE OF FORCE REPORT

*This report is prepared as an internal administrative instrument.  
It shall not be released to persons or agencies outside the department without approval from the Sheriff.*

DIVISION:		BUREAU:	
DATE OF OCCURRENCE:	TIME OF OCCURRENCE:	SO CASE #:	
LOCATION OF INCIDENT:			
<b>SUSPECT INFORMATION</b>			
NAME (LAST, FIRST, MI)		DOB	RACE
SEX			
CHARGES			
NATURE OF INITIAL CONTACT / CODE SECTION (SELECT ONE)			
<input type="checkbox"/> OTHER: (SPECIFY) _____			
<b>FORCE USED AGAINST DEPUTY(S) / CORRECTIONAL OFFICER(S) - CHECK ALL THAT APPLY.</b>			
LETHAL FORCE OR THREATENED LETHAL FORCE:			
<input type="checkbox"/> HANDGUN <input type="checkbox"/> SHOTGUN <input type="checkbox"/> RIFLE <input type="checkbox"/> KNIFE <input type="checkbox"/> INSTRUMENT <input type="checkbox"/> OTHER: (SPECIFY) _____			
LESS LETHAL FORCE:			
<input type="checkbox"/> PHYSICAL FORCE (HANDS, FEET) <input type="checkbox"/> TEETH <input type="checkbox"/> COMBATIVE <input type="checkbox"/> OTHER: (SPECIFY) _____			
<b>FORCE USED BY DEPUTY(S) / CORRECTIONAL OFFICER(S) - CHECK ALL THAT APPLY.</b>			
LETHAL FORCE OR THREATENED LETHAL FORCE:			
<input type="checkbox"/> HANDGUN <input type="checkbox"/> SHOTGUN <input type="checkbox"/> RIFLE <input type="checkbox"/> OTHER: (SPECIFY) _____			
LESS LETHAL FORCE:			
<input type="checkbox"/> PHYSICAL FORCE (HANDS) <input type="checkbox"/> ASP/BATON <input type="checkbox"/> K-9 <input type="checkbox"/> OTHER: (SPECIFY) _____			
<input type="checkbox"/> O.C. OR CHEMICAL AGENT <input type="checkbox"/> TASER			
<b>INJURIES TO SUSPECT</b>			
<input type="checkbox"/> DEATH		<input type="checkbox"/> MINOR VISIBLE INJURY	
<input type="checkbox"/> SERIOUS VISIBLE INJURY		<input type="checkbox"/> NO INJURY OBSERVED	
		<input type="checkbox"/> COMPLAINT OF PAIN <input type="checkbox"/> OTHER: (SPECIFY) _____	
DESCRIPTION OF INJURIES:			
<b>TREATMENT</b>			
<input type="checkbox"/> NO TREATMENT REQUIRED		<input type="checkbox"/> ADMITTED TO HOSPITAL	
<input type="checkbox"/> REFUSED TREATMENT		<input type="checkbox"/> TREATED AND RELEASED	
PHOTOGRAPHS: <input type="checkbox"/> YES <input type="checkbox"/> NO			
TAPED STATEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, BY WHOM: _____			
LOCATION OF TREATMENT AND/OR HOSPITALIZATION: _____			
<b>INJURIES TO DEPUTY(S) / CORRECTIONAL OFFICER(S)</b>			
<input type="checkbox"/> DEATH		<input type="checkbox"/> MINOR VISIBLE INJURY	
<input type="checkbox"/> SERIOUS VISIBLE INJURY		<input type="checkbox"/> NO INJURY OBSERVED	
		<input type="checkbox"/> COMPLAINT OF INJURY <input type="checkbox"/> OTHER: (SPECIFY) _____	
DESCRIPTION OF INJURIES: _____			
<b>TREATMENT OF DEPUTY(S) / CORRECTIONAL OFFICER(S)</b>			
<input type="checkbox"/> NO TREATMENT REQUIRED		<input type="checkbox"/> ADMITTED TO HOSPITAL	
<input type="checkbox"/> REFUSED TREATMENT		<input type="checkbox"/> TREATED AND RELEASED	
PHOTOGRAPHS: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, BY WHOM: _____			
LOCATION OF TREATMENT AND/OR HOSPITALIZATION: _____			
PHYSICIAN: _____			

DEPUTY(S)/OFFICER(S) INVOLVED:	USED FORCE		TYPE OF FORCE	INJURED		WITNESS ONLY
	YES	NO		YES	NO	
1)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
5)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

**NON-INVOLVED WITNESSES**

NAME:	ADDRESS	DOB	PHONE	INTERVIEWED BY	INTERVIEW RECORDED Y / N
1)					
2)					
3)					

BRIEF SUMMARY OF INCIDENT (ATTACH ADDITIONAL PAGES IF NECESSARY):

NARRATIVE CONTINUED ON NEXT PAGE

**SUPERVISOR COMPLETING REPORT**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S REVIEW/COMMENTS:

**BUREAU COMMANDER'S REVIEW**

USE OF FORCE WITHIN OFFICE POLICY / NO FURTHER INVESTIGATION REQUIRED       FURTHER INVESTIGATION REQUIRED

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**BUREAU COMMANDER'S APPROVAL**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**DIVISION COMMANDER'S APPROVAL**



<b>San Mateo County Sheriff's Office</b>  <h1>General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 5-01	<b>PAGE 1 OF 15</b>
	<b>RELATED STANDARDS:</b>	
	PENAL CODE SEC.'S 196, 197, 835(A); G.O. SEC 5-02	
	<b>ISSUE DATE:</b> 04-10-08	<b>REVISION DATE:</b> 02-22-10
<b>CHAPTER:</b>  LINE OPERATIONS	<b>SUBJECT:</b>  USE OF FORCE (HIGH LIABILITY)	

The purpose of this policy is to provide each Deputy/Correctional Officer with guidance and direction with respect to the use of force in carrying out his or her duties. This policy applies to all use of force by any Deputy/Correctional Officer pursuant to his/her peace officer authority.

**POLICY:** Deputies/Correctional Officers shall use only that force which is reasonable, given the facts and circumstances known at the time of the event, to effectively bring an incident under control. Medical attention shall be provided to any person who sustains any injury or loss of consciousness resulting from a Deputy's/Correctional Officer's use of force.

**1. REASONABLE FORCE**

- A. As required by the Fourth Amendment, Deputies/Correctional Officers are authorized to use only that degree of force that is objectively reasonable to protect themselves or others, or to overcome resistance to their lawful authority. Deputies/Correctional Officers may use force in the performance of their duties in the following circumstances: to prevent the commission of a public offense; to prevent a person from injuring himself or herself; to effect the lawful arrest or detention of persons resisting or attempting to evade that arrest or detention; in self-defense or in the defense of another person; to stop a vicious or dangerous animal from harming any person. In determining the degree of force that is objectively reasonable (if any), Sheriff's personnel should consider the totality of the circumstances presented, including the level of resistance demonstrated by the subject, the amount of immediate risk the subject poses to Sheriff's personnel or others and whether the subject displays the symptoms consistent with the condition that has been described as excited delirium.
- B. Deputies/Correctional Officers acting in the course and scope of their duties may not carry or use any implement designed as a weapon not authorized by the Sheriff's Office.

## **2. LEVELS OF FORCE**

- A. When the use of force is necessary and appropriate a Deputy/Correctional Officer shall, to the extent possible utilize an escalation scale of options and will not employ a more forceful measure unless it is determined that a lower level of force would not be adequate. Nothing in this Order shall preclude Deputies/Correctional Officers involved in a threatening situation from discarding sequential steps when justified. The Deputy/Correctional Officer should use his or her training and experience to assist in determining the level of force that is justified in responding to a particular threat or situation and shall utilize appropriate equipment when authorized and available. Deputies/Correctional Officers should be mindful of the “Objective Reasonableness” of the force used.
- B. Continuum of Force
- 1) Officer presence
  - 2) Verbal commands
  - 3) Light touch
  - 4) Physical controls (restraint holds)
  - 5) Aerosol pepper (O.C.) projection
  - 6) Impact weapons (ASP/Baton, flashlight)
  - 7) Specialty Impact Munitions (SIMs)
  - 8) TASER Electronic Control Device (ECD)
  - 9) Carotid Control
  - 10) Deadly Force
- C. Use of canine for biting a suspect constitutes use of force and shall only be used by a Deputy who has received training approved by the Sheriff’s Office and who acts in accordance with Sheriff’s Office written policies and procedures, including General Order 5-09 (Canine Unit). Correctional Officers are not authorized to use canines.

## **3. OFFICER PRESENCE**

Officer presence means the presence of a Deputy/Correctional Officer, in uniform, with badge and safety equipment, or if in civilian clothes, with badge

and identification, communicating non-verbally his or her presence as a law enforcement officer.

**4. VERBAL COMMANDS**

Verbal commands mean verbal requests or commands by a Deputy/Correctional Officer in order to obtain compliance or control or to give direction.

**5. LIGHT TOUCH**

Light touch means the light physical touch on a person by a Deputy/Correctional Officer to obtain a response or compliance.

**6. PHYSICAL CONTROL**

A. Physical controls include touching by a Deputy/Correctional Officer greater than a light touch, grasping, pain compliance holds (including using the baton for leverage rather than for sticking or striking), superior physical strength, body weight, handcuffs, body chain and/or leg irons. Physical control also includes use of the prisoner restraint chair and “wrap” device (Refer to the respective Bureau Policy Manual). In order to minimize the risk of injuries and reduce the risk of exposure to body fluids, no additional physical force beyond which is necessary to effect an arrest or detention shall be applied by any Deputy/Correctional Officer to the neck or mouth of any suspect in order to prevent swallowing or to extricate suspected contraband from a suspect’s mouth. Nothing in this section shall preclude Deputies/Correctional Officers from using verbal commands and reasonable force, including control holds, wristlocks, or the restraint of a suspect’s hands or arms in order to prevent the oral ingestion of a suspected controlled substance, or to stop the destruction of evidence by a suspect. This section shall not preclude the recovery or seizure of contraband through necessary medical intervention, which is deemed reasonable and medically necessary.

B. Physical controls may be used in response to actual or perceived imminent physical resistance, assault or flight. In jail facilities and when transporting individuals who have been detained, arrested or booked into jail facilities, appropriate physical controls may be used to maintain control of such individuals and to prevent escape.

C. Restraint techniques and tactics may be used to physically control combative persons. Deputies/Correctional Officers shall only use restraint techniques after receiving training approved by the Sheriff’s Office.

**7. AEROSOL PEPPER (O.C.) PROJECTOR**

A. The Defense Technology Corporation of America’s product, Oleoresin Capsicum (O.C.), commonly referred to as “pepper spray,” is authorized

for all full-time peace officers and reserve peace officers of the Sheriff's Office who have received the required training. Correctional Officers are not permitted to use O.C.

- B. Before the issuance of O.C., each Deputy shall attend approved supplemental training as recommended by P.O.S.T./S.T.C. and as approved by the Rangemaster/Armorer.
- C. Following the completion of training, Deputies are issued and authorized to carry the department-issued model in a black basket weave holster worn on the Sam Browne belt, or have it immediately available for use. Sworn personnel may elect to carry the smaller model, which is also authorized for use by the Sheriff's Office. Inside correctional facilities, O.C. will not be carried on the person, but will be made available at pre-designated locations. Deputies also may carry any other type of O.C. canister manufactured by Defense Technology Corporation if it has been approved for use by the Sheriff's Office.
- D. Trained personnel are authorized to use O.C. spray to overcome resistance of individuals lawfully arrested, subject to lawful arrest or lawfully remanded to the custody of a correctional facility. O.C. spray shall only be used in dealing with actively resisting, physically aggressive or combative individuals. It shall not be used against passive resisters.
- E. O.C. spray shall not be used against handcuffed or otherwise mechanically restrained suspects unless the suspect still presents a serious threat to the safety of the Deputy or others or to prevent significant property damage.
- F. O.C. spray should be discharged directly into the subject's face at a distance of greater than three feet.
- G. When a person has been subdued by the use of O.C., he or she should be decontaminated without unnecessary delay by flushing the contaminated area of the person with water. For purposes of decontamination, spray bottles filled with sterile water will be located in every patrol vehicle and at pre-designated locations inside of correctional facilities. If water is unavailable, the subject should be exposed to fresh air as quickly as possible.
- H. Deputy Responsibilities:
  - 1) The Deputy or Deputies who have applied O.C. shall evaluate carefully the medical condition of the person sprayed, and shall render immediate first aid and/or emergency medical treatment if necessary.

- 2) Each time a Deputy uses O.C., he or she shall completely document it as required by this Order and notify the on-duty supervisor. If an arrest is made, an entry will be made on the pre-booking forms (under medical problems) to alert the jail medical staff of the fact that O.C. had been applied. If O.C. is used on an inmate who has already been booked into a correctional facility, the jail medical staff will be informed of such use.

## **8. IMPACT WEAPONS: ASP/BATON**

- A. ASP/Batons include: police baton (approximately 24-29 inches in length); riot baton or kendo baton (approximately 42-46 inches in length); and the collapsible (ASP) baton. When a Deputy does not have access to his or her ASP/Baton, and the use of a baton is necessary to avoid the use of a greater degree of force, the Deputy may use a plastic or metal flashlight not to exceed 16 inches in length, in place of an ASP/Baton. While the ASP/Baton is recognized as the primary striking weapon, in circumstances where the ASP/Baton is not available, a flashlight may be used in its place. Correctional Officers are not permitted to use ASP/Batons or flashlights as weapons.
- B. The ASP/Baton shall be used only to overcome violent behavior that threatens the safety of the Deputy or others, or to effect the arrest of combative persons when less lethal force fails to overcome resistance, or when, as the member of a tactical squad or riot control formation, the Deputy is ordered to use the baton by the commander of that unit, or when necessary to fend off the attack of a vicious or dangerous animal.
- C. Due to the potential for death or great bodily injury, blows should not intentionally be delivered with the ASP/Baton against the head, neck, or throat.
- D. Untrained personnel shall not use the ASP/Baton. The Sheriff's Office Training Unit will provide training on the use of the ASP/Baton.
- E. Deputy's Responsibilities: When the ASP/Baton is used on an individual; the following procedures shall be followed by the Deputy using the ASP/Baton:
  - 1) If the individual sustained an injury, (s)he will be transported immediately to an emergency medical facility for examination, treatment and observation by a physician.
  - 2) The Deputy shall notify the on-duty supervisor as soon as possible.

- 3) The Deputies using the ASP/Baton will fully document the circumstances on a Use of Force Report.
- 4) An entry will be made on the Jail Pre-Booking Form (under medical problems) to alert the jail medical staff that the prisoner was struck with an ASP/Baton.

**9. SPECIALTY IMPACT MUNITIONS (SIMs)**

- A. Specialty impact munitions (SIMs) are for use by a Deputy in the 12 gauge shotgun or 37 / 40 mm launcher. SIMs are a less lethal round consisting of lead pellets contained in a fabric bag, stabilized in flight by additional fabric trailing the round. Correctional Officers are not permitted to use SIMs.
- B. SIMs shall be used only: to overcome violent behavior that threatens the safety of the Deputy; or to effect the arrest of combative persons when less lethal force fails to overcome resistance; or when as the member of a tactical squad or riot control formation, the Deputy is ordered to use SIMs by the commander of that unit; or when necessary to fend off the attack of a vicious or dangerous animal. SIMs may be used in situations where violent, emotionally disturbed, suicidal or riotous subjects must be subdued and the following conditions both exist:
  - 1) Lethal force is not an appropriate option, and;
  - 2) Other measures have been tried and failed, or would clearly be ineffective.
- C. Due to the potential for death or great bodily injury, blows should not intentionally be delivered with SIMs against the head, neck, or throat.
- D. Untrained personnel shall not use SIMs. The Sheriff's Office Training Unit will provide training on the use of SIMs. Only members of the San Mateo County Sheriff's Office who have qualified within the last 12 months may employ SIMs.
- E. Deputy's Responsibilities: When SIMs are used on an individual, the following procedures shall be followed by the Deputy using SIMs:
  - 1) After the individual is safely restrained, if the individual sustained an injury, (s)he will be transported immediately to an emergency medical facility for examination, treatment and observation by a physician.
  - 2) The Deputy shall notify the on-duty supervisor as soon as possible.

- 3) The Deputies using SIMs will fully document the circumstances on a Use of Force Report.
- 4) An entry will be made on the Jail Pre-Booking Form (under medical problems) to alert jail medical staff that the prisoner was struck with SIMs.
- 5) If a vicious or dangerous animal sustains an injury, animal control shall be contacted.

**10. TASER ELECTRONIC CONTROL DEVICE (ECD)**

- A. In determining the degree of force that is objectively reasonable (if any), Sheriff's personnel should consider the totality of the circumstances presented, including the level of resistance demonstrated by the subject, the amount of immediate risk the subject poses to Sheriff's personnel or others and whether the subject displays the symptoms consistent with the condition that has been described as excited delirium.
- B. Deployment
  - 1) A TASER may be used:
    - a. to overcome active resistance from dangerous, violent, or potentially violent subjects who are lawfully arrested or subject to lawful arrest, or who demonstrate intent to cause immediate harm to individuals other than themselves, or against a dangerous/vicious animal that threatens the safety of any person.
  - 2) A TASER shall not be used:
    - a. by a Correctional Officer
    - b. by a Deputy / Sergeant that has not completed a Sheriff's approved training course;
    - c. by a Deputy / Sergeant that is off-duty;
    - d. when the Deputy / Sergeant knows the subject has come in contact with flammable liquids or is in a flammable environment;
    - e. when the subject is in a position where a fall may cause substantial injury or death;

- f. as punishment for the purposes of coercion, or in an unjustified manner;
  - g. when a subject is handcuffed;
  - h. to escort or jab a subject;
  - i. to awaken a subject, including an unconscious or intoxicated subject;
  - j. when the subject is visibly pregnant, unless deadly force is the only other option;
  - k. on a fleeing subject, when there are no factors justifying deployment other than the subject is fleeing;
  - l. when a subject displays solely passive resistance/simple disobedience (e.g., peaceful protest, refusal to stand, non-aggressive verbal resistance, etc.);
  - m. as part of an interrogation or as a threat during an interrogation
- 3) A TASER should not be used unless there are exceptional circumstances that can be clearly articulated:
- a. when the subject is operating a motor vehicle;
  - b. simultaneously with deployment by multiple deputies;
  - c. when the subject is holding a firearm;
  - d. when the subject is a small child;
  - e. when the subject is elderly;
  - f. when the subject is severely physically disabled;
  - g.. when a subject is in a situation where deadly force is clearly justifiable unless another deputy is present and capable of providing deadly force to protect the deputies and/or civilians as necessary.
  - h. in the “drive stun” mode as a pain compliance tool.



- 4) When it is practical to do so, the subject will be warned before a TASER is deployed and given a reasonable chance to comply.
- 5) When it is practical to do so, a Deputy / Sergeant should contact EMS in advance when the Deputy / Sergeant anticipates that a TASER is likely to be deployed.
- 6) When it is practical to do so, a Deputy / Sergeant should attempt to arrange a “cover Deputy / Sergeant” to provide lethal cover for the Deputy / Sergeant deploying the TASER and an “arrest Deputy / Sergeant” to secure the subject after deployment. The arrest should be effectuated on the command of the TASER operator, the arresting Deputy / Sergeant should secure their weapons in their holsters prior to approaching the subject.
- 7) The TASER shall be activated against a suspect for no more than five seconds whereupon an evaluation will be made to determine if further use is required. Deputy / Sergeants should consider whether a full five second cycle is necessary to gain compliance. During this evaluation clear orders should be given to the subject. If additional cycles are required, the number and duration of those cycles shall be the minimum number of activations necessary to take the person into custody.

#### C. Post-Deployment

- 1) As soon as possible after TASER use, emergency medical personnel shall be requested. Only trained Sheriff’s Office personnel or qualified medical personnel will remove the Taser probes from a person’s body. If possible, the probes should be removed in the presence of a supervisor. All probes should be treated as bio-hazardous “sharps,” similar to a used hypodermic needle. The subject shall be transported to an emergency medical facility for clearance prior to incarceration or cleared by Correctional Health Services for continued housing in a correctional facility.
- 2) Unless there are exceptional circumstances, a Deputy should not, after deploying a TASER, utilize restraint techniques that will impair respiration.
- 3) A supervisor will be dispatched following each TASER deployment. The supervisor will conduct a review of the deployment designed to determine all of the circumstances underlying the deployment.

- 4) An entry will be made on the Jail Pre-Booking Form (under medical problems) to alert the jail medical staff that the prisoner was struck with a TASER.
- 5) Reporting TASER use. Each activation or any negligent / accidental discharge shall be documented as reportable force and reported to a supervisor. The report shall include the following:
  - a. TASER model, serial number, estimated number of cycles, and estimated duration of each cycle
  - b. distance of deployment from the subject
  - c. type of clothing worn by the subject
  - d. location of probes striking the subject as well as those which may have missed
  - e. names of medical care personnel
- 6) Evidence Collection. The Deputy shall ensure that the probe impact sites are photographed and shall book the expended cartridge, wires and probes into evidence as well as a sampling of the TASER "AFID's" if practical. These items shall be collected and packaged loosely in a plastic bag then sealed in a small weapons box.

D. General

- 1) Each TASER shall be "spark tested" one time at the beginning of each shift. Each "spark test" should be observed by the on-duty supervisor when practical to ensure proper handling (e.g. proper muzzle control, storage and familiarization) by the Deputy and functioning of the TASER. If during the "spark test" or any other time a Deputy / Sergeant recognizes any problem (failure to fire or slow firing) with the functioning of the TASER he or she will immediately report the issue to the Rangemaster.
- 2) Each TASER ECD issued to staff within the Sheriff's Office shall be downloaded during the semi-annual range qualification. In addition to these semi-annual downloads, each TASER should be downloaded, as soon as practical, after each deployment in the field. Only Sheriff's Office range staff who have received training specific to the TASER ECD shall perform the data downloads. The data files shall be maintained by the Rangemaster through the Professional Standards Bureau Commander. The files shall be

stored on the Sheriff's Office computer server in accordance with the County records retention schedule.

- 3) Only a Sheriff's Office-issued TASER and accessory equipment may be used. It will be carried in an approved holster of a type designed for the device or secured in the department vehicle. If worn, it shall be carried on the "non-dominant" (non-firearm) side to prevent accidental drawing of the duty weapon.
- 4) Each Deputy should avoid exposing TASER cartridges to extreme heat or cold. Such exposure can cause malfunctions. Deputies should not store TASER cartridges in their vehicles for extended periods of time.
- 5) Supervisor Responsibilities. The on-duty supervisor shall ensure that all aspects of this policy are followed.

## **11. INJURIOUS TECHNIQUES: CAROTID CONTROL**

- A. The carotid restraint may be used only when there is a substantial and immediate risk that death or great bodily injury will result from the actions of the suspect.
- B. No Deputy/Correctional Officer shall use the carotid restraint unless (s)he has completed required mandatory training provided by the Sheriff's Office.
- C. Deputy's/Correctional Officer's Responsibilities: In the event that the use of carotid control becomes necessary, the following procedure will be followed:
  - 1) The Deputies/Correctional Officers who have applied the hold on the individual will render that person immediate first aid and emergency medical treatment should the person be unconscious as a result of the hold, and notify the on duty supervisor as soon as practical.
  - 2) That upon resuscitation of the unconscious person, the individual shall be transported immediately to an emergency medical facility for examination, treatment and observation by a physician.
  - 3) When such holds are applied, the circumstances will be fully documented and an entry will be made on the Jail Pre-booking Form (under medical problems) to alert the jail medical staff of the fact that the hold had been applied.

## 12. DEADLY FORCE

- A. Deadly force is that level of force which is reasonably likely to result in death or serious bodily injury. Although use of firearms is the most common example of the use of deadly force, deadly force may be used by other means as well. Deputies should refer to General Order 5-02.
- B. All reasonable means of apprehension and control shall be exhausted before the use of deadly force. No employee will be censured if a suspect is not apprehended when all methods short of the use of deadly force have been exhausted and the use of deadly force is determined by the employee to be inadvisable.
- C. A Deputy/Correctional Officer may use deadly force only:
  - 1) In the necessary defense of the Deputy/Correctional Officer or another person when the Deputy/Correctional Officer has reasonable cause to believe that (s)he or another person is in imminent danger of death or serious bodily injury; or
  - 2) To make a felony arrest when the Deputy has reasonable cause to believe that the suspect has committed or attempted to commit a felony involving the use or threatened use of deadly force and when the Deputy has reasonable cause to believe that a substantial risk exists that the person to be arrested will cause death or serious bodily injury if his or her apprehension is delayed, and only after warning has been given, if practical; or
  - 3) As a member of a tactical squad and the Deputy/Correctional Officer is ordered to use deadly force by the commander in charge of the team
  - 4) A Correctional Officer may not use deadly force to make an arrest.
- D. The Deputy or Deputies/Correctional Officer or Correctional Officers who have used deadly force on an individual who is rendered unconscious as a result of the use of force will, after the individual is safely restrained, render immediate first aid and emergency medical treatment and will notify the on duty supervisor as soon as practical.
- E. Upon resuscitation of the unconscious person, (s)he shall be transported immediately to an emergency medical facility for examination, treatment and observation by a physician.

**13. REPORTING THE USE OF FORCE**

- A. For the purposes of this section, “reportable force” means:
- 1) Physical control when the person is injured or claims to be injured
  - 2) Use of force greater than light touch for self-defense against assault
  - 3) Use of any instrument or device, including
    - a. use of chemical agent
    - b. use of the TASER device (ECD)
    - c. use of ASP/Baton when a person is struck or jabbed
  - 4) Use of carotid restraint
  - 5) Use of Specialty Impact Munitions (SIMs)
  - 6) Use of deadly force, or
  - 7) When the Deputy/Correctional Officer finds it necessary to strike a suspect with his or her fist, a flashlight, or any other object.
- B. Reporting use of force by Deputies except when used in correctional facilities:
- 1) When a Deputy uses reportable force in an incident requiring a crime report, the Deputy shall document the use of force in a section entitled, “Special Action of Deputies.”
  - 2) When a Deputy uses reportable force in an incident not requiring a crime report the Deputy shall document the use of force in an Intra-Office Communication memo routed to the Bureau Commander through the chain of command.
  - 3) When a Deputy is the witness to the use of force by another deputy, the Deputy shall prepare a separate page two entitled “Special Action Report”. This report should be submitted as a supplemental report. If the incident does not result in a crime report, the witness Deputy shall document the use of force in an Intra-Office Communication routed to the Bureau Commander through the chain of command.

- C. Reporting use of force in correctional facilities:
- 1) When a Deputy/Correctional Officer uses reportable force in a correctional facility, the Deputy/Correctional Officer shall complete a "Report of Inmate Action Taken" documenting the use of force.
  - 2) When the use of force involves criminal activity by the inmate (such as a violation of Penal Code section 148), the Deputy/Correctional Officer shall also complete a crime report.
- D. Documentation of the use of force:
- 1) All reports documenting the use of force, including the department's "Use of Force Report Form" shall include:
    - a. a description of the act or acts by the suspect which required the use of force;
    - b. description of the defensive acts or actions taken to overcome assault or resistance by the suspect, the name of the Deputy/Correctional Officer and all witnesses;
    - c. description of all evidence, to include photographs of suspect or Deputy/Correctional officer injuries regarding the incident;
    - d. description of any injury sustained by any person.
  - 2) If the Deputy/Correctional Officer is requesting that criminal charges be filed against the suspect, the Deputy/Correctional Officer should note that in his or her report.
  - 3) All evidence regarding the incident shall be made available by the Deputy/Correctional Officer to the court officer as soon as practical.
- E. Supervisor responsibilities regarding the use of force:
- 1) Supervisors shall be responsible for reviewing, as soon as practical, all incidents where reportable force is used by subordinates under their command during their tour of duty. Supervisors shall ensure compliance with this order before approving their subordinate's report. The Supervisors shall review the Deputy/Correctional Officer reports and shall prepare the department's "Use of Force Report Form", (a separate report for

each suspect that force was used upon) documenting his or her review of the incident and forward all reports to the Bureau Commander for review.

- 2) All use of force reports will be forwarded to and reviewed by the Division Commander who will render a finding of the use of force and will forward the report and finding to the Bureau of Professional Standards. If appropriate, a personnel investigation may be initiated in conjunction with the Bureau of Professional Standards. The Deputies/Correctional Officers involved in reportable use of force incidents will be informed of the final outcome by their Division Commander or the Bureau of Professional Standards.

F. Court Officer's responsibilities regarding the use of force:

- 1) The court officer shall review reports by Deputies/Correctional Officers regarding the use of reportable force. If the report is not complete, the court officer shall return it to the member's Division Commander with notes regarding the deficiencies in the report. In cases where the court officer finds that there is sufficient cause to support criminal prosecution against a suspect, he or she shall submit the case to the District Attorney's Office for prosecution. The court officer also will serve as an investigating officer by requesting follow-up investigation by victim and witness employees, including requesting any additional supplemental reports that may be required. The court officer also shall report the final disposition of the case to the originating officer through the chain of command

<b>San Mateo County Sheriff's Office</b>  <h1>General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	<b>SECTION:</b> 5-02	<b>PAGE 1 OF 6</b>
	<b>RELATED STANDARDS:</b> PENAL CODE SEC'S 196, 197, 835A, 836; G.O. 5-01	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-10
<b>CHAPTER:</b> LINE OPERATIONS	<b>SUBJECT:</b> USE OF FIREARMS (HIGH LIABILITY)	

The purpose of this policy is to provide each officer with guidance and direction with respect to the use of firearms in carrying out his or her duties. This policy applies to all use of firearms by any Deputy pursuant to his/her peace officer authority.

**POLICY:** All reasonable means of apprehension and control shall be exhausted before the use of deadly force. No employee will be censured if a suspect is not apprehended when all methods short of the use of deadly force have been exhausted and the use of deadly force is determined by the employee to be inadvisable.

## **1. USE OF FIREARMS**

### **A. Drawing the Firearm**

- 1) A Deputy should not draw or display a firearm unless it is reasonably necessary to do so for his or her own safety or the safety of another person or at the range under the supervision of the Range Master.
- 2) The placement of a finger on the trigger of a firearm greatly increases the potential for accidental discharge. A Deputy should not place a finger on the trigger of a firearm unless:
  - a. It has personally been determined that the firearm is not loaded; or
  - b. The Deputy is ready to carry out an intent to fire the firearm.

### **B. Discharging the Firearm**

A Deputy may discharge a firearm under any of the following circumstances:

- 1) In the necessary defense of the Deputy or another person when the Deputy has reasonable cause to believe that (s)he or another person is in imminent danger of death or serious bodily injury. The rights of a peace officer to shoot in self defense or defense of others are no greater than those of a private citizen. Self-defense is based upon circumstances sufficient to cause a reasonable person to fear imminent danger of death or serious bodily injury.
- 2) To make a felony arrest when the Deputy has reasonable cause to believe that the suspect has committed or attempted to commit a felony involving the use or threatened use of deadly force and when the Deputy has reasonable cause to believe that a substantial risk exists that the person to be arrested will cause death or serious bodily injury if his or her apprehension is delayed; only after all



reasonable means of apprehension and control have been exhausted, and only after warning has been given, if practical.

- 3) To kill a dangerous animal or one that is so badly injured that humanity requires its removal from further suffering and no other disposition is practical.
- 4) For target practice at an approved range as directed by the Range Master in attendance.
- 5) As a member of a Sheriff's specialized unit when (s)he is directed by the commander in charge of the team.
- 6) Usually, warning shots will not be fired. However, warning shots may be fired when deadly force would be authorized and the Deputy reasonably believes that the use of a warning shot will affect the apprehension of a suspect without the taking of a human life. Such warning shot will be fired only when it is not likely to endanger innocent persons.

C. Firearms Shall Not Be Discharged:

- 1) From aircraft.
- 2) When lesser force can be used.
- 3) When there is substantial danger to innocent bystanders.
- 4) At or from a moving vehicle, except when a life-threatening situation requires immediate action in the form of deadly force.

## 2. **FIREARMS SAFETY**

A. Handling Firearms.

Each employee is personally responsible for the safe handling of any firearm in his or her possession. The handling of firearms requires complete concentration and should be done only when necessary, and then, only in the most conscientious and safe manner. The following guidelines shall govern handling of firearms by personnel when on duty except as required for Sheriff's Office sponsored training and inspections or in enforcement action justifying the display or use of firearms.

- 1) All firearms and ammunition shall be stored or placed in a location and position safe from accidental discharge.
- 2) Firearms shall not be left unattended in other than a designated and secure location, such as Lectro-Lok, patrol vehicle trunk, or locker.
- 3) Unnecessary or excessive handling of firearms is prohibited.
- 4) Firearms shall not be brought into any facility where the rules of that facility prohibit firearms except when necessary to maintain order or to apprehend a suspect.
- 5) Loading and unloading of firearms shall be conducted in a safe manner. Wherever possible, this should be done outdoors. At County facilities, firearms shall not be loaded, unloaded or dry fired except at a clearing tube. Personnel loading or unloading (either chambering a round or removing a round from the weapon's chamber) at the Hall of Justice will do so only with the muzzle of the weapon

pointed into the "Clearing Barrel" located at the Sally Port in the rear area of the Patrol Bureau or at the Range.

- 6) When not holstered or properly cased, firearms shall be carried with all ammunition removed and the action (slide or bolt) to the rear or the cylinder open. Office owned rifles and shotguns shall be carried with the action open, the safety on, muzzle up at port arms position and finger out of the trigger guard.
- 7) Employees shall use extreme caution when handling confiscated firearms. The muzzle of the weapon shall be directed at a safe impact area that would adequately absorb a bullet should one be discharged. If not certain how to safely unload and lock the action with a particular weapon, such procedure should not be attempted. Any firearm not rendered safe should be temporarily secured in the trunk of a patrol vehicle or other suitable secured location until knowledgeable assistance is available.

### **3. RIFLE OPERATORS:**

- A. Except as provided by this Order, Deputies are not permitted to carry rifles on duty. Only those Deputies who have completed the Sheriff's Office Rifle Course, or a comparable course of instruction in the AR-15 weapon system, may carry rifles on duty.
- B. All designated rifle operators are required to attend a training course as approved by the Range Master. A passing score of 90% in the shooting course and 80% on the written test will be required. All designated rifle operators shall qualify at the range on the rifle at least twice a year with a minimum score of 90% on the approved shooting course. Failure to meet these standards will result in removal of the Deputy from the rifle operators status.
- C. Designated rifle operators will check the weapon out upon going into service at the beginning of his or her shift. It will be secured in the patrol vehicle with a loaded magazine in the magazine well and the chamber empty. At the completion of the shift, the rifle operators will either remove the magazine and store the unloaded weapon in the appropriate armory, or locked in the patrol vehicle. The magazine will be retained by the rifle operators .
- D. The rifle may be deployed only under those circumstances where the use of deadly force may be justified and:
  - 1) The suspect is armed with a rifle, shotgun, or handgun;
  - 2) The suspect may be wearing body armor;
  - 3) The suspect is barricaded and perimeter officers are at moderate to long distances;
  - 4) The suspect is barricaded behind cover that handgun or shotgun ammunition may not effectively penetrate;
  - 5) The situation requires the deployment of a rifle and use if approved by the field supervisor or watch commander; or the rifle operator believes, based on his or her training and experience, that the deployment of the rifle is necessary, such as an active shooter situation.
- E. Special Weapons should not normally be deployed:

- 1) As a substitute for a trained SWAT counter-sniper. The rifle is to be used as a defensive countermeasure until the SWAT team arrives and relieves the field Deputies; or
- 2) When there is a likelihood that the rifle operator will have to engage in a foot pursuit or a physical confrontation.

**F. COUNTY BUILDING WEAPONS AVAILABILITY PROGRAM:**

- 1) AR-15 type rifles will be stored throughout selected county buildings.
- 2) The weapons should be secured in the gun lockers in a “Patrol Car Ready” status ie chamber empty, hammer forward (trigger pulled), magazine loaded and inside magazine well,
- 3) The weapons shall be checked by the Transportation Sergeant, or his/her designee, monthly to ensure the ready status of all firearms. The weapons lockers are located:

**A Hall of Justice, Redwood City**

- i. 1<sup>st</sup> Floor, Headquarters Patrol, break room
- ii. 2<sup>nd</sup> Floor Holding adjacent to Court Room 2A
- iii. 3<sup>rd</sup> Floor, Sheriff’s Detective Bureau adjacent to interview rooms
- iv. 4<sup>th</sup> Floor in the Transportation/Court Security Equipment Closet

**B Youth Services Center**

- i. YSC Security Checkpoint office

**C Central Court House, San Mateo**

- i. Sheriff’s Office locker room North side of building

**D Northern Court House, South San Francisco**

- i. Sheriff’s locker room, across from main holding cell

**4. FIREARMS INSPECTION**

Weapons inspection shall be conducted only at the firing range during qualification and periodically in the manner approved by the direction of the Range Master/Armorer.

**5. REPORTING AND INVESTIGATING DISCHARGE OF FIREARMS INCIDENTS**

**A. Reporting**

The following situations involving discharge of firearms by any employee shall be reported by written report through the chain of command:

- 1) On duty discharge, except for training or qualification, or test firing of weapons by Crime Laboratory Bureau personnel in the scope of their duties, or test firing of

weapons by the Range Master/Armorer as part of his or her duties and responsibilities.

- 2) Negligent discharge of any firearm, whether on or off duty.
- 3) Discharge while off duty at any person, or at another person's property without permission.

## B. Investigation

### 1) Negligent Discharge

- a. The Deputy who negligently discharges a firearm shall verbally notify the on-duty supervisor as soon as practical. In no event shall notification be later than at the conclusion of the current shift.
- b. The Deputy who discharges the firearm shall write and submit an Intra Office Memorandum of the incident to his or her supervisor. A copy of this report will be forwarded to the supervisor as soon as possible.
- c. The supervisor will notify the Bureau Commander and conduct a preliminary review into the circumstances of the negligent discharge. Upon completion of that investigation, the supervisor shall file a report in writing with the Bureau Commander.
- d. The Bureau Commander will prepare a report reflecting his or her observations, conclusions and, if appropriate, recommendations regarding the firearm discharge. That report, along with the reports of the Deputy and the supervisor will be forwarded through the chain of command to the Sheriff.

### 2) Discharge for Destruction of Injured or Vicious Animals:

- a. The Deputy who discharges a firearm shall verbally notify the on-duty supervisor as soon as practical. In no event shall notification be later than at the conclusion of the current shift.
- b. The Deputy who discharges the firearm shall write and submit an Intra Office Memorandum of the incident to his or her supervisor. A copy of this report will be forwarded to the supervisor as soon as possible.

### 3) Intentional Discharge at a Human Being

- a. The use of a firearm by a member of the Sheriff's Office against another human being will be thoroughly investigated as to its criminal and administrative aspects.
- b. The supervisor will be notified as soon as possible and will respond to the scene. The supervisor will immediately initiate the notification procedures in the San Mateo County Officer Involved Critical Incident Protocol.
- c. The involved Bureau Commander will respond to the scene or Operations Center and take appropriate action regarding his or her personnel.
- d. The Detective Bureau Lieutenant will be notified as soon as possible, and he or she will dispatch a team of detectives to handle the investigation. This team also will respond to the scene.

- e. The Services Bureau Lieutenant will be notified as soon as possible, and he or she will dispatch a team of detectives to handle the Internal Affairs investigation. This team also will respond to the scene.
- f. The Captain of Operations will be notified as soon as possible and may respond to the Operations Center to assure appropriate support and response.
- g. The Undersheriff will be advised of the situation and will be given updated information as appropriate.
- h. The Sheriff will be notified.
- i. The District Attorney's Office will be notified.
- j. The County Counsel will be notified

k. Investigative guidelines will be found in the San Mateo County Officer Involved Critical Incident Protocol.

l. Officer Recovery Time Off: Recognizing each shooting incident is unique, emotionally traumatic and stressful for the Deputy(s) involved, the release time off may vary from one incident to another as determined by the Sheriff and the Division Commander.

- (1) The Deputy involved will be assigned to Administrative Leave at full pay pending the completion of the preliminary investigation.
- (2) Each involved Deputy should visit with his or her own or the department authorized psychologist or psychiatrist within 24 hours of the incident, or if injured, when the physician gives clearance.
- (3) Return To Duty: Return to duty will be after clearance and recommendation of the psychologist or psychiatrist.
- (4) A further counseling appointment (at the discretion of the psychologist or psychiatrist) should be made to ensure and assist the involved Deputy's return to full duty.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: 5-03	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 07-07-09
CHAPTER: LINE OPERATIONS	SUBJECT: FIREARMS (OFF DUTY) (HIGH LIABILITY)	

The purpose of this order is to set forth policy on the carrying of firearms by off-duty personnel.

**1. CONCEALED WEAPONS (OFF DUTY)**

- A. Sworn personnel of the Sheriff's Office are authorized under Penal Code sections 12027 and 12031 to carry concealed firearms on their person when off-duty within the state of California or when carrying out official law enforcement duties.  
Federal law, (the Law Enforcement Officers Safety Act of 2004 [LEOSA]) provides that subject to and with the exception of the laws of any State that (1) permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or (2) prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park, a qualified law enforcement officer who is carrying the photographic identification issued by the governmental agency for which the individual is employed as a law enforcement officer may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce.
- B. Sworn personnel of the Sheriff's Office and honorably retired members of the Sheriff's Office may carry a concealed firearm in another state provided they are in compliance with the restrictions of the LEOSA. This provision applies only to paid full-time peace officers or honorably retired members who were paid full-time peace officers.
- C. Honorably retired members of the Sheriff's Office must qualify annually to show proficiency with the weapon they choose to carry concealed in another state (LEOSA). The annual qualification will be conducted through the Sheriff's Range, and a letter documenting said qualification shall be generated. The original copy of this letter will be given to the honorably retired member and shall be kept with their identification while outside the boundaries of California. A copy of this letter shall be retained by the Range Master electronically.
- D. All weapons carried when in civilian attire shall be adequately concealed from public view. This shall include members who are on duty in civilian clothes.
- E. Peace officers are expected to take reasonable and prudent action to prevent a crime from being committed or to apprehend criminal suspects wherever or whenever such incidents might occur. This does not mean that armed intervention is always appropriate or expected. Members of this department shall exercise good judgment

in such situations. Any action taken must be consistent with the ultimate protection and safety of themselves others.

## **2. PUBLIC AVIATION AIRCRAFT**

The Transportation Security Administration (TSA) requires that any law enforcement officer who wishes to carry a weapon on his/her person aboard an aircraft must provide a letter from his/her department signed by a supervisory official. In compliance with this regulation, a form letter has been prepared on Sheriff's Office stationery authorizing a member, while in the performance of his duty, to carry a weapon aboard an aircraft. This letter must be obtained from Support Services at the time travel arrangements are made. The letter, to be signed by the deputy's Division commander, will be presented to the carrier at least one hour before flight departure.

The TSA requires the Sheriff's Office to generate a National Law Enforcement Telecommunications System (NLETS) message for all staff that will be flying armed. The NLETS message is to be sent to ORI: **VAFAM0199**. A receipt with unique alphanumeric identifiers will be sent to the Sheriff's Office by TSA. That identifier shall be shown and verified by the TSA staff at the time of check-in at the airport. The NLETS message should be sent by the Bureau of origination.

The TSA also requires that any authorized law enforcement officer who wishes to carry a weapon on his/her person while aboard an aircraft must successfully complete the TSA LEO "Flying While Armed" course.

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	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 3-25-10
<b>CHAPTER:</b> <b>LINE OPERATIONS</b>	<b>SUBJECT:</b> <b>FIREARMS QUALIFICATION</b>	

**POLICY:** All sworn personnel shall be required periodically to meet certain standards related to the use of firearms. To accomplish this, specific range sessions shall be established.

**1. RANGE SESSIONS DEFINED**

- A. Each range session is a period of time that the prescribed course of fire is presented.
  - 1) A session will run from January to May and another from July to November of each calendar year.
  - 2) The months of June and December are reserved for remedial training.
- B. Each session will be divided into five groups that may be by alphabetical listing, badge numbers or as individually directed.
- C. Variations in this schedule may occur and notification of those changes will be shown on the published schedule of firearms training.

**2. SCHEDULING AND NOTIFICATION**

- A. The Range Master shall cause to be published in a timely fashion and distributed to each unit commander or supervisor a letter showing the regularly scheduled firearms training. It shall be the responsibility of each unit commander or supervisor to post the schedule in a conspicuous place within his or her respective work areas. The schedule may contain specific instructions related to requirements during range attendance.
- B. All non-regularly scheduled firearms training shall be done on an as needed basis by the Range Master who shall coordinate such training.
- C. It shall be the responsibility of all sworn personnel to keep abreast of the published schedule for his or her group, any specific instructions or requirements shown and to report to the range at the required time and date(s).

**3. QUALIFICATION**

- A. All sworn personnel, including all reserve Deputies, shall be required to qualify on the prescribed qualification course, demonstrate proficiency and firearms safety with



all issued duty handguns no less than two times each year within their designated group.

- B. All sworn personnel through the rank of Sergeant, including all reserve Deputies, shall qualify on the prescribed qualification course; demonstrate proficiency and firearms safety with the departmental issue shotgun one time each year within their designated group.
- C. Every three years from the date of their retirement, all retired sworn members authorized to carry firearms shall be required to qualify on the prescribed qualification course and must demonstrate proficiency and firearms safety with the personally-owned firearm that will be carried.
- D. Before carrying any personal firearm off duty or any secondary firearm on duty, sworn personnel shall demonstrate proficiency and firearms safety with those firearms and maintain proficiency with those firearms no less than two times each year. The Sheriff's Office will provide ammunition for qualification for two firearms, the duty weapon and one other. Additional firearm qualifications will be at the staff members expense (ammunition).
- E. All sworn personnel assigned to a unit requiring the use of any special weapon shall qualify on a prescribed qualification course, demonstrate proficiency and firearms safety no less than two times each year.
- F. Upon issue of a replacement firearm, a sworn employee shall attend a qualifying range session within 30 days and qualify with his/her firearm.

#### **4. ATTENDANCE AT RANGE SESSIONS**

- A. The belt and holster used during any range session shall be the one that is appropriate to the specific assignment or duty status of the individual and the firearm being used.
- B. Clothing for attendance at any range session shall be sufficient for the existing weather conditions. No shorts or sandals allowed. Footwear reasonable for existing conditions at the range shall be worn. It is highly recommended that clothing be the same as or reasonably similar to what is worn during regular duty assignment.
- C. All personnel shall wear eye and hearing protection as well as soft body armor during any live firing.
- D. All personnel shall clean their issued firearm prior to leaving any range session.
- E. All personnel shall thoroughly wash their hands after handling ammunition, firing or cleaning their firearm.

#### **5. AUTHORIZATION TO SHOOT OUT OF SPECIFIED GROUP**

- A. Sworn personnel may be allowed to attend the range before or after their specified group but only with permission of his or her division commander as obtained via the chain of command.
  - 1) The request for permission to the divisional commander shall be a formal Intra Office Communication via the chain of command with a copy to the

Range Master specifying the reason for not being able to attend during the scheduled group as well as steps intended to be taken to insure attendance before the end of the shooting session.

## **6. EXEMPTION FROM RANGE SESSION**

- A. Sworn personnel on full or limited disability that precludes the use of a firearm will be exempted.
  - 1) Any disability must be properly recorded through the Services Bureau in order for a disability exemption to apply.
- B. Those assigned to specific duties outside of a regular assignment within the Sheriff's Office, (e.g., NTF, VTTF, etc.) will be exempted from attending a range session, provided that they meet equivalent qualification standards as established pursuant to their duty assignment.
- C. Under extreme or unusual circumstances, sworn personnel may be exempt providing approval is granted by their division commander.
- D. Upon returning to full duty status all sworn personnel shall immediately contact the Range Master to schedule attendance at the next available range session.

## **7. FAILURE TO SHOOT AND OR QUALIFY**

- A. Sworn personnel who fail to attend any range session without a specific exemption will be subject to disciplinary action. For the first unexcused "failure to attend qualification", discipline will begin with formal documentation. Subsequent unexcused "failures to attend qualifications" will be dealt with through progressive discipline.
- B. Sworn personnel who do attend a session and fail to qualify or meet any proficiency or safety standards for a particular range session may be restricted to duties that do not require the use of a firearm.
- C. Personnel who fail to qualify with any special weapon may be removed from the assignment requiring the use of a special weapon.

## **8. NOTIFICATION PROCEDURE**

- A. As soon as practical and upon completion of any range session, or sooner, sworn personnel, including reserve Deputies, who failed to attend as directed will be notified, in writing, through chain of command that they failed to attend a range session.
- B. Sworn personnel who attended a range session but failed to qualify or meet proficiency or safety standards shall be notified as soon as practical, in writing, by the Range Master.

- 1) A copy of the written notification shall be sent to the division commander for the person it is addressed to, along with a copy to the Services Bureau Lieutenant.

## **9. REMEDIAL, MAKE UP AND INTENSIVE FIREARMS TRAINING**

- A. Personnel who fail to attend any specific range session shall be notified in writing to attend a make up session as soon as practical.
  - 1) Personnel notified they failed to attend any specific range session shall have the responsibility to contact the Range Master within five (5) days of receipt of notification to arrange for a make up session.
- B. Personnel who attend a regularly scheduled range session who are in need of minor remedial training shall be given that training at the attending range session to overcome any deficiency noted or observed.
  - 1) Successful completion of this training shall satisfy any remedial training requirements and no further action or notification procedures will be required.
- C. Personnel who attended a regularly scheduled range session but failed to qualify or meet any proficiency or safety standards and who cannot successfully complete any remedial training at the attending range session, shall be notified in writing and will be given specific remedial training as soon as practical to overcome any deficiencies noted or observed.
  - 1) Personnel notified of any failure to qualify or meet any proficiency or safety standard shall have the responsibility to contact the Range Master within five (5) days of receipt of notification to schedule remedial training.
- D. Personnel who fail to qualify or meet any proficiency or safety standards during the remedial training program shall be notified in writing and be given intensive training as specified and scheduled by the Range Master no less than 30 days after the failure is noted.
  - 1) Personnel notified of any failure to qualify or meet any proficiency or safety requirements after scheduled remedial training shall have the responsibility to contact the Range Master within five (5) days of receipt of notification to schedule the intensive training.
- E. The Range Master shall notify the Services Bureau Lieutenant of any personnel who fail to qualify or meet any proficiency or safety standard. Disciplinary action may be taken against any such personnel notwithstanding the remedial training program. In addition, the Services Bureau Lieutenant will evaluate the fitness for duty of any such personnel.

## **10. USE OF THE FIRING RANGE**

- A. The firing range may be used only when the Range Master or Assistant Range Master is present. The Range Master or Assistant Range Master is empowered to enforce all rules and regulations concerning the operations of the range. Those using the range shall conform to directions given by the Range Master or Assistant Range Master.

- 1) This requirement does not preclude any sworn personnel from attending a public shooting range during the hours that range is available to the general public.

## **11. AUTHORIZED AMMUNITION**

A. All sworn personnel shall carry only departmentally authorized ammunition in departmentally issued firearms.

## **13. AUTHORIZED FIREARMS**

A. Any firearm carried by any sworn personnel on or off duty shall be subject to approval by the Range Master or Assistant Range Master with regards to safety and reliability before it is carried.

- 1) Any firearm deemed to be unsafe due to alterations or malfunctions will be prohibited for use.

B. No departmentally issued firearm will be altered from original except by a Sheriff's Office approved armorer.

C. While on duty the primary firearm for Sheriff's Personnel shall be the departmentally issued firearm. The firearm will be maintained in a clean and serviceable condition. While on duty each sworn member will carry, at the minimum, their approved firearm in a loaded condition, handcuffs, badge, and the appropriate number of magazines. Bureau policy may require on duty personnel to carry additional equipment. The only exemption from this requirement shall be when the individual is assigned to a location or assignment where firearms are prohibited or by approval of the Sheriff.

- 1) Uniformed personnel will carry at least three magazines for their approved firearm.
- 2) Plainclothes personnel will carry at least two magazines for their approved firearm.
- 3) Undercover personnel will carry whichever firearm is approved by their bureau as long as they have met the qualification requirements of the Sheriff's Office.
- 4) All departmentally issued or approved firearms are subject to inspection at any time by the Range Master or Assistant Range Master during normal working hours.
- 5) All departmentally issued or approved firearms are subject to inspection by a superior officer at any time during normal working hours.
- 6) San Mateo County Sheriff's Office SWAT Team members who leave the Team in good standing will have the option to continue to carry the 1911 platform semi-automatic pistol. This pistol will be personally owned by the former team member. The 1911 pistol must be commercially available production models from reputable manufacturers. No "kit" type weapons will be approved. This pistol must be examined and approved in advance by the

Range Master prior to qualification. It will be the responsibility of the personnel carrying the non departmental issued firearm to provide all necessary equipment to comply with the General Orders.

D. The Sheriff, Undersheriff, Assistant Sheriff, Captains and Lieutenants are authorized to carry non departmental issued firearms while on duty.

- 1) The weapons will be approved by the Range Master and be subject to the same inspection and qualification requirements as the issued firearm.
- 2) The approved firearms will be semi automatic pistols in 9mm, .40 S&W, or .45 ACP caliber.
- 3) It will be the responsibility of the personnel carrying the non departmental issued firearm to provide all necessary equipment to comply with the General Orders.

F. Although State law allows sworn personnel to carry firearms while off duty, the Sheriff's Office places the following restrictions on all personnel:

- 1) Only firearms authorized by the Range Master may be carried by sworn personnel while off duty. Only factory-produced commercially available ammunition shall be carried.
- 2) Sworn personnel shall carry off duty firearms suitably concealed from public view in a holster or container suitable for that firearm.
- 3) Sworn personnel shall, if armed off duty, carry their badge and identification card.
  - a. Authorized flat badge and identification card will satisfy this requirement.
- 4) A list of off duty firearms that have been authorized will be maintained by the Range Master.
  - a. If a firearm or ammunition is not on the authorized list, a request through a formal Intra Office Communication may be sent to the Range Master requesting a review and authorization to carry such firearm. If the request is approved, it shall then be forwarded to the Administration, through chain of command, for final review and approval.
  - b. If a firearm or ammunition is not approved, the Range Master shall send a formal Intra Office Communication to the individual making a request stating the reason or reasons for disallowing the request. A copy of that letter shall be sent to the Administration, through chain of command, for informational purposes.

## **14. RECORDS**

- A. Sworn personnel attending any range session shall complete a firearms qualification record for each firearm used.
  - 1) Upon completion of the firearms qualification the original of the record shall be retained by the Range Master and a copy given to the employee.
- B. The original of the firearms qualification records shall be retained by the Support Services Division. All records must be retained pursuant to the Sheriff's Record Retention Schedule approved by the Board of Supervisors,

## **15. SECONDARY FIREARMS**

- A. Carrying a secondary firearm while on duty is discouraged. However, such firearms may be carried only with the approval of the Division Commander for the person wishing to carry a secondary firearm.
  - 1) Each individual must submit a formal Intra Office Communications to the Division Commander requesting permission to carry a secondary firearm with a copy to the Range Master.
  - 2) The make, model, serial number, caliber, intended mode or modes of carry and the reason for the request for a secondary firearm shall be shown on the formal Intra Office Communication.
    - a. Only firearms approved by the Range Master will be allowed.
    - b. A list of those firearms will be maintained by the Range Master.
- B. After receiving approval for a secondary firearm the following guidelines shall apply:
  - 1) Qualification, proficiency and safety standards for secondary firearms must meet the same requirements as those for other on duty firearms. Personnel who have been approved for use of secondary firearms shall qualify for use of those firearms during the same session or sessions as for their primary firearm.
- C. Secondary firearms, when not deployed, shall be totally concealed from public view at all times.
- D. Secondary firearms and mode of carry shall be subject to inspection by the Range Master or Assistant Range Master during any normal working hours.
- E. Secondary firearms and mode of carry shall be subject to inspection by any superior officer during normal working hours.
- F. Only authorized ammunition will be carried in any secondary firearm. Only factory-produced commercially available ammunition shall be carried.

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	RELATED STANDARDS:  2-10, 2-11	
	ISSUE DATE: 05-01-98	REVISION DATE: 4-27-10
CHAPTER:  LINE OPERATIONS	SUBJECT:  FIREARMS(CARRYING BY DEPUTY SHERIFF TRAINEES) (HIGH LIABILITY)	

The purpose of this order is to establish policy regarding the carrying of duty and off-duty weapons by Deputy Sheriff Trainees. For purposes of this order, "Deputy Sheriff Trainee" shall mean any correctional officer who has been promoted to the position of Deputy Sheriff, and any non-lateral new Deputy Sheriff hires who have not yet completed an approved basic police academy.

1. Deputy Sheriff trainees are prohibited from carrying concealed weapons while off duty until such time they have successfully completed a basic academy and have been promoted to the rank of Deputy Sheriff.
2. Deputy Sheriff trainees shall not carry firearms on duty unless instructed to do so by a training officer.

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	<b>RELATED STANDARDS:</b>	
	<b>ISSUE DATE:</b> 05-01-98	<b>REVISION DATE:</b> 03-01-07
<b>CHAPTER:</b> LINE OPERATIONS	<b>SUBJECT:</b> CRITICAL INCIDENT MANAGEMENT (HIGH LIABILITY)	

The purpose of this policy is to establish guidelines for the deployment of the Emergency Services Unit's Special Weapons and Tactical Team (S.W.A.T.) and Crisis Negotiations Unit (C.N.U.) for response to critical incident situations.

Law enforcement agencies are often confronted with incidents of both violent and dangerous nature that present extreme risk of personal danger to citizens, police personnel and suspects. Such incidents can often be handled more effectively by personnel who have received a high level of training in specific tactics, teamwork, negotiation skills and special equipment and weapons. The objective is to save lives, protect property and to seek a peaceful resolution to these often perilous situations.

## **1. DEFINITIONS**

### **A. CRITICAL INCIDENTS:**

For the purposes of this policy, critical incidents are those situations that involve violence or threat of violence by suspect(s) to any person(s) to achieve a desired goal. A critical incident may include, but not be limited to, hostage taking, barricaded suspects, extortion involving threat of injury, ambushes, snipers or other unusual circumstances that go beyond the normal course of regular police response capability and present an immediate threat to the physical safety of citizens and/or law enforcement personnel.

### **B. HOSTAGE TAKER:**

Any person who has seized or kidnapped and threatened the life or physical safety of any other person(s), against their will with the intent of achieving any desired goal.

### **C. BARRICADED SUBJECT:**

Any person, who claims or who is, in fact, armed with a weapon or explosive device, who has restricted their own movements and fortified themselves at a fixed location, and who violently or by threat of violence, resists apprehension.

## **2. S.W.A.T. TEAM**

The S.W.A.T. Team of the Patrol Division has no permanently assigned personnel. This team is composed of personnel (sergeants and deputies) who have been selected and trained to perform specialized functions, including special tactics, equipment and



teamwork for purposes of carrying out a controlled response to critical incident situations and in attempting to carry out a controlled response to critical incident situations. . They are reassigned from their regular duties on a temporary basis to participate, as a team, in critical incident response. They are to be relieved from their regular duties as soon as practical by the unit supervisor, with notification through the chain of command, to the division commander.

A. DEPLOYMENT OF S.W.A.T. TEAM

Shall be made through the authorization of a Sheriff's Captain or above. If the request is in response to a barricaded subject or hostage situation, S.W.A.T. Team resources shall be deployed.

- B. Upon activation, the units shall function under the direct supervision of the incident commander, captain or lieutenant. Team members shall be supervised by the Sergeant, or in his or her absence, a designated team member.
- C. Although the incident or tactical commander will retain operational control and the responsibility of review, (s)he should recognize the skill and training of team members in such tactical matters.
- D. Notification of superior officers, via the chain of command, shall be the responsibility of the first supervisor receiving a deployment request. The supervisor may be relieved of any further notification responsibilities by a ranking officer.
- E. The S.W.A.T. Commander, designee and/or division captain shall respond to critical incident scenes and assume the role of incident commander for those incidents occurring within Sheriff's jurisdiction. In other than Sheriff's Office jurisdictions, (s)he will act as a liaison to the responsible agency.
- F. Mutual aid critical incident requests for assistance by S.W.A.T. Team resources shall be evaluated and decided upon as if it were from within this department.
- G. The critical incident supervisor shall ensure that a report is made of any deployment. This report shall be independent of any other investigative report.

<b>San Mateo County Sheriff's Office</b>  <h1>General Orders</h1>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>5-07</b>	PAGE 1 OF 9
	RELATED STANDARDS: VEHICLE CODE SEC 17004.7	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>LINE OPERATIONS</b>	SUBJECT: <b>VEHICLE PURSUITS (HIGH LIABILITY)</b>	

The purpose of these guidelines is to reduce the hazards to Deputies engaged in vehicle pursuit and to the public, while still assuring apprehension of the violators designated herein.

**1. DEFINITION**

A vehicle pursuit is defined as an event involving one or more law enforcement officers attempting to apprehend a suspect operating a motor vehicle while the suspect is trying to avoid arrest by using high speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or willfully failing to yield to the officer's signal to stop.

**2. PROCEDURES**

A. A Deputy may initiate a pursuit under any of the following conditions, after full consideration of all the factors listed in section 3, below.

- 1) When a known wanted felon is in the vehicle.
- 2) When the occupant(s) of the vehicle has/have committed a crime in the Deputy's presence.
- 3) When the crime committed is a serious felony or a misdemeanor that may be injurious to life or limb, including the following:
  - a) homicide/manslaughter
  - b) forcible rape
  - c) robbery
  - d) felony assault
  - e) burglary
  - f) grand theft
  - g) auto theft
  - h) arson
  - i) misdemeanor / felony driving under the influence

B. A Deputy may **not** initiate pursuit under the following conditions:

- 1) When the only crime committed is a vehicle code infraction.

- 2) When the crime committed is a misdemeanor of a nature not injurious to life and limb.
- C. Deputies intending to stop a vehicle should be within close proximity to the violator's vehicle before activating red/blue lights and attempting the stop. This will tend to reduce the violator's temptation to evade police contact. Close proximity will be defined as a normal city block.
- D. Law violators cannot be allowed to escape at will simply because a pursuit will present a threat to the safety of others. Pursuits should be initiated and continued when the threat to safety that may be caused by the pursuit is proportionate to the public safety risks and benefits resulting from the pursuit, which may be based, in part, on the offense or offenses involved.
- E. If there is a reason to believe the fleeing suspect represents a serious threat to public safety should (s)he escape, pursuit should be continued even though the hazards are greater than normal. The Deputy is expected to use sound professional judgment in deciding whether or not the risk of injury during a continuation of the pursuit outweighs the benefit to the public should the arrest be made. The Deputy must consider all the factors (a through o) listed under section 3, (initiating, continuing and terminating the pursuit by decision) in deciding to continue the pursuit.
- F. The initial pursuing unit will be responsible for directly following the pursued vehicle unless (s)he is unable to remain close enough to the violator's vehicle to prevent losing contact. The initiating unit will be designated as the primary pursuit vehicle and any others involved are back-up units.
- G. If a back-up unit replaces the initial pursuing unit, that unit then will directly follow the pursued vehicle and will continue in that capacity until the pursuit is terminated or until a succeeding back-up unit once again has replaced the primary unit.
- H. The speed of a pursuit should be evaluated on a continuing basis by the pursuing deputies and the supervisor on a continuing basis based on public safety, peace officer safety, and the safety of the occupants in a fleeing vehicle to determine whether the speeds are unsafe for the surrounding conditions, whether the speeds being reached are beyond the driving ability of the Deputy, and whether the speeds are beyond the capabilities of the pursuing vehicle.

### **3. INITIATING, CONTINUING AND TERMINATING THE PURSUIT BY DECISION**

- A. Initiating, continuing and terminating the pursuit
  - 1) The primary unit may continue a pursuit as long as it is safe to do so or until directed by a supervisor to terminate the pursuit or to relinquish to another agency.
  - 2) Deputies and supervisors must continually question whether the seriousness of the offense justifies continuing the pursuit.

- 3) All of the following factors should be considered by Deputies when determining whether any pursuit should be initiated, continued or terminated:
  - a) whether the identity of the occupants is known, and if so, whether they can be apprehended at a later time without serious risk to public safety and to the safety of peace officers;
  - b) the seriousness of the originating crime and its relationship to community safety;
  - c) safety of the public in the area of the pursuit;
  - d) safety of the pursuing Deputy(s);
  - e) volume of vehicular traffic and traffic conditions;
  - f) vehicular or pedestrian safety and volume;
  - g) location of pursuit;
  - h) speeds involved;
  - i) time of day;
  - j) weather conditions;
  - k) road conditions;
  - l) familiarity of the Deputy and supervisor or commander with the area of pursuit;
  - m) quality of radio communications between pursuing unit(s) and the dispatcher and supervisor;
  - n) the performance capability of the police vehicles involved and their drivers;
  - o) availability of aircraft support;
  - p) when the Deputy is unable to determine the location of the pursued vehicle
  - q) the importance of protecting the public as well as the risks to peace officers, innocent motorists and others balanced against the known or reasonably suspected offense and the apparent need for immediate capture;
  - r) ongoing evaluation of risk to the public and/or the pursuing peace officers; and
  - s) any other factors the Deputy or the supervisor determines to be relevant given the particular circumstances of that pursuit.
- 4) A Deputy directly involved in a vehicular pursuit will be subject to departmental discipline for the continuation of a pursuit when, on the basis of the facts known to the Deputy and considered with the significant factors set forth in this procedure, a Deputy of reasonable caution would be justified in believing that the level of danger to the community created by initiating or continuing the pursuit outweighs the necessity of immediate apprehension, or, if the pursuit is continued after it has been ordered terminated.

#### **4. RADIO PROCEDURES**

- A. The unit initiating a pursuit, or joining an outside agency pursuit, should immediately broadcast the following:
  - 1) Location and direction of travel
  - 2) Reason for the pursuit
  - 3) Speed
  - 4) Description of vehicle
  - 5) Number and description of occupants
  - 6) Identity of occupants if known
- B. During the pursuit the above information should be updated.
- C. Deputies in the second and subsequent units joining or paralleling the pursuit shall notify the dispatch center as soon as possible.
- D. If practical, the second unit should assume responsibility for radio procedures in calling the pursuit.
- E. If an aircraft enters the pursuit, it may assume responsibility for broadcasting the pursuit route.

#### **5. COMMUNICATIONS COORDINATION**

- A. Whenever a unit initiates a pursuit, they will notify their dispatcher. That dispatcher must notify the supervisor that a pursuit is in progress.
- B. The dispatcher will identify the support (second) unit (by call sign) and advise both units to switch to the CWMA channel and will advise the CWMA dispatcher of the pursuit, the Deputy's radio ID number and any other pertinent information. The local dispatcher will obtain all pertinent information from the pursuing unit via the CWMA channel, to include the violation prompting initiation of the pursuit.
- C. The local dispatcher will coordinate the pursuit on the CWMA channel and will activate an area broadcast to agencies geographically able to assist. County Communications will notify the appropriate agencies on their primary channels who will then monitor the CWMA channel for additional information.
- D. Should a stop be effected within a city's boundaries, all units involved in the stop will remain on the CWMA channel until it is determined that no mutual aid assistance will be required, at which time the local dispatcher will request that all units involved in the stop return to their primary frequency. If mutual aid assistance is required, the local dispatcher will notify County Communications via the CWMA and County Communications will coordinate the response. All units involved in the incident will remain on the CWMA until the incident has secured.
- E. Should the pursuit proceed outside the agency's jurisdiction, the local dispatcher will relinquish coordination as soon as possible. County Communications will then assume mutual aid coordination via the CWMA for the duration of the pursuit.

- F. County Communications will notify the California Highway Patrol of all pursuits which have the potential of entering a freeway, state highway, and/or unincorporated area.

## **6. SUPERVISOR'S RESPONSIBILITY**

- A. Upon becoming aware of a pursuit, the supervisor should ensure the following:
  - 1) That no more than the required number of law enforcement units/vehicles are involved in the pursuit.
  - 2) That proper radio frequencies and procedures are being used.
  - 3) That affected allied agencies have been/are being notified.
  - 4) That police air units have been requested as appropriate.
- B. The supervisor shall be responsible for management and control of the pursuit, assessment of risk factors associated with the pursuit, and when to terminate a pursuit. The supervisor shall order the discontinuance of the pursuit when it appears to him/her that the pursuit poses an unreasonable risk of harm to the pursuing Deputies or the public, when balanced against the seriousness of the causative factor(s). The supervisor, in making this determination, shall consider all of the factors listed in section 3, while the pursuit is continuing. If, in the supervisor's judgment after considering one or more of the factors listed, the pursuit is too dangerous to continue, the supervisor shall order that the pursuit be discontinued.
- C. At the termination of the pursuit, the supervisor should proceed to the location where the pursued vehicle is stopped.

## **7. PURSUITS INTO ALLIED AGENCY JURISDICTIONS**

- A. When a pursuit extends into an allied agency's jurisdiction, the supervisor of the pursuing agency should determine if the other agency should assume the pursuit. The following should be considered:
  - 1) Individual agency pursuit policies
  - 2) The distance involved.
  - 3) Pursuing officer's possible unfamiliarity with the area.
  - 4) Limitations of agency's radio communications at longer distances.
- B. When considering turning the pursuit over to another agency, the pursuing agency supervisor should consider the following:
  - 1) Ability to keep up the pursuit.
  - 2) The circumstances surrounding the pursuit.
  - 3) Whether the other agency will accept responsibility for the pursuit based upon their Departmental Policy.

- C. When a pursuit is assumed by an allied agency:
- 1) The officer initiating the pursuit should proceed to the termination point at a reduced speed so as to provide information which may be required for the arrest.
  - 2) The agency initiating the pursuit shall assume responsibility for handling prosecution of the violation for which the pursuit was initiated.
  - 3) If the pursuit is terminated within the initiating agency's area of responsibility or if the initiating agency has responded to the termination point, they will take physical custody of the violator.
  - 4) If non-traffic violations have occurred subsequent to the pursuit being relinquished to another agency, the agency that has assumed the pursuit and witnessed the violations should be responsible for their prosecution. The agency having or witnessing the most serious crime should retain custody of the violator.
  - 5) Once transfer of control has been accomplished, the previous agency will not re-enter a pursuit unless a request for assistance has been made or an emergency condition dictates.

## **8. JOINING OF PURSUITS BY ALLIED AGENCIES**

- A. Units from the Sheriff's Office shall not join a pursuit unless specifically requested by the agency whose officers are in pursuit. (An exception would be when a single unit of the initiating agency is in pursuit). Under these circumstances, an allied agency unit may join the pursuit until other units from the initiating agency join the pursuit.
- B. The mere notification by another agency of a pursuit in progress shall not be construed as a request to assist in the pursuit.
- C. Requests for assistance should be reviewed by a supervisor if on duty and available.
- D. If an agency is requested to assist a vehicle pursuit that does not meet the requested agency's threshold for engaging in a vehicle pursuit, that agency shall abide by their department policy. Every effort should be made by the agency to monitor the pursuit so units may position themselves to provide aid to the pursuing officer if the suspect vehicle is stopped in their jurisdiction.
- E. In case of a pursuit entering this department's jurisdiction, the initiating agency shall be responsible for the progress of their pursuit and conduct. The Sheriff's Office does not accept responsibility for other agencies' pursuits that enter Sheriff's Office jurisdiction.
- F. Should a pursuit by another agency enter an unincorporated area, Sheriff's personnel will trail the pursuit from a safe distance.

## **9. MOTORCYCLE UNITS**

- A. If a pursuit is initiated by a two-wheel motorcycle unit, that unit should abandon the pursuit when a four-wheel unit has joined the pursuit.
- B. The first four wheel unit joining the pursuit, regardless of jurisdiction, will then become responsible for the conduct of the pursuit

## **10. UNMARKED UNITS**

- A. If an unmarked unit initiates a pursuit, they will relinquish primary pursuit responsibility to the first marked unit joining the pursuit.

## **11. AIRCRAFT UNIT**

- A. The assistance of an aircraft unit should be requested when available. Once the aircraft unit has established visual contact with the pursued vehicle, it should assist the pursuing units.
- B. If air support is available, the aircraft unit should coordinate the activities of the resources on the ground, report on the progress of the pursuit, and provide peace officers and supervisors with information to evaluate whether or not to continue the pursuit and advise ground units of upcoming traffic congestion, road hazards, or other pertinent information. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the aircraft unit shall advise field units to consider terminating the pursuit.
  - 1. The ultimate decision to terminate the pursuit should be made by the ground supervisor
  - 2. An aircraft is not defined as an authorized emergency vehicle in the California Vehicle Code and should not be described as a pursuit vehicle.

## **12. NUMBER OF UNITS**

- A. The primary unit is in field command of the pursuit and will request the number of units needed to assist. This may be determined by the number and type of suspects being pursued and whether the primary unit is a one or two person car. In virtually all cases two back-up units should suffice, unless additional peace officers are necessary to safely arrest the suspect(s). Assistance will be coordinated by County Communications who will advise the primary unit regarding the identity and proximity of units who can assist, including aircraft, and will identify back-up units. These units and they only, will comprise the active pursuit.
- B. Deputies should be aware that a local unit from another jurisdiction may trail a pursuit that has entered their jurisdiction in order to provide assistance as necessary, e.g., street routes, dead ends, etc. The local unit should drop out of the pursuit if the pursuit leaves his/her jurisdiction. Deputies also should be aware that other local units may be assigned by their agency to the location where the pursued vehicle has stopped at the termination of the pursuit.

## **13. BLOCKING/BARRICADING ROADWAYS**

- A. Blocking of exit or access ramps to freeways is acceptable to preclude citizens from inadvertently driving into the path of the pursuit or to keep the pursuit from returning to congested surface streets.



B. Barricading roadways:

- 1) Barricading a roadway must be considered as a force likely to result in death or serious bodily injury. Therefore, this method is not to be used in misdemeanor pursuits and only as a last resort in suspected felony cases where the violator constitutes an immediate and continuing major threat to the safety of the public and all other efforts have failed.
- 2) Under no circumstances will a roadway be barricaded by occupied vehicles or vehicles belonging to private citizens. If barricading is deemed necessary to apprehend a suspected felon, police vehicles may be used if no other suitable equipment is available.
- 3) Barricading a roadway shall be strictly prohibited unless approved by a field supervisor or the duty lieutenant. In the case of joint agency pursuits, barricading a roadway shall be strictly prohibited unless specifically requested by the pursuing agency.
- 3) If a roadblock is determined necessary, it shall not be constructed at the end of a curve or at the top of the crest of a hill. It shall be constructed on a flat, straight area of roadway so that the violator can know and appreciate the existence of the roadblock and have a chance to surrender if it is his or her intent to do so.

C. Ramming of fleeing vehicles should be avoided. If the primary unit believes that action is absolutely necessary, such action should only be taken in the case of major felonies (e.g., 187 PC) and then, only if the vehicle speeds are under 35 miles per hour and the character of the roadway and hazards to other persons are considered and still justify this action.

#### **14. TERMINATION OF PURSUIT BY ARREST**

- A. At the conclusion of the vehicular pursuit, Deputies should continue to consider the level of danger to the community created by initiating or continuing the pursuit on foot against the necessity of immediate apprehension. Deputies shall use force only as provided by the Sheriff's Office use of force policy (General Order #5-01).
- B. A supervising officer from the jurisdiction that initiated the pursuit and the supervisor of the jurisdiction where the pursuit terminated should jointly take charge of the police action at the scene where the pursuit terminates.
- C. Should a supervising officer from the initiating jurisdiction be unable to respond to the scene immediately, the senior officer from the initiating jurisdiction should take charge until the supervising officer arrives.
- D. If neither is at the scene, a supervising officer from the jurisdiction where the pursuit terminated should take charge until the initiating jurisdiction's supervising officer arrives.
- E. If none of the personnel listed in C, (above), is available, the primary officer in the pursuit will remain in charge of the scene until relieved by an officer of higher authority.

- F. In apprehending an offender following a pursuit, the safety of the public and peace officers during the law enforcement effort to capture an offender shall be an important factor.

**15. PURSUIT REPORTING**

- A. The primary pursuing deputy shall complete all appropriate incident reports documenting the pursuit.
- B. The supervisor shall complete CHP form 187 (Pursuit Report), and shall include all reporting and post pursuit analysis required pursuant to Vehicle Code section 14602.1, to be reviewed by the watch commander and submitted as required.
- C. All pursuit reports will be reviewed by the Patrol Division commander and the Support Services Division commander, who may request additional documentation from any personnel and may include their own comments. After review by the commanders, their reports shall be referred to the Professional Standards Unit for review. If appropriate, a personnel investigation may be initiated. The deputies involved in the pursuit will be informed of the outcome of the review.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>5-08</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>LINE OPERATIONS</b>	SUBJECT: <b>TRANSPORTATION OF SHERIFF'S OFFICE MONEYS</b>	

The purpose of this order is to define the procedures for transporting and depositing Sheriff's moneys in the form of cash, check, money order, cashier's check, or any other similar means.

**1. METHOD OF TRANSPORTATION**

All funds are to be transported in a locked money bag. All locked money bags will be numbered, labeled, assigned and recorded by the Accounting Unit. Money bags with missing keys will be returned to the Accounting Unit for replacement.

**2. TRANSPORTING LOCKED MONEY BAGS**

A. A log will be maintained at each location where money is transported from or received and will include:

- 1) A description of the items transported (e.g., three locked money bags).
- 2) The signature of the person transporting the property.
- 3) The signature of the duty sergeant.

B. The Accounting Office will accept all "over-the-counter" deposits between the hours of 0800 and 0900.

- 1) After 0900 hours, locked money bags will be deposited in the Accounting Unit's safe in the Records Bureau.

C. A log will be located near the safe and will include:

- 1) Description of the items deposited (e.g., three locked money bags).
- 2) The signature of the person depositing the property.
- 3) The signature of the person verifying the deposit.

D. On the next business day, two people from the Accounting Unit will open the safe and log all contents.

### **3. INMATE MONEYS**

Inmate moneys will be in a locked money bag and deposited directly with the main jail cashier during any 24-hour period. The cashier will update the inmate's account and give the receipt to the depositor.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: <b>5-09</b>	PAGE 1 OF 2
	RELATED STANDARDS:	
	ISSUE DATE: 05-01-98	REVISION DATE: 03-01-07
CHAPTER: <b>LINE OPERATIONS</b>	SUBJECT: <b>CANINE UNIT (HIGH LIABILITY)</b>	

1. Deployment of canine units on tactical details for law enforcement constitutes use of force. Canine units shall only use that degree of force that is reasonably necessary to apprehend or secure a suspect.
  
2. A canine unit (dog and handler) is authorized to engage in the following activities:
  - A. Conducting searches for suspects in hiding or flight.
  - B. Assisting in the arrest or preventing the escape of serious or violent suspects.
  - C. Protecting deputies or others from death or serious injury.
  - D. Tracking suspects.
  - E. Locating lost or missing persons, hidden instrumentalities or evidence of crime.
  - F. Detecting the presence of hidden narcotics or destructive devices.
  - G. Controlling crowds, demonstrations, riots and jail violence or potential violence. Canine units shall not be used for crowd control at peaceful demonstrations. However, canine units may be used for crowd control to protect life and property during a riot assembly that cannot be controlled by other means or in major disturbances in a correctional facility when requested by the facility commander or his or her designee. During these situations canines shall be short-leashed at all times unless no other means are available to protect an individual from serious injury, and the canine handler shall not initiate any offensive action except to guard against imminent loss of life or serious bodily injury.
  
3. All department canine units (dogs and handlers) shall meet all established department training and certification requirements. All department canine units will be required to conduct on-going training at the direction of the Canine Unit Supervisor with the approval of the Patrol Bureau Commander.
  
4. Canine handlers are responsible for determining whether a situation justifies the use of a canine, and which tactical measures should be utilized. When apprehending suspects, canines shall be commanded to disengage as soon as the suspect is subdued or complies with the deputy's direction.

5. When using a canine to search the interior of a building for a suspect, the following procedures shall be followed:
  - A. All occupants will be evacuated before the search.
  - B. Before commencing the search, an announcement will be made and repeated reflecting that there are deputies on the premises and that a trained police dog will be released into the building if the suspect does not surrender. Such announcement will be communicated to all areas and levels of the building. Where possible, deputies should be stationed on the far side of the premises in a position to state whether or not they could overhear the warning. This is to insure that the suspect(s) can hear the warning and to refute possible claims that the warning was not given. Where it is known or reasonably believed that the suspect(s) are not English-speaking, the warning should be given in language that would be understood, if possible. A reasonable amount of time shall be allowed for the suspect to respond.
6. Canines used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the suspect of the search without compromising the canine unit's tracking abilities.
7. In all instances in which a canine bites an individual, whether or not in the line of duty, the handler shall take the following actions:
  - A. Summon a supervisor to the scene.
  - B. Examine the affected area to determine the seriousness of the bite or injury.
  - C. Obtain medical treatment or examination of the affected area irrespective of the perceived seriousness of the bite or injury.
  - D. Take color photographs of the affected area before and after the medical treatment.
  - E. The deputy shall prepare a report describing the use of force as required by these Orders (General Order 5-01).
8. No employee shall engage in teasing, provoking or abusing of any canine, nor shall any employee engage in approaching, petting, feeding or otherwise interacting with canines without first obtaining the consent of the corresponding handler. No employee shall engage in horseplay or other form of exchange with the handler in the presence of the canine, when the nature of the exchange would likely result in a defensive response by the canine.

<p align="center"><b>San Mateo County Sheriff's Office</b></p> <p align="center"><b>General Orders</b></p> <p align="center"><i>GREG MUNKS, SHERIFF</i></p>	SECTION: 5-10	PAGE 1 OF 1
	RELATED STANDARDS: PENAL CODE SECTION 13519.4	
	ISSUE DATE: 05/01/2010	REVISION DATE: NEW ORDER
CHAPTER: LINE OPERATIONS	SUBJECT: RACIAL PROFILING (HIGH LIABILITY)	

**POLICY:** “Racial profiling” is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped. Consistent with state law, members of the San Mateo County Sheriff’s Office shall not engage in racial profiling.

<b>San Mateo County Sheriff's Office</b>  <b>General Orders</b>  <i>GREG MUNKS, SHERIFF</i>	SECTION: 5-11	PAGE 1 OF 2
	<b>RELATED STANDARDS:</b>  <b>PENAL CODE SECTION 834C</b>	
	ISSUE DATE: 05/01/2010	REVISION DATE: NEW ORDER
CHAPTER: LINE OPERATIONS	SUBJECT: CONSULAR NOTIFICATION	

**POLICY:** All personnel must comply with the provisions of Penal Code section 834c regarding notification of the consulate or embassy of foreign nationals who have been arrested.

1. **DEFINITION OF “FOREIGN NATIONAL”**

A “foreign national” is any person who is not a citizen of the United States. The term “foreign national” includes persons who are visitors to the United States, resident aliens who hold documents providing for resident status, and persons residing in the United States without a legal right to do so.

2. **NOTIFICATION OF CONSULATES AND EMBASSIES OF FOREIGN NATIONALS**

A. Penal Code section 834c provides that every peace officer, upon arrest and booking or detention for more than two hours of a known or suspected foreign national, shall advise the foreign national that he or she has a right to communicate with an official from the consulate of his or her country. If the foreign national chooses to exercise that right, the peace officer shall notify the pertinent official in his or her agency or department of the arrest or detention and that the foreign national wants his or her consulate notified. The notification required by Penal Code section 834c is based on an international treaty, the Vienna Convention on Consular Relations.

B. The Vienna Convention on Consular Relations also requires mandatory notification of an official from the consulate of the country of an arrestee if the arrestee is the national of certain countries. Countries requiring mandatory notification shall be notified without regard to an arrested or detained foreign national's request to the contrary. As of July 1, 1999, the countries requiring mandatory notification were:

- |                          |               |
|--------------------------|---------------|
| (1) Antigua and Barbuda. | (5) Barbados. |
| (2) Armenia.             | (6) Belarus.  |
| (3) Azerbaijan.          | (7) Belize.   |
| (4) The Bahamas.         | (8) Brunei.   |



- (9) Bulgaria.
- (10) China.
- (11) Costa Rica.
- (12) Cyprus.
- (13) Czech Republic.
- (14) Dominica.
- (15) Fiji.
- (16) The Gambia.
- (17) Georgia.
- (18) Ghana.
- (19) Grenada.
- (20) Guyana.
- (21) Hong Kong.
- (22) Hungary.
- (23) Jamaica.
- (24) Kazakhstan.
- (25) Kiribati.
- (26) Kuwait.
- (27) Kyrgyzstan.
- (28) Malaysia.
- (29) Malta.
- (30) Mauritius.
- (31) Moldova.
- (32) Mongolia.
- (33) Nigeria.
- (34) Philippines.
- (35) Poland (nonpermanent residents only).
- (36) Romania.
- (37) Russia.
- (38) Saint Kitts and Nevis.
- (39) Saint Lucia.
- (40) Saint Vincent and the Grenadines.
- (41) Seychelles.
- (42) Sierra Leone.
- (43) Singapore.
- (44) Slovakia.
- (45) Tajikistan.
- (46) Tanzania.
- (47) Tonga.
- (48) Trinidad and Tobago.
- (49) Turkmenistan.
- (50) Tuvalu.
- (51) Ukraine.
- (52) United Kingdom.
- (53) U.S.S.R.
- (54) Uzbekistan.
- (55) Zambia.
- (56) Zimbabwe.