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# MENDOCINO COUNTY SHERIFF'S OFFICE

THOMAS D. ALLMAN, Sheriff-Coroner

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## MEMORANDUM

**DATE:** 03-23-2017

**TO:** Area Commanders

**FROM:** Captain Gregory L. Van Patten #1184

**SUBJECT:** Report and Evidence protocols for the Field Services Division

To provide clarification on county-wide report writing/review and evidence protocols the following is to be followed by personnel assigned to the Field Services Division:

1. It has been the practice to complete in-custody reports and coroner's case reports before the end of the shift and to complete all other reports before going on RDOs. That still stands, but **in-custody reports and coroner's case reports (except with supervisor approval for a justified reason) need to be approved prior to the end of the shift and all other reports need to be approved before going on RDOs.**

In the absence of an on-duty sector specific supervisor, a Deputy will contact another sector supervisor that is on-duty and request the report be reviewed and approved. The requesting Deputy should make any request as soon as practical and not wait until the end of their shift so that overtime becomes a necessity. If a direct supervisor knows of a pending in-custody or coroner's case report, the supervisor is to remain on-duty to review the report as needed.

A supervisor shall have the discretion to allow a Deputy to delay the completion of a report under justifiable reasons (such as needing rest for improved work product). When this occurs, the delay will not be for more than 10 hours as a general rule. [REDACTED]

This email will reference the case number, the reason for the delay and when the Deputy will be returning to complete the report.

2. Do not place syringes and drug related smoking paraphernalia into evidence. It is sufficient to take a photograph of the item and place that photograph into evidence prior to destroying the item. Make sure the quality of the photograph accurately depicts the item, the case number, date/time, the Deputy's initials and ID number.

These paraphernalia items should be destroyed by use of a bio-hazard container which does not allow for retrieval of the items once placed inside the container. Destruction of paraphernalia items are important to minimize any potential health risk associated with the repeated or prolonged handling of the items.