

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

200.2 DIVISIONS

The Sheriff is responsible for administering and managing the Mendocino County Sheriff's Office. There are three divisions in the Sheriff's Office as follows:

- Administrative Division
- Field Operations Division
- Corrections Division

200.2.1 ADMINISTRATIVE DIVISION

The Administrative Division is commanded by the Undersheriff whose primary responsibility is to provide general management direction and control for the Administrative Division. The Administrative Division consists of Administrative Services, Business Services, Communications and Technical Services.

200.2.2 FIELD OPERATIONS DIVISION

The Field Operations Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for that Division. The Field Operations Division consists of Uniformed Patrol, Investigative Services, Animal Control and Special Operations, which includes SWAT, K-9 Teams, Marine Patrol, Bailiffs and Crisis Negotiations.

200.2.3 CORRECTIONS DIVISION

The Corrections Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Corrections Division. The Corrections Division consists of Jail Operations, Courthouse Holding Cells, Inmate Transportation, Inmate Programs, Medical Services, Jail Kitchen and Jail Laundry.

200.3 SHERIFF-CORONER

The Sheriff-Coroner is the chief executive of the Sheriff's Office and the Coroner's Office. The Sheriff-Coroner has the responsibility to determine policy, together with full responsibility for the performance of all duties imposed upon him by law. He must officially sanction and approve permanent changes in the organization before such changes can be put into effect.

200.4 UNDERSHERIFF

The Undersheriff is to assist the Sheriff-Coroner in planning and administering the activities and to act as the Sheriff in the absence of the Sheriff-Coroner, supervise Staff Services, Personnel and Training, Civil and Business and Corrections Division.

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200.5 SHERIFF'S CAPTAIN

The Sheriff's Captain shall be third in command of the Field Services Division. He shall organize, administer and supervise all functions pertaining to Field Services Division and Coroner's Administration.

200.5.1 CORRECTIONS CAPTAIN

The Corrections Captain shall be third in command of the Corrections Division. He shall organize, administer and supervise all functions pertaining to Corrections Division.

200.6 SHERIFF'S LIEUTENANT

Sheriff's Lieutenants will perform a variety of administrative and supervisory functions as a Watch Commander or Division Commander.

200.6.1 CORRECTIONS LIEUTENANT

Corrections Lieutenants will perform a variety of administrative and supervisory functions as a Watch Commander for the Corrections Division.

200.7 SHERIFF'S SERGEANT/CORRECTIONS SERGEANT

The Sergeants are directly responsible to their Watch Commander. The Sergeant may command Staff Services or other functions as required. The Sergeant is responsible for the efficient operations of the functions and supervision of all personnel under his command.

200.8 DEPUTY SHERIFF II

Under general supervision to perform routine law enforcement and crime prevention work.

200.8.1 DEPUTY SHERIFF I

Deputy Sheriff I will be under close supervision while performing routine law enforcement and crime prevention work. He may be assigned to perform any duty regularly performed by a Deputy Sheriff II and may perform these duties with only minimal supervision after exhibiting the capability to do so.

200.9 SUPERVISING ANIMAL CONTROL OFFICER

Responsible to enforce state laws and county ordinances pertaining to the care, control and licensing of animals; oversees specialized projects beyond the normal scope of work. Handle the difficult and most complex cases requiring a high level knowledge of state laws and county ordinances, and the exercise of the greatest degree of tact and understanding. Provides general supervision to the Animal Control Officers.

200.10 ANIMAL CONTROL OFFICER

Under general supervision, to enforce state laws and county ordinances pertaining to the care, control and licensing of animals.

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200.10.1 ANIMAL CONTROL OFFICER-IN-TRAINING

Under direct supervision, primary responsibility is to gain the knowledge, training and experience which would allow for the enforcement of state laws and county ordinances pertaining to the care, control and licensing of animals.

200.11 RESERVE LEVELS

Per Penal Code 832.6. (a) Every person deputized or appointed, as described in subdivision (a) of Section 830.6, shall have the powers of a peace officer only when the person is any of the following:

- (a) A level I reserve officer deputized or appointed pursuant to paragraph (1) or (2) of subdivision (a) or subdivision (b) of Section 830.6 and assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, and the person has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training. For level I reserve officers appointed prior to January 1, 1997, the basic training requirement shall be the course that was prescribed at the time of their appointment. Reserve officers appointed pursuant to this paragraph shall satisfy the continuing professional training requirement prescribed by the commission.
- (b) A level II reserve officer assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer who has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training, and the level II reserve officer has completed the course required by Section 832 and any other training prescribed by the commission. Level II reserve officers appointed pursuant to this paragraph may be assigned, without immediate supervision, to those limited duties that are authorized for level III reserve officers pursuant to paragraph (3). Reserve officers appointed pursuant to this paragraph shall satisfy the continuing professional training requirement prescribed by the commission.
- (c) Tactical Medical Technicians will be assigned as Level III Reserve Officers and may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a Level I reserve officer or a full-time regular officer. Additionally, Tactical Medical Technicians (Level III reserve officers) may transport prisoners without immediate supervision.

200.11.1 RESERVE LEVEL ASSIGNMENTS

The authority of a "designated" Level I reserve includes the full powers and duties of a peace officer as provided by a Penal Code section 830.1. A Level I reserve is "designated" by authority of a city ordinance or a county resolution. [Penal Code section 830.6(a)(2)]

The authority of a "non-designated" Level I reserve shall extend only for the duration of assignment to specific police functions. [Penal Code section 830.6(a)(1)]

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Level I Reserves must have a documented 200 hour field training program administered in the same manner as that given a Deputy I in training. Upon completing this program successfully the Level I Reserve shall work under the supervision of a POST certified peace officer. Level I Reserves are considered in training at all times.

Level II Reserves shall work under the immediate supervision of a POST certified peace officer and shall be continuously engaged in a field training program approved by POST. These officers shall be assigned to the prevention and detection of crime and the general enforcement of the laws of the state. During the training program the Level II Reserve shall be assigned to an officer holding a certificate of a field training officer from a POST approved FTO course. If there are no POST approved FTOs available, specific, pre-identified Deputy IIs may be assigned as temporary FTOs. Immediate supervision means the reserve acts under the direction of a POST certified officer who is routinely in the physical proximity of and available to the reserve officer. However, allowance is permitted for the necessary temporary separation. Level II Reserve field training shall be as listed above. Further training may be conducted by any POST certified officer. Level II Reserve Officers may perform non-enforcement functions without immediate supervision after their 200 hour FTO program for short duration prisoner transport, traffic control, and other special assignments.

Level III Reserves may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a Level I reserve officer or a full-time regular officer. Additionally, Level III Reserve Officers may transport prisoners without immediate supervision.

200.12 CORRECTIONS DEPUTY

Shall provide routine security, custodial and clerical work in the county detention facility under the direct command of the Corrections Sergeant. Shall instruct and train new corrections deputies and be responsible for the safe custody and welfare of prisoners; searches, examines and instructs prisoners upon their admission to the facility; obtains the necessary information for booking of prisoners; renders first aid and summons other medical help when necessary; supervises the activities of inmates and the cleaning and disinfecting of quarters and clothes; assists in the transportation of prisoners; performs other related work as required.

200.13 COMMUNICATIONS SUPERVISOR

Responsible to the Undersheriff and designated to ensure the efficient function of the Communications Center. Supervises and evaluates the Communications Dispatcher. Acts as County Coordinator, maintaining the Master Street Address Guide.

200.14 COMMUNICATIONS DISPATCHER

Under general supervision to staff and operate the Communications Center. Duties generally include answering emergency and non emergency lines, dispatching deputies to calls for service, tracking deputies and contracted agency employees, performing records checks, and documentation of calls. Communications Dispatcher is responsible to the Communications Supervisor.

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200.15 SHERIFF'S SERVICE TECHNICIAN

Performs a variety of technical functions associated with maintaining custody of all property and evidence and moderately difficult clerical functions in support of office/departmental staff.

200.16 JAIL COOK

Shall participate in the preparation of all types of foods, including special or restricted diets; prepares food for distribution; cleans and organizes work areas; records food consumption; maintains proper sanitation and safety procedures; serves food; operates a variety of cooking and cleaning equipment; orders and stocks food, assigns work to kitchen help when necessary and performs related duties as required.

200.17 JAIL LAUNDRY COORDINATOR

Under general supervision, plans and coordinates laundry operations in a correctional facility including oversight of inmate work crews; performs related work as assigned.

200.18 INMATE SERVICES COORDINATOR

Primary responsibility is to plan, develop and implement programs for inmates in the County correctional facility to provide inmates with opportunities for positive change; coordinates and monitors all phases of program services.

200.19 STAFF ASSISTANT II & III

Staff Assistant II - Under general supervision, performs work of routine difficulty in support of office/department staff, including: heavy data entry; setting up files and maintaining same; processing mail; issuing permits; composing and sending letters to customers/clients; distributing and/or processing forms, applications, etc., and assisting visitors in completion of same; and photocopying. May perform or serve as backup for the receptionist functions.

Staff Assistant III - Under general supervision performs highly responsible and specialized technical office support activities which may include: serving as lead worker including coordinating the work processes for the unit or division; training employees; developing various reports by researching and gathering information, statistics, etc.; attending meetings and taking minutes; setting up files and maintaining same; composing and sending letters to customers/clients; transcribing evaluations, staff notes, or other correspondence; providing office support to professional level staff members; and performing related duties as assigned.

200.20 ACCOUNT SPECIALIST SUPERVISOR

Under general direction supervises and performs a variety of complex accounting functions which include compiling information for and disseminating complex management reports and tracking various programs; authorizing payments and processing accounts payable through the County's financial system; coordinating and reconciling monthly appropriations; collecting, organizing and

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reporting financial information used in audits, budget development and related financial processes; and working on special accounting projects.

200.21 ACCOUNT SPECIALIST II

Under general supervision performs accounting work of routine to moderate difficulty which involves assisting customers by phone and in person; answering questions regarding bills, taxes, licenses, and related issues; opening and processing payments; stuffing bills and other mailings; distributing and/or processing food stamps, forms, applications; balancing cash drawer; and encoding checks; operating various office equipment and may serve as unit receptionist; and performing related duties as assigned.

200.22 ADMINISTRATIVE SERVICES MANAGER II

Under direction, plans, organizes and manages fiscal, administrative and support operations and staff of a department or a division within a large department; oversees and performs duties in support of budget development and management, grant administration, collections, accounting work, strategic planning, organizational oversight and policy development/implementation.

200.23 OFFICE SERVICES SUPERVISOR

Supervises staff and performs a variety of highly complex administrative functions in support of a department director or a division director of a large department. Examples of duties include: coordinating work processes; training staff and appraising performance; developing various, complex (often confidential) reports requiring extensive research and gathering of information and/or statistics; maintaining personnel files and generating related paperwork; preparing and or monitoring contracts and related documents; developing and maintaining various filing systems; assisting in and/or developing policies and procedures; and developing the budget and tracking budget expenditures.

200.24 SHERIFF'S EVIDENCE TECHNICIAN

Primary responsibility is ensuring the integrity and security of evidence; performs responsible technical and clerical duties related to evidence identification, collection, transportation and preservation.

200.25 SHERIFF'S EVIDENCE UNIT SUPERVISOR

Supervision and responsibility for ensuring the integrity and security of evidence; performs responsible technical and clerical duties related to evidence identification, collection, transportation and preservation. As well as scheduling and evaluations of employees of the unit.

200.26 COMPUTER OPERATIONS MANAGER

Under general direction, assures information systems, technology, strategic planning and direction, system security and database integrity for an organizational subsection of the County

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such as a department or in relation to an information systems function such as programming or systems.

200.27 SHERIFF'S TECHNOLOGY SPECIALIST

Under general supervision, performs paraprofessional information technology work pertaining to the maintenance and routine administration of computer programs that support specialized departmental functions using standard platforms and technologies; troubleshoots, researches and resolves moderately complex technical application problems; and provides paraprofessional and technical user support pertaining to assigned programs and systems including the documentation of methods and instructions.

Organization of the Sheriff's Office

201.1 PURPOSE AND SCOPE

The following definitions will govern terminology to be used in all communications and whenever reference is made to any organizational unit. They are commonly used when discussing the operations and organization of the Mendocino County Sheriff's Office.

201.1.1 SHERIFF'S OFFICE

The office of sheriff is not simply another department of county government. Its internal operations are the sole responsibility of the sheriff. County department heads are subordinate to a county administrator because they are truly only a division of county government, working for, and accountable to, the county administrator and the governing body of the board of supervisors. The office of sheriff is a constitutional office in 35 of 50 states, having exclusive powers and authority. These powers are not subject to the dictates of a county administrative officer or the whims of the board of supervisors. The powers of this office have been exercised for over a millennium. A sheriff's office, then, is fundamentally different from a county department which derives its limited authority from whatever is delegated to it. This delegation is made by those individuals who hold an Elected Position, or Office, in the governing body. The use of "Department" actually refers to a subordinate unit of government, rather than to a body with inherent powers and sovereignty, such as the office of sheriff.

201.2 SECTOR

A geographic area designated for resource deployment.

201.3 BEAT

A specific area within a sector designed for purposes of resource deployment.

201.4 MEMBER

All personnel appointed to the Sheriff's Office are designated as members of the Sheriff's Office.

201.5 SWORN PERSONNEL

All members who are described as peace officers in Section 830.1 of the California Penal Code.

201.6 RESERVE MEMBER

Any person who is a member of the Sheriff's Reserves.

201.7 EMPLOYEE

Any person employed by the County of Mendocino.

201.8 COMMAND OFFICER

Sworn personnel holding the rank of Lieutenant or above.

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201.9 OFFICER-IN-CHARGE

Any sworn personnel below the rank of Sergeant in command of an organizational unit or shift

201.10 SUPERVISORY OFFICER OR MEMBER

Members of the Sheriff's Office assigned to positions which require direct supervision of personnel or functional supervision of activities.

201.11 SENIORITY

Seniority of members in the Sheriff's Office is established first by rank, second by aggregate time served in rank, and third by date of hire. In situations requiring decision or control, the senior member present shall be responsible for decisions and control, unless otherwise directed by a higher ranking member.

201.12 RANK LEVELS OF SWORN PERSONNEL

- Sheriff
- Undersheriff
- Captain
- Lieutenant
- Sergeant
- Deputy Sheriff-Coroner II
- Deputy Sheriff-Coroner I

201.13 RANK LEVELS OF CORRECTIONS PERSONNEL

- Corrections Captain
- Corrections Lieutenant
- Corrections Sergeant
- Corrections Deputy
- Sheriff's Service Technician

201.14 RANK LEVELS OF COMMUNICATIONS PERSONNEL

- Public Safety Dispatch Supervisor
- Public Safety Dispatcher

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201.15 MANUAL

The Manual of General Orders contains the rules and regulations governing the conduct of personnel and the operations of the Sheriff's Office. Compliance with the provisions of the Sheriff's General Order Manual is required. Reserve members shall be governed by the Sheriff's General Order Manual insofar as it applies to their activities.

201.16 GENERAL ORDERS

Written directives issued by the Sheriff or Undersheriff. General Orders remain in full force and effect until amended, canceled or suspended. They are the most authoritative directive issued by the Sheriff's Office and may be used to amend, supersede, supplement or cancel any other rule, regulation or order.

201.17 SPECIAL ORDERS

Written directive issued by the Sheriff or a supervisory officer to specify instructions governing a particular situation. Special orders are automatically cancelled when their objectives are achieved. A copy of all special orders shall be forwarded to the Sheriff or his alternates.

201.18 LAWFUL ORDERS

Any written or oral directive issued by a senior officer to any subordinate or group of subordinates in the course of duty, which is not in violation of any law, ordinance or Sheriff's Office rule or regulation.

201.19 BULLETIN OR MEMORANDUM

A written communication between any member or group of members for the purpose of providing direction, instruction, notice or any other Sheriff's Office correspondence.

201.20 SHIFT

A designated span of time within a 24 hour period during which personnel are actually engaged in the performance of their assigned duties.

201.21 BEGINNING OF DAY AND WEEK

The Sheriff's Office day, for record purposes, shall begin at 00:01 hours and shall conclude at 24:00 hours. The Sheriff's Office week, for record purposes, shall commence each Sunday at 00:01 hours and conclude Saturday at 24:00 hours.

201.22 WORK DAY

The day on which a member is directed to perform his duties. In the case of a work day in which the time span covers a period of time prior to and after 24:00 hours, the day on which the shift commenced is, for all intent and purposes, the work day.

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201.23 TIME AND DATE

All reports and intra-departmental correspondence requiring time indications shall be stated according to the 24 hour clock system. The date shall be shown by writing the month, followed by the day and then the year.

201.24 RIGHT

The term Right shall designate those conditions granted as specifically outlined by law, ordinance, rule, regulation or other term of agreement.

201.25 PRIVILEGE

Employment conditions are permissive rights granted at the convenience of the Sheriff's Office.

201.26 SHALL/WILL

Indicates that the action is mandatory.

201.27 SHOULD/MAY

Indicates that the action is permissive.

201.28 GENDER

The use of the masculine gender includes the female gender when applicable.

201.29 SHERIFF'S OFFICE IDENTIFICATION NUMBERS

Each member of the Sheriff's Office will be assigned a permanent identification number which will remain assigned to the individual for his entire career with the Mendocino County Sheriff's Office. The identification number will be recorded wherever required: on reports, personnel records or other official documents.

Directives

204.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Sheriff to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding (Between the Mendocino County Deputy Sheriffs' Association and the County of Mendocino) and as permitted by Government Code § 3500 et seq. Departmental Directives will immediately modify or change and supersede sections of this manual to which they pertain.

204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the four digits of the year, followed by the month, followed by the day of the month, and "No." followed a number. For example, 2012-05-19No1 signifies the first Departmental Directive on May 19, 2012.

Emergency Operations Plan

206.1 PURPOSE AND SCOPE

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

206.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Operations Plan can be activated on the order of the official designated by local ordinance.

206.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Mendocino County Sheriff's Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the authorized designee (Government Code § 3100).

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

206.3 LOCATION OF THE PLAN

The Emergency Operation Plan is available in the Shift Supervisor's office or online at <http://www.co.mendocino.ca.us/oes/eop.htm>. All supervisors should familiarize themselves with the Emergency Operation Plan. The O.E.S. Coordinator should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

206.4 UPDATING OF MANUALS

The O.E.S. Coordinator shall review the Emergency Operation Plan at least once every five years to ensure that the manual conforms to any revisions made to the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

Training Policy

208.1 PURPOSE AND SCOPE

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

208.2 PHILOSOPHY

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

208.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel

208.4 TRAINING PLAN

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

(Agency-specific training areas)

208.5 TRAINING NEEDS ASSESSMENT

The Professional Standards Bureau will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

208.6 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation

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3. Sick leave
 4. Physical limitations preventing the employee's participation.
 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 2. Document his/her absence in a memorandum to his/her supervisor.
 3. Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

208.7 DAILY TRAINING BULLETINS

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

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

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

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

Electronic Mail

212.1 PURPOSE AND SCOPE

The use of County of Mendocino automation systems, including computers, fax machines and all forms of Internet/Intranet access is for County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense to the County. The authorized bargaining units for the employees of the Sheriff's office are also permitted to use the system as a member bulletin board, however the same rules apply. This system shall not be used for any political measure or candidate in any political race.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of County computers, networks, email and Internet access is a privilege granted by management, and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Distribution of countywide e-mail messages. Such messages are reserved for officially approved Mendocino County publications.
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate County purposes.
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms. Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging.
- Misrepresenting oneself or the County.
- Violating the laws and regulations of the United States or the State of California in any way while using County equipment or networks.
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code or other code or file designed to disrupt, disable, impair, or otherwise harm either the County's networks or systems or those of any other individual or entity.
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages.
- Sending, receiving, or accessing pornographic materials.

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- Causing congestion, disruption, disablement, alteration, or impairment of County networks or systems.
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended.
- Excessive use of recreational games.
- Defeating or attempting to defeat security restrictions on county systems and applications.

Using County automation systems to access, create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the County anti-harassment policies and is subject to disciplinary action. The County's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States. Use of County resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives or files on individual Internet activities, e-mail use and/or computer use.

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

212.2 EMAIL RIGHT OF PRIVACY

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

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

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

212.3 PROHIBITED USE OF EMAIL

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

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users. Personal advertisements are not acceptable.

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

212.4 MANAGEMENT OF E-MAIL

Because the e-mail system is not designed for long-term retention of messages, e-mail that the employee desires to save or that becomes part of an official record should be printed and/or stored in another database. Users of e-mail are solely responsible for the management of their mailboxes. Messages should be purged manually by the user at least once per week.

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

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

212.5 ELECTRONIC MAIL TAMPERING

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

212.6 INTERNET AND INTRANET BROWSERS

The Internet is to be used to further the County's mission, to provide effective service of the highest quality to the County's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are County resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Electronic Mail

Employees are individually liable for any and all damages incurred as a result of violating County security policy, copyright, and licensing agreements. All County policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, County information dissemination, standards of conduct, misuse of County resources, anti-harassment and information and data security.

212.7 PERSONAL ELECTRONIC EQUIPMENT

Employees shall not bring personal computers to the workplace or connect them to County Network unless expressly permitted to do so by the County. Any employee bringing a personal computing device onto County premises thereby gives permission to the County to inspect the personal computer at any time with personnel of the County's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer in question. Employees who do not wish such inspections to be done on their personal computers should not bring such items to work at all.

212.8 VIOLATIONS

Violation of this policy, or failure to permit an inspection of any device covered by this policy, may result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the County or from individuals whose rights are harmed by the violation.

212.9 EMPLOYEE LOG IN RESPONSIBILITY

In an effort to facilitate expedient, efficient and timely communications department wide each employee shall log into their personal account in the County email system daily and must open, read and review each new email for notification and information of importance. This shall be done as close as practical to the beginning of their shift and at the end of their shift.

Administrative Communications

214.1 PURPOSE AND SCOPE

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

214.2 DIRECTIVE

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

214.3 CORRESPONDENCE

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

The signature element is as follows:

Sincerely,
Matthew C. Kendall
Sheriff-Coroner
By: _____
Name, Rank

214.4 SURVEYS

All surveys conducted or completed in the name of the Sheriff's Office shall be authorized by the Sheriff or a their designee..

Field Supervisor Staffing Levels

216.1 PURPOSE AND SCOPE

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

License to Carry a Firearm

218.1 PURPOSE AND SCOPE

The Sheriff is given the statutory discretion to issue a license to carry a firearm to residents within the community (Penal Code § 26150). This policy will provide a written process for the application and issuance of such licenses. Pursuant to Penal Code § 26160, this policy shall be made accessible to the public.

218.1.1 APPLICATION OF POLICY

Nothing in this policy shall preclude the Chief or other head of a municipal police office from entering into an agreement with the Sheriff of the county or preclude the Sheriff of the county from entering into an agreement with the Chief of any municipal police office to process all applications and license renewals for the carrying of concealed weapons (Penal Code § 26150; Penal Code § 26155).

218.2 POLICY

The Mendocino County Sheriff's Office will fairly and impartially consider all applications to carry firearms in accordance with applicable law and this policy.

218.3 QUALIFIED APPLICANTS

In order to qualify for a license to carry a firearm, the applicant must meet certain requirements, including:

- (a) Be a resident of the County of Mendocino (Penal Code § 26150; Penal Code § 26155).
- (b) Be at least 21 years of age (Penal Code § 29610).
- (c) Fully complete an application that will include substantial personal information. Much of the information in the application may be subject to public access under the Public Records Act.
- (d) Be free from criminal convictions that would disqualify the applicant from carrying a firearm. Fingerprints will be required and a complete criminal background check will be conducted.
- (e) Be of good moral character (Penal Code § 26150; Penal Code § 26155).
- (f) Show good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155).
- (g) Pay all associated application fees. These fees are set by statute and may not be refunded if the application is denied.
- (h) Be free from any psychological conditions that might make the applicant unsuitable for carrying a firearm (Penal Code § 26190).
- (i) Complete required training (Penal Code § 26165).

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218.3.1 PHASE THREE

The applicant shall be required to submit fingerprints via LiveScan and pay the required Department of Justice application fees.

Processing of the permit will be completed only after the criminal history background check and Firearms Eligibility letter is received from the Department of Justice.

No person determined to fall within a prohibited class described in Penal Code §§ 29800 or 29900 or Welfare and Institutions Code §§ 8100 or 8103 may be issued a license to carry a concealed weapon.

Whether an application is approved or denied at the conclusion of or during phase three, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the Department of Justice, whichever is later. (Penal Code § 12052.5).

218.4 APPLICATION PROCESS

The application process for a license to carry a firearm shall consist of two phases. Upon the successful completion of each phase, the applicant will advance to the next phase until the process is completed and the license is either issued or denied.

218.4.1 PHASE ONE (TO BE COMPLETED BY ALL APPLICANTS)

- (a) Any individual applying for a license to carry a firearm shall first fully complete a California Department of Justice (DOJ) application to be signed under penalty of perjury. Any applicant who provides false information or statements on the application will be removed from further consideration and may be prosecuted for a criminal offense (Penal Code § 26180).
 1. In the event of any discrepancies in the application or background investigation, the applicant may be required to undergo a polygraph examination, at no cost to the applicant.
 2. If an incomplete application package is received, the Sheriff or authorized designee may do any of the following:
 - (a) Require the applicant to complete the package before any further processing.
 - (b) Advance the incomplete package to phase two for conditional processing pending completion of all mandatory conditions.
 - (c) Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction, absence of good cause).

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- (b) At the time the completed application is submitted, the applicant shall submit a check made payable to the California Department of Justice for the required California DOJ application fee, along with a separate check made payable to the County of Mendocino for a nonrefundable 20 percent of the application fee to cover the cost of processing the application (Penal Code § 26190).
 - (a) Additional fees may be required for fingerprinting, training or psychological testing, in addition to the application fee.
 - (b) Full payment of the remainder of the application fee will be required upon issuance of a license.
 - (c) Payment of related fees may be waived if the applicant is a duly appointed reserve peace officer as defined in Penal Code § 830.6 (a) or (b) (Penal Code § 26170).
- (c) The applicant shall be required to submit to fingerprinting and a complete criminal background check by the California DOJ. A second set of fingerprints may be required for retention in department files. No person determined to fall within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 will be issued a license to carry a firearm. A license shall not be issued if the California DOJ determines that the applicant is prohibited by state or federal law from possessing, receiving, owning or purchasing a firearm (Penal Code § 26195).

Once the Sheriff or authorized designee has reviewed the completed application package and relevant background information, the application will either be advanced to phase two or denied.

In the event that an application is denied at the conclusion of, or during, phase one, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

218.4.2 PHASE TWO

This phase is to be completed only by those applicants successfully completing phase one.

- (a) Upon successful completion of phase one, the applicant shall be scheduled for a personal interview with the Sheriff or authorized designee. During this stage, there will be further discussion of the applicant's statement of good cause and any potential restrictions or conditions that might be placed on the license.
 1. The determination of good cause should consider the totality of circumstances in each individual case.
 2. Any denial for lack of good cause should be rational, articulable and not arbitrary in nature.

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3. The Department will provide written notice to the applicant as to the determination of good cause (Penal Code § 26202).
 - (b) The Sheriff may, based upon criteria established by the Sheriff, require that the applicant be referred to an authorized psychologist used by the Department for psychological testing. The cost of such psychological testing (not to exceed \$150) shall be paid by the applicant. The purpose of any such psychological testing is intended only to identify any outward indications or history of psychological problems that might render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a firearm, the applicant shall be removed from further consideration (Penal Code § 26190).
 - (c) The applicant shall complete a course of training approved by the agency, which complies with Penal Code § 26165. The applicant will not be required to complete and pay for any training courses prior to any determination of good cause (Penal Code § 26165; Penal Code § 26202).
 - (d) The applicant shall submit any firearm to be considered for a license to the Rangemaster or other departmentally authorized gunsmith, at no cost to the applicant, for a full safety inspection. The Sheriff reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).
 - (e) The applicant shall successfully complete a firearms safety and proficiency examination with the firearm to be licensed, to be administered by the department Rangemaster, or provide proof of successful completion of another departmentally approved firearms safety and proficiency examination, including completion of all releases and other forms. The cost of any outside inspection/examination shall be the responsibility of the applicant.

Once the Sheriff or authorized designee has verified the successful completion of phase two, the license to carry a firearm will either be granted or denied.

Whether an application is approved or denied at the conclusion of or during phase two, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

218.5 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED FIREARM

The authority to issue a limited business license to carry a concealed firearm to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department may not issue limited licenses (Penal Code § 26150). Therefore, such applicants may be referred to the Sheriff for processing .

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An individual who is not a resident of the county but who otherwise successfully completes all portions of phases one and two above, may apply for and be issued a limited license subject to approval by the Sheriff and subject to the following:

- (a) The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the County of Mendocino (Penal Code § 26150).
- (b) Such a license will be valid for a period not to exceed 90 days from the date of issuance (Penal Code § 26220).
- (c) The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).
- (d) Any application for renewal or reissuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).

218.6 ISSUED FIREARMS PERMITS

In the event a license to carry a firearm is issued by the Sheriff, the following shall apply:

- (a) The license will not be valid outside the state of California.
- (b) The license will be subject to any and all reasonable restrictions or conditions the Sheriff has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the firearm.
 - 1. All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).
 - 2. The licensee will be required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.
- (c) The license shall be on the California DOJ BOF 4501 form, showing the expiration date, type of firearm, restrictions and other pertinent information..
 - 1. Each license shall be numbered and clearly identify the licensee.
 - 2. All licenses shall be subjected to inspection by the Sheriff or any law enforcement officer.
- (d) The license will be valid for a period not to exceed two years from the date of issuance (Penal Code § 26220).
 - 1. A license issued to a state or federal magistrate, commissioner or judge will be valid for a period not to exceed three years.
 - 2. A license issued to any reserve peace officer as defined in Penal Code § 830.6(a) or (b), or a custodial officer employed by the Sheriff as provided in Penal Code § 831.5 will be valid for a period not to exceed four years, except

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that such license shall be invalid upon the individual's conclusion of service as a reserve officer.

- (e) If the licensee's place of residence was the basis for issuance of a license and the licensee moves out of the county of issuance, the license shall expire 90 days after the licensee has moved (Penal Code § 26210).
- (f) The licensee shall notify this department in writing within 10 days of any change of place of residency.

218.6.1 LICENSE RESTRICTIONS

- (a) The Sheriff may place special restrictions limiting time, place, manner and circumstances under which any license shall be valid. In general, these restrictions will prohibit the licensee from:
 - 1. Consuming any alcoholic beverage while armed.
 - 2. Falsely representing him/herself as a peace officer.
 - 3. Unjustified or unreasonable displaying of a firearm.
 - 4. Committing any crime.
 - 5. Being under the influence of any medication or drug while armed.
 - 6. Interfering with any law enforcement officer's duties.
 - 7. Refusing to display his/her license or firearm for inspection upon demand of any peace officer.
- (b) The Sheriff reserves the right to inspect any license or licensed firearm at any time.

218.6.2 AMENDMENTS TO LICENSES

Any licensee may apply to amend a license at any time during the period of validity by completing and submitting a written Application for License Amendment along with the current processing fee to the Department in order to (Penal Code § 26215):

- (a) Add or delete authority to carry a firearm listed on the license.
- (b) Change restrictions or conditions previously placed on the license.
- (c) Change the address or other personal information of the licensee (Penal Code § 26210).

In the event that any amendment to a valid license is approved by the Sheriff, a new license will be issued reflecting the amendment. An amendment to any license will not serve to extend the original expiration date and an application for an amendment will not constitute an application for renewal of the license.

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218.6.3 REVOCATION OF LICENSES

Any license issued pursuant to this policy may be immediately revoked by the Sheriff for any of the following reasons:

- (a) The licensee has violated any of the restrictions or conditions placed upon the license.
- (b) The licensee becomes psychologically unsuitable to carry a firearm.
- (c) The licensee is determined to be within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103 or any state or federal law.
- (d) The licensee engages in any conduct which involves a lack of good moral character or that might otherwise remove the good cause for the original issuance of the license.
- (e) If the license is one to carry "loaded and exposed," the license shall be revoked immediately upon a change of the licensee's place of residence to another county (Penal Code § 26210).

The issuance of a license by the Sheriff shall not entitle the holder to either a property or liberty interest as the issuance, amendment or revocation of such license remains exclusively within the discretion of the Sheriff as set forth herein.

If any license is revoked, the Department will immediately notify the licensee in writing and the California DOJ (Penal Code § 26225).

218.6.4 LICENSE RENEWAL

No later than 90 days prior to the expiration of any valid license to carry a firearm, the licensee may apply to the Sheriff for a renewal by:

- (a) Verifying all information submitted in the original application under penalty of perjury.
- (b) Completing a department-approved training course pursuant to Penal Code § 26165. The applicant shall not be required to pay for a training course prior to the determination of good cause (Penal Code § 26165).
- (c) The Sheriff reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).
- (d) Paying a non-refundable renewal application fee.

Once the Sheriff or authorized designee has verified the successful completion of the renewal process, the renewal of the license to carry a firearm will either be granted or denied. Prior issuance of a license shall not entitle any licensee to any property or liberty right to renewal.

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Whether an application for renewal is approved or denied, the applicant shall be notified in writing within 90 days of the renewal application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later (Penal Code § 26205).

218.7 DEPARTMENT REPORTING AND RECORDS

Pursuant to Penal Code § 26225, the Sheriff shall maintain a record of the following and immediately provide copies of each to the California DOJ:

- (a) The denial of a license
- (b) The denial of an amendment to a license
- (c) The issuance of a license
- (d) The amendment of a license
- (e) The revocation of a license

The Sheriff shall annually submit to the State Attorney General the total number of licenses to carry firearms issued to reserve peace officers and judges.

218.8 CONFIDENTIAL RECORDS

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, commissioner or judge contained in an application or license shall not be considered public record (Government Code § 6254(u)(2)).

Any information in an application or license which tends to indicate when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of his/her family shall not be considered public record (Government Code § 6254(u)(1)).

Retiree Concealed Firearms

220.1 PURPOSE AND SCOPE

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

220.2 POLICY

It is the policy of the Mendocino County Sheriff's Office to provide identification cards to qualified former or retired deputies as provided in this policy.

220.3 LEOSA

The Sheriff may issue an identification card for LEOSA purposes to any qualified former deputy of this office who (18 USC § 926C(c)):

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

220.3.1 LEOSA IDENTIFICATION CARD FORMAT

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

If the Mendocino County Sheriff's Office qualifies the former deputy, the LEOSA identification card or separate certification should indicate the date the former deputy was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

220.3.2 AUTHORIZATION

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

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

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agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by California law or by a private person or entity on his/her property if such prohibition is permitted by California law.

220.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

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

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

220.4.1 CALIFORNIA ONLY IDENTIFICATION CARD FORMAT (NO LEOSA COVERAGE)

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

- (a) A photograph of the retiree.
- (b) The retiree's name and date of birth.
- (c) The date of retirement.
- (d) The name and address of this department.
- (e) A stamped CCW Approved endorsement along with the date by which the endorsement must be renewed- every five years (Penal Code § 25465). If a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege."

220.4.2 QUALIFIED RETIREES FROM INCORPORATED JURISDICTION

The Mendocino County Sheriff's Office shall provide an identification card with a CCW Approved endorsement to honorably retired peace officers from any jurisdiction that this office now serves under the following conditions (Penal Code § 25905):

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- (a) The retiree's previous agency is no longer providing law enforcement services or the relevant government body is dissolved.
- (b) This office is in possession of the retiree's complete personnel record or can verify the retiree's honorably retired status.
- (c) The retiree is in compliance with all of the requirements of this office for the issuance of a CCW Approved endorsement.

220.4.3 QUALIFIED RETIRED RESERVES

Qualified retired reserve officers who meet the office requirements shall be provided an identification card with a CCW Approved endorsement (Penal Code § 26300).

220.5 FORMER DEPUTY RESPONSIBILITIES

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

220.5.1 RESPONSIBILITIES UNDER LEOSA

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

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

220.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired deputy shall (Penal Code § 26300):

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

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220.6 DENIAL, SUSPENSION OR REVOCATION OF A LEOSA IDENTIFICATION CARD

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

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

A CCW endorsement under Penal Code § 25470 for any deputy retired from this office may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Shift Supervisor when the conduct of a retired peace officer compromises public safety.

- (a) In the event that a CCW endorsement is initially denied, the retired deputy shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.
- (b) Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26315).
 - 1. The retiree shall have 15 days from the date of service to file a written request for a hearing.
 - 2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 26315).
 - 3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
- (c) A hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Department, one selected by the retiree or his/her employee organization and one selected jointly (Penal Code § 26320).
 - 1. The decision of such hearing board shall be binding on the Department and the retiree.
 - 2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department will then reissue a new identification card which shall be stamped "No CCW Privilege."
- (d) Members who have reason to suspect the conduct of a retiree has compromised public safety shall notify the Shift Supervisor as soon as practicable. The Shift Supervisor should promptly take appropriate steps to look into the matter and, if warranted, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.

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1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
2. The Shift Supervisor should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Sheriff.
3. The personal and written notification should be as follows:
 - (a) The retiree's CCW endorsement is immediately and temporarily suspended.
 - (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
 - (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Shift Supervisor should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Shift Supervisor may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

220.8 FIREARM QUALIFICATIONS

The Rangemaster may provide former deputies from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will complete a record of the qualifications and type handgun(s) (pistol/revolver) used.