

Ventura County Sheriff's Office



Ojai Valley Station

Standard Operating Procedures

(Revised 04/01/2019)



VENTURA COUNTY
**SHERIFF'S
OFFICE**

Ojai Valley Station
Standard Operating Procedures

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VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Access to Evidence and Evidence Lockers

| | | | |
|---------------------|-----------------------|---------------------|-----------------------|
| Date Issued: | Revision Date: | Prepared by: | Authorized by: |
| 09/21/05 | 04/01/19 | Sgt. B. Koppenjan | Captain J. Fryhoff |

Purpose:

To establish accountability and to maintain the Chain of Evidence

Agency Impact:

Ojai Valley Station

Procedure:

In order to maintain accountability and the "Chain of Evidence," the following rules shall be followed:

1. The station captain and the administrative sergeant will maintain keys to the evidence lockers.
2. Access to the secured evidence lockers can only be authorized by the station captain or administrative sergeant.
3. The station captain or administrative sergeant will directly supervise all access to the secured evidence lockers.

4. If it becomes necessary to access evidence inside the lockers for the purposes of making corrections, you must wait for the availability of either the station captain or administrative sergeant. If access to the evidence deemed reasonable, the station captain or the administrative sergeant will allow supervised access to ensure accountability.

5. Under no circumstances is evidence and/or property to be kept or stored in lockers, patrol units, desks, offices, or any other location not authorized by the agency.

An exception to this rule would be allowances made by the station captain and/or for detectives who may need direct access to the evidence and/or property while investigating crimes.

6. It is the responsibility of each deputy to ensure evidence and/or property is properly booked as specified by the Technical Services Bureau's "Property and Evidence Manual." The evidence and/or property will be placed into the Ojai station evidence lockers, via the unlocked outer doors, and secured by turning the knob on the door and pushing in the metal button. All evidence and/or property will have an attached copy of the property report, which will list the recommended disposition of the item or items.

7. Evidence and/or property will remain secured inside the evidence lockers until it can be transported and released to the Ventura property room. Property room personnel will sign the evidence logs and assume accountability.

8. All evidence and/or property booked into the Ojai station evidence lockers will be listed on the evidence log located inside the evidence room. Upon transporting evidence and/or property to Ventura, the evidence log will be used to verify the items in the lockers. The evidence log will be transported to Ventura with the evidence and/or property. The evidence log will be given to the property room personnel who will maintain the original, and provide a copy for the Ojai station.



VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Bicycle Patrol

Date Issued:

Revision Date:

Prepared by:

Authorized by:

09/02/10

04/01/19

Sgt. B. Koppenjan

Captain J. Fryhoff

Purpose:

It shall be the goal of the Ojai Valley Station to provide community related law enforcement by the utilization of a police bicycle patrol. The purpose of this policy is to establish guidelines for the use of the bicycle patrol, training, and care of the bicycles.

Agency Impact:

Ojai Valley Station

Procedure:

Assignment

The Ojai Bicycle Patrol is a collateral duty assignment. The bicycle patrol may be utilized for special events, saturation patrols, and directed enforcement or other events as determined by the shift supervisor or station captain. Deputies are encouraged to identify specific patrol needs and areas that could be addressed by the bicycle patrol and suggest them to their supervisor for consideration.

Selection Process

All interested station deputies can submit an email of interest to the station administrative sergeant for review. The station captain will review all request prior to selection for the team.

Training

All station bicycle deputies will be trained by a P.O.S.T. certified instructor in basic bicycle patrol techniques and safety prior to conducting bicycle patrol duties. Advanced bicycle training is encouraged but not mandated.

Uniform & Equipment

Deputies will wear helmet, gloves and safety/sun glasses while on the bicycle. The only approved bicycles for bicycle patrol are those that are property of the agency and maintained by the agency. No personal bicycles may be used for bicycle patrol.

The deputies, while on duty on a police bicycle, will wear the agency bicycle patrol uniform, unless approved by their immediate supervisor. Deputies may wear any combination of the bicycle patrol uniform, based on weather conditions. However, deputies are encouraged to have a like appearance.

Deputies may use limited personal equipment while performing bicycle patrol duties. The equipment must be consistent with current standards and policy prior to use. The agency will not be responsible for the loss, damage, theft, or destruction of personal equipment utilized.

***Wearing of soft body armor is required while performing bicycle patrol duties.**

Use & Care of Bicycles

While it is recognized that during the course of patrol duties or training, bicycles may receive hard use, any intentional abuse or misuse is prohibited. Any damage to the bicycle shall be documented and reported by the deputy using the bicycle to their immediate supervisor via a memorandum.

Deputies will conduct minor maintenance and repairs (i.e. changing of flat tires) they are trained and certified to perform. Any other maintenance will be conducted at a certified bicycle repair shop.

Bicycle Patrol Duties

The bicycle patrol can serve as an effective proactive force in crime prevention, detection, and enforcement. Bicycle patrol is a special method of patrol, which deputies may utilize as a tool to provide front line police services in the areas they are assigned. These areas include special events, targeted problem areas, and others as may be appropriate. The bicycle patrol can operate year round except, during severe or inclement weather.

Bicycle patrol deputies will always work in pairs and will not be assigned as a single bicycle deputy unless authorized by the station captain.

Bicycle patrol deputies will not work traffic accidents as the primary unit due to the limited amount of equipment carried on the police bicycle. Since bicycle patrol deputies are an additional resource and not assigned to a specific area, they will not be dispatched to calls. However, based on the nature of the call and location of the bicycle patrol deputies they may respond to calls for service and will notify Sheriff's Dispatch of their response to calls. Bicycle patrol deputies should refrain from initiating high-risk traffic stops and request the assistance of marked patrol vehicles in such instances.

Patrol deputies will assist the bike patrol deputies by transporting prisoners. A streamlined booking process shall be utilized for the bicycle patrol deputies. Bicycle patrol deputies will complete the arrest report and probable cause declaration. The transport deputy will complete all the additional paperwork at the station/booking.

The bicycle patrol deputy will return to the station and complete their reports prior to the end of their shift or may make the report pending with the approval of the shift supervisor.



VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Disposition of Driver's Licenses, ID Cards, Immigration Cards, & Vehicle License Plates

| | | | |
|--------------------|-----------------------|---------------------|-----------------------|
| Date Issue: | Revision Date: | Prepared by: | Authorized by: |
| 9/19/03 | 04/01/19 | Sgt. B. Koppenjan | Captain J. Fryhoff |

Purpose:

To outline the procedure for disposition of driver's licenses, ID's, immigration cards, and booking of vehicle license plates into the property room.

Agency Impact:

Ojai Valley Station

Procedure:

Found DL's, ID's, & Immigration Cards

Anytime a deputy is given a found identification card or driver's license by a citizen, every attempt should be made to contact the owner of the card so that it may be returned. If the deputy is unable to locate the owner of the card or verify the owner's address, it may be destroyed. DMV does not want found identification cards or driver's licenses turned into their offices. They will not return found identification cards to the owner.

Anytime a deputy forgets to return a driver's license or identification card following a contact, it is the deputy's responsibility to locate the owner and return the card.

If a driver's license is turned in by a citizen and the owner's driving privileges have been suspended, the license may be destroyed.

Any immigration card that is found or turned into the Ojai substation will be forwarded to INS by front office staff. A note should be attached to the card explaining that the card needs to be forwarded to INS, and the card should be placed in the administrative sergeant's tray.

Cards Used as Evidence

Anytime a driver's license or identification card is taken as evidence, it shall be booked into evidence in accordance with the Ventura County Sheriff's Office property room policies.

1. Place evidence into the appropriate sized evidence envelope.
2. Fill in all necessary information on the envelope, including desired disposition of the evidence.
3. Log all evidence on the evidence log. If the log is not available, a cadet will enter the evidence on the log when the evidence log is returned.
4. Place the evidence in an evidence locker. Attach a copy of the property/evidence report and a copy of the arrest report, crime report, or incident report. The property room will not take the evidence without these copies of reports.

Vehicle License Plates

All vehicle license plates that are reported lost or stolen must be recorded on a CHP 180 report and entered into CLETS by the Records Bureau. If a reported lost or stolen plate is found, it is considered "recovered" and a second CHP 180 report will need to be completed so that Records can update the status in CLETS.

A plate that is simply found (never reported as lost or stolen) does not get entered into CLETS and therefore, no CHP 180 report needs to be completed. (Definitions of "lost," "stolen," and "recovered" license plates are in the CHP [HTM 81.2] Manual.) Recovered and found plates are to be booked into the Property Room; therefore a property/evidence report needs to be completed.



VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Emergency Dispatching

| | | | |
|--------------------|-----------------------|---------------------|-----------------------|
| Date Issue: | Revision Date: | Prepared by: | Authorized by: |
| 4/17/06 | 04/01/19 | Sgt. B. Koppenjan | Captain J. Fryhoff |

Purpose:

Operating an emergency dispatch center out of the Ojai Valley Station

Agency Impact:

Potential county wide coverage

Procedure:

In the event of an emergency, where our main dispatch centers in Ventura and East Valley become inoperable, the station captain or the field supervisor will immediately appoint a staff member to monitor the Ojai Valley Station's base radio. The watch commander will immediately be notified when the Ojai station takes over dispatching duties, and a time estimate will be requested as to when the main dispatching centers will be back in service. If the main dispatching centers will be down for an extended period of time, extra personnel should be called in to work, if necessary. If not already on duty, the front office staff and the cadet may be ordered to work. Names and addresses of available staff that live in the Ojai valley are listed in the station's schedule book, in the phone list section.

Considerations when setting up a dispatching center at the Ojai Valley Station:

- 1) Estimated time the incident / emergency will last
- 2) For long-term incidents, a dispatch schedule should be established
- 3) Number of dispatch personnel required per shift
- 4) Essential Functions:
 - a. Call taker

- b. Public Reception
 - c. Dispatching
- 5) Availability of trained dispatchers
- 6) Dispatcher breaks and meals
- 7) Consider handling emergency calls only and suspend non-emergency calls to a later time, where possible
- 8) Personnel Resources:
 - a. On-duty deputies / SST's / cadets from other divisions
 - b. Off-duty deputies / SST's / cadets
 - c. Volunteers in Policing (VIP's)



VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Monthly Inspections

| | | | |
|---------------------|-----------------------|---------------------|-----------------------|
| Date Issued: | Revision Date: | Prepared by: | Authorized by: |
| 09/20/03 | 04/01/19 | Sgt. B. Koppenjan | Captain J. Fryhoff |

Purpose:

All deputies are issued and authorized to wear and carry specific equipment to perform their assigned duties. The Department is mandated, and in some cases obligated, to ensure this equipment is available, serviceable, and authorized to be utilized while performing those duties. Monthly inspections of uniformed patrol deputies will be conducted to meet this goal. The inspection includes their person, equipment bags or boxes, briefcases, lockers, and any equipment or containers taken into the field by a patrol deputy.

Agency Impact:

Ojai Valley Station

Procedure:

1. Monthly inspections shall occur on the first scheduled work day of each month for each shift. The supervisor conducting briefing shall conduct the inspection. Each uniformed patrol deputy shall be inspected for uniform appearance and grooming.

2. Time constraints prohibit the inspection of all equipment, lockers, and gear each month. Therefore, specific items will be inspected each month as indicated on the schedule below:

| | | | |
|------------------|-----------------------------------|-------------------|-----------------------------------|
| <i>January:</i> | First Aid Kit, Pocket Mask | <i>July:</i> | Equipment Locker |
| <i>February:</i> | Blue Card, CDL, Agency ID | <i>August:</i> | Weapon, Ammo, Taser |
| <i>March:</i> | Weapon, Ammo, Taser | <i>September:</i> | Uniform Locker |
| <i>April:</i> | Cite Books, BWC | <i>October:</i> | First Aid Kit, Pocket Mask |
| <i>May:</i> | Equipment Bag, Baton | <i>November:</i> | Equipment Bag, Baton |
| <i>June:</i> | Body Armor, Helmet | <i>December:</i> | Body Armor, Helmet |

Additionally, any of the above listed items may be inspected during any inspection at the discretion of the sergeant conducting the inspections.

3. A Monthly Inspection Report shall be completed by the inspecting sergeant for each deputy inspected. The report shall identify the items inspected and any deficiencies or corrective action needed. The report will then be forwarded to the Administrative Sergeant for review.
4. Any recurrent or flagrant violations of the VCSO Policy Manual shall be documented, consistent with the discipline policies of the Sheriff's Office, and subject to progressive discipline.
5. Missing or defective equipment shall be repaired or replaced as soon as possible.



VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Municipal and County Code Violations

| | | | |
|---------------------|-----------------------|---------------------|-----------------------|
| Date Issued: | Revision Date: | Prepared by: | Authorized by: |
| 09/20/03 | 04/01/19 | Sgt. B. Koppenjan | Captain J. Fryhoff |

Purpose:

To provide a procedure to ensure that Municipal and County Code Citations are properly completed and routed to the appropriate office/agency in a timely manner.

Agency Impact:

Ojai Valley Station

Procedure:

Issuing the Citation

The Ventura County Superior Court uses the acronym "OMC" for Ojai Ordinances. Therefore, when writing a citation, always use OMC next to the section number (ex: 5-4.501 OMC – Leash Law). If the violation is an infraction, check the "NON-TRAFFIC" box at the top of the citation. If the violation is a misdemeanor, check the "MISDEMEANOR" box.

Processing the Citation

The City Attorney only files and prosecutes misdemeanor municipal code violations. Sheriff's Records directly files infractions with the courts.

Infractions:

Send all original copies of OMC citations to Sheriff's Records. Records will directly file the citation with the court. Retain the pink (station) copy of the citation for station file.

Misdemeanors:

Arresting deputy should send a copy of the citation and completed report(s) directly to the City Attorney's Office. Misdemeanors should be cited to Wednesdays only at least 30 days out from the date of violation (8:15 AM Room 118)

In Custody Arrests – The City Attorney has 72 hours, including weekends and holidays, within which to file the complaint with the courts. If the complaint is not filed within the 72 hour period, a Declaration of Arrest Warrant must be submitted to the City Attorney's Office. Office staff shall send the original copy of the citation and a copy of the report(s) to the City Attorney at Ojai City Hall. Retain a copy of the report(s) and pink (station) copy of the citation for station file.

Parking Tickets

Original citation is sent to City Hall. Station retains pink (station) copy.

County Ordinances

Send all original copies of citations and reports to Sheriff's Records. The District Attorney's Office files and prosecutes County Ordinances. Retain a copy of the report(s) and pink (station) copy of citation for station files.



VENTURA COUNTY
SHERIFF'S
OFFICE

Ojai Valley Station

Subject: Prescription Drug Box

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|---------------------|-----------------------|---------------------|-----------------------|
| Date Issued: | Revision Date: | Prepared by: | Authorized by: |
| 12/11/18 | 04/01/19 | Sgt. B. Koppenjan | Captain J. Fryhoff |

Purpose:

Voluntary drop-off and collection of expired or unused pharmaceutical drugs.

Agency Impact:

Ojai Valley Station

Background / Definitions:

The City of Ojai, in collaboration with the Ojai Police Department and the Ventura County Sheriff's Office, has launched a program that offers a convenient confidential drop box where Ojai residents can deposit unused or expired pharmaceuticals, in an effort to divert harmful drugs away from the environment and children. The drop box is located in the secured area of the front office of the Ojai Police Station.

Pharmaceuticals are defined as medications, including prescription drugs such as painkillers, hormones, antidepressants, antibiotics, cold/flu remedies, Over the Counter (OTC) medications and veterinary medicines.

Procedure:

Ojai residents are encouraged to utilize the collection bin located in the front office of the station during normal business hours, Monday thru Friday – 8AM to 5PM. **This program is not intended for commercial use**, and restricted from receiving mail, batteries, trash and syringes as indicated on a placard on the exterior of the bin. The receptionist or office personnel will

receive unused or expired medication and secure in the Prescription Drug Box. When the box is nearing capacity, front office staff will notify the Administrative Sergeant or Station Captain who will assist in the emptying of the prescription drug box. The Station Captain and Administrative Sergeant will maintain positive control over the keys for emptying.

The collection bin will be checked on a regular basis. The Administrative Sergeant and designee shall empty the collection bin together to insure the integrity is maintained. The contents will be filtered to eliminate unwanted containers and/or non-pharmaceutical items to minimize the weight and size of the load. A report number will be generated and attached to a property report. The contents shall be weighed and documented on the report. The contents will be placed into a Sheriff's Evidence bag and labeled, as would any evidence placed into the property room. The labeling shall include the appropriate language and descriptors identifying drugs, shall specify that they are booked for destruction. **Do Not Itemize.** Book sealed evidence bag(s) into the Ojai P.D. property room utilizing the appropriate methods. The station cadet will transport properly sealed and documented prescription drugs to the main Property Room in Ventura as needed.