

# Mendocino County Sheriff's Office

Mendocino Co SO Policy Manual

## Table of Contents

<b>ACCESSING CURRENT POLICIES . . . . .</b>	<b>1</b>
<b>MISSION STATEMENT . . . . .</b>	<b>2</b>
<b>Chapter 1 - Law Enforcement Role and Authority . . . . .</b>	<b>8</b>
100 - Law Enforcement Authority . . . . .	9
101 - Mendocino County Sheriff's Office History . . . . .	12
102 - Chief Executive Officer . . . . .	15
104 - Oath of Office . . . . .	16
105 - Law Enforcement Code of Ethics . . . . .	18
107 - Policy Manual . . . . .	19
<b>Chapter 2 - Organization and Administration . . . . .</b>	<b>24</b>
200 - Organizational Structure and Responsibility . . . . .	25
201 - Organization of the Sheriff's Office . . . . .	32
204 - Directives . . . . .	36
206 - Emergency Operations Plan . . . . .	37
208 - Training Policy . . . . .	38
212 - Electronic Mail . . . . .	40
214 - Administrative Communications . . . . .	44
216 - Field Supervisor Staffing Levels . . . . .	45
218 - License to Carry a Firearm . . . . .	46
220 - Retiree Concealed Firearms . . . . .	54
<b>Chapter 3 - General Operations . . . . .</b>	<b>59</b>
300 - Use of Force . . . . .	60
302 - Use of Force Review Boards . . . . .	69
306 - Handcuffing and Restraints . . . . .	72
308 - Control Devices and Techniques . . . . .	77
309 - Conducted Energy Device . . . . .	82
310 - Officer-Involved Shootings and Deaths . . . . .	88
312 - Firearms . . . . .	97
314 - Vehicle Pursuits . . . . .	107
316 - Deputy Response to Calls . . . . .	119
318 - Canines . . . . .	122
320 - Domestic Violence . . . . .	132
322 - Search and Seizure . . . . .	141
324 - Temporary Custody of Juveniles . . . . .	143
326 - Adult Abuse . . . . .	154
328 - Discriminatory Harassment . . . . .	164
330 - Child Abuse . . . . .	170
332 - Missing Persons . . . . .	176
334 - Public Alerts . . . . .	183
336 - Victim and Witness Assistance . . . . .	189

# Mendocino County Sheriff's Office

Mendocino Co SO Policy Manual

---

338 - Hate Crimes . . . . .	192
340 - Standards of Conduct . . . . .	195
342 - Information Technology Use . . . . .	203
344 - Report Preparation . . . . .	207
346 - Media Relations . . . . .	211
348 - Subpoenas and Court Appearances . . . . .	215
350 - Reserve Deputies . . . . .	218
352 - Outside Agency Assistance . . . . .	224
356 - Registered Offender Information . . . . .	225
358 - Major Incident Notification . . . . .	228
360 - Death Investigation . . . . .	230
362 - Identity Theft . . . . .	233
364 - Private Persons Arrests . . . . .	234
366 - Anti-Reproductive Rights Crimes Reporting . . . . .	236
368 - Limited English Proficiency Services . . . . .	238
370 - Communications with Persons with Disabilities . . . . .	248
372 - Mandatory Employer Notification . . . . .	256
374 - Biological Samples . . . . .	258
375 - Peer Support Program . . . . .	261
376 - Chaplains . . . . .	266
378 - Public Safety Video Surveillance System . . . . .	272
380 - Child and Dependent Adult Safety . . . . .	276
382 - Service Animals . . . . .	280
384 - Volunteer Program . . . . .	282
386 - Off-Duty Law Enforcement Actions . . . . .	287
389 - Department Use of Social Media . . . . .	289
390 - Gun Violence Restraining Orders . . . . .	292
<b>Chapter 4 - Patrol Operations . . . . .</b>	<b>298</b>
400 - Patrol Function . . . . .	299
402 - Bias-Based Policing . . . . .	301
404 - Briefing Training . . . . .	304
406 - Crime And Disaster Scene Integrity . . . . .	305
408 - Crisis Response Unit . . . . .	307
410 - Ride-Along Policy . . . . .	318
412 - Hazardous Material Response . . . . .	321
414 - Hostage and Barricade Incidents . . . . .	323
416 - Response to Bomb Calls . . . . .	328
418 - Mental Illness Commitments . . . . .	333
420 - Cite and Release Policy . . . . .	339
422 - Foreign Diplomatic and Consular Representatives . . . . .	343
424 - Rapid Response and Deployment . . . . .	347
426 - Reporting Police Activity Outside of Jurisdiction . . . . .	349
428 - Immigration Violations . . . . .	350
434 - Aircraft Accidents . . . . .	355
436 - Field Training Officer Program . . . . .	359
438 - Obtaining Air Support . . . . .	362

# Mendocino County Sheriff's Office

## Mendocino Co SO Policy Manual

---

440 - Contacts and Temporary Detentions . . . . .	363
442 - Criminal Organizations . . . . .	368
446 - Mobile Audio/Video . . . . .	373
450 - Portable Audio/Video Recorders . . . . .	380
452 - Medical Marijuana . . . . .	384
453 - Marine Enforcement Unit . . . . .	389
457 - Foot Pursuits . . . . .	392
463 - Homeless Persons . . . . .	397
464 - Public Recording of Law Enforcement Activity . . . . .	400
465 - Crisis Intervention Incidents . . . . .	403
466 - Mobile Digital Computer Use . . . . .	408
467 - First Amendment Assemblies . . . . .	411
468 - Civil Disputes . . . . .	417
469 - Medical Aid and Response . . . . .	419
<b>Chapter 5 - Traffic Operations . . . . .</b>	<b>424</b>
500 - Traffic Function and Responsibility . . . . .	425
502 - Traffic Collision Reporting . . . . .	428
510 - Vehicle Towing and Release . . . . .	430
512 - Vehicle Impound Hearings . . . . .	435
514 - Impaired Driving . . . . .	437
516 - Traffic Citations . . . . .	443
520 - Disabled Vehicles . . . . .	445
<b>Chapter 6 - Investigation Operations . . . . .</b>	<b>446</b>
600 - Investigation and Prosecution . . . . .	447
602 - Sexual Assault Investigations . . . . .	452
606 - Asset Forfeiture . . . . .	458
608 - Informants . . . . .	459
609 - Multi-Agency Gang Suppression Unit . . . . .	465
610 - Eyewitness Identification . . . . .	470
612 - Brady Material Disclosure . . . . .	474
613 - Unmanned Aerial System (UAS) Operations . . . . .	476
614 - Warrant Service . . . . .	478
615 - Operations Planning and Deconfliction . . . . .	482
<b>Chapter 7 - Equipment . . . . .</b>	<b>488</b>
700 - Department Owned and Personal Property . . . . .	489
702 - Personal Communication Devices . . . . .	491
704 - Vehicle Maintenance . . . . .	495
706 - Vehicle Use . . . . .	498
707 - Acoustic Hailing Device . . . . .	505
708 - Cash Handling, Security and Management . . . . .	508
<b>Chapter 8 - Support Services . . . . .</b>	<b>510</b>
800 - Communications Division . . . . .	511
802 - Property and Evidence . . . . .	525

# Mendocino County Sheriff's Office

Mendocino Co SO Policy Manual

---

804 - Records Bureau . . . . .	535
806 - Restoration of Firearm Serial Numbers . . . . .	539
808 - Records Maintenance and Release . . . . .	541
810 - Protected Information . . . . .	551
812 - Computers and Digital Evidence . . . . .	556
818 - Animal Control . . . . .	560
<b>Chapter 9 - Custody . . . . .</b>	<b>565</b>
900 - Temporary Custody of Adults . . . . .	566
902 - Custodial Searches . . . . .	578
903 - CUSTODY OF PREGNANT INMATES . . . . .	584
904 - Prison Rape Elimination . . . . .	585
<b>Chapter 10 - Personnel . . . . .</b>	<b>603</b>
1000 - Recruitment and Selection . . . . .	604
1002 - Evaluation of Employees . . . . .	610
1004 - Promotional and Transfer Policy . . . . .	616
1006 - Grievance Procedure . . . . .	619
1010 - Reporting of Employee Convictions . . . . .	621
1012 - Drug- and Alcohol-Free Workplace . . . . .	623
1014 - Sick Leave . . . . .	626
1016 - Communicable Diseases . . . . .	629
1018 - Smoking and Tobacco Use . . . . .	634
1020 - Personnel Complaints . . . . .	637
1022 - Seat Belts . . . . .	646
1024 - Body Armor . . . . .	648
1026 - Personnel Files . . . . .	650
1028 - Request for Change of Assignment . . . . .	656
1030 - Commendations and Awards . . . . .	657
1032 - Fitness for Duty . . . . .	658
1034 - Meal Periods and Breaks . . . . .	661
1035 - Lactation Break Policy . . . . .	662
1036 - Payroll Records . . . . .	664
1037 - Vacation . . . . .	665
1038 - Overtime Compensation Requests . . . . .	666
1040 - Outside Employment . . . . .	668
1042 - Occupational Disease and Work-Related Injury Reporting . . . . .	673
1044 - Personal Appearance Standards . . . . .	675
1046 - Uniform Regulations . . . . .	678
1050 - Nepotism and Conflicting Relationships . . . . .	693
1052 - Department Badges . . . . .	696
1053 - Fraud Policy . . . . .	698
1054 - Temporary Modified-Duty Assignments . . . . .	699
1057 - Employee Speech, Expression and Social Networking . . . . .	703
1058 - Anti-Retaliation . . . . .	710
1059 - Line-of-Duty Deaths . . . . .	714
1060 - Illness and Injury Prevention . . . . .	725

# Mendocino County Sheriff's Office

Mendocino Co SO Policy Manual

---

<b>Attachments . . . . .</b>	<b>730</b>
Hate Crime Checklist.pdf . . . . .	731
Officer-Involved Fatal Incident Protocol (2015).pdf . . . . .	732
1st_Responder_Checklist.pdf . . . . .	733
13701PC Form - Revised 080717.pdf . . . . .	734
School Notification Form.pdf . . . . .	735
Commendation Bars-.pdf . . . . .	736
MCSO Property Receipt.pdf . . . . .	737
MCSO AWARDS CRITERIA-.pdf . . . . .	738
marsy_pocket_en_res.pdf . . . . .	739
Statutes and Legal Requirements.pdf . . . . .	740
Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf . . . . .	741
2016 HATE CRIMES.pdf . . . . .	742
Accident Incident Injury Report Form.pdf . . . . .	743