



# **VENTURA COUNTY SHERIFF'S OFFICE**

## **West County Patrol Services Headquarters Station**



# **Standard Operating Procedures**

**(Revised 06/03/19)**

Ventura County Sheriff's Office  
***HEADQUARTERS STATION***  
STANDARD OPERATING PROCEDURES

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**VENTURA COUNTY SHERIFF'S OFFICE**  
**West County Patrol Services – Headquarters Station**  
**STANDARD OPERATING PROCEDURES**

<b>Subject:</b>	<b>Approved By:</b> Captain Inglis
<b>A.B.C Violations</b>	<b>Revised:</b> Sgt. M. Harris <b>Issued:</b> April 25, 2019

***Purpose:***

To establish a procedure for notifying Alcohol Beverage Control when ABC violations occur on premises licensed to sell alcoholic beverages.

***Departmental Impact***

Police Services- Headquarters Station

***Procedure***

Deputies shall complete a 3 ½" X 5" ABC Incident Card and forward it to the Headquarters Station Beat Coordinator responsible for the area. The Beat Coordinator will be responsible for ensuring the card and any related reports are forwarded to the Department of Alcohol Beverage Control.

An ABC incident card shall be completed when:

- A premise licensed to sell alcoholic beverages is in violation of an alcohol related offense. A licensed premise includes restaurants, liquor stores, bars, temporary on-sale permit licenses etc.
- A disturbance or battery occurs at a licensed premise, or any other incidents which occur that can be directly related to the licensed premise.
- Examples of violations include: Continued service to obviously intoxicated persons, service of alcohol to customers after hours and sales or service to minors.



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<b>Subject:</b>	<b>Approved By:</b> Captain Inglis
<b>Booking Driver's Licenses, Immigration Cards and Vehicle Plates into the Property Room</b>	<b>Revised:</b> Sgt. M. Harris <b>Issued:</b> April 25, 2019

***Purpose:***

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

***Departmental Impact***

Police Services – Headquarters Station

***Procedure******Found CDLs, ID Cards and Immigration Cards***

If you are given a found identification card or driver's license by a citizen you should attempt to contact the owner of the card so it may be returned to the owner. If you are 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 to the owner.

If you are in possession of a driver's license or identification card because you forgot to give it back to the owner, you are responsible for returning the card to the owner.

If you are given a driver's license by a citizen and the owner's driving privilege has been suspended, you may destroy the license.

Any immigration card that is found or turned into the Headquarters Station will be forwarded to INS by front office staff. Attach a note to the card explaining that the card needs to be forwarded to INS and place the card on the front office counter for processing by office staff.

***Used As Evidence***

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

***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 lost or stolen) does not get entered into CLETS, and therefore no CHP 180 report needs to be taken. (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. (Check "Found" unless it is evidence of a crime, in which case you will check "Evidence.") If the plate is to be used as "Evidence", the Evidence Report requires an original Crime/Incident report or CHP 180 lost/stolen plate report. All reports stemming from the same case must bear the same RB number. If the original lost or stolen report was taken by another agency, list the agency name and their report number on the Property/Evidence Report.



**VENTURA COUNTY SHERIFF'S OFFICE**  
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**STANDARD OPERATING PROCEDURES**

<b>Subject:</b>  <b>County Parking Cites</b>	<b>Approved By:</b> Captain Inglis
	<b>Revised:</b> Sgt. M. Harris <b>Issued:</b> April 25, 2019

***Purpose***

To establish a protocol for issuing and processing parking citations written by authorized Sheriff's staff in unincorporated areas.

***Departmental Impact***

Police Services – Headquarters Station

***Procedure***

1. The Sheriff's employee identifies a parking violation.
2. The parking violation is photographed using a department issued cell phone.
3. A parking citation is completed and placed on the violator's vehicle windshield, under the windshield wiper. If this is not practical, the parking citation will be secured to an alternative, prominent place on the vehicle.
4. At the end of the employee's shift, or before the start of the following patrol shift, the picture of the parking violation will be printed and attached to the parking citation. The picture and citation will be placed in the Sergeant's 'In' tray in briefing for processing by administrative staff.



**VENTURA COUNTY SHERIFF'S OFFICE**  
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**STANDARD OPERATING PROCEDURES**

<b>Subject:</b>  <b>Patrol Inventory / Activity Log</b>	<b>Approved By:</b> Captain Inglis
	<b>Revised:</b> Sgt. M. Harris <b>Issued:</b> April 25, 2019

***Purpose***

To outline the procedure for accountability and maintenance of assigned patrol unit equipment and the documentation of daily shift activity.

***Departmental Impact***

Police Services – Headquarters Station

***Procedure***

Employees are responsible for assisting in the maintenance of patrol vehicles so they are equipped, presentable and in an operable condition suitable for patrol operations as outlined in Sheriff's Policy 702-Vehicle Maintenance and Sheriff's Policy 703-Vehicle Use.

A vehicle inspection shall be completed at the start of each shift to ensure the vehicle is fully equipped and suitable for patrol operations. The inspection shall be documented on a Headquarters Patrol Inventory/Activity log. The log will be used to document the vehicle condition and equipment condition. Only equipment assigned to that designated Beat patrol vehicle will be used for that shift unless prior approval has been obtained by the shift sergeant. The station administrative sergeant shall be notified in the event any equipment is missing or inoperable to ensure the equipment is replaced or repaired. Any vehicle damage shall be immediately reported to the shift sergeant and a vehicle damage report will be completed if necessary. The log will also include the documentation of any shift activity.

The log shall be submitted at the end of each shift for review by the patrol sergeant.

The log will be placed in the report in-tray and signed by the patrol sergeant. Once approved, the log will be processed by the office staff.

The log will be scanned and retained in a designated computer database for one year.



**VENTURA COUNTY SHERIFF'S OFFICE**  
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**STANDARD OPERATING PROCEDURES**

<b>Subject:</b>  <b>Pharmaceutical Collection Bin</b>	<b>Approved By:</b> Captain Inglis
	<b>Revised:</b> Sgt. M. Harris <b>Issued:</b> April 25, 2019

***Purpose***

To provide a method for the public to surrender pharmaceutical drugs for destruction.

***Departmental Impact***

Police Services – Headquarters Station

**Definitions**

Pharmaceuticals are any medication, whether prescribed or over-the-counter, including veterinary medications. Syringes are not included.

**Procedure**

The collection bin is located in the Sheriff's Annex lobby. Except when depositing pharmaceuticals and when emptying for destruction, the bin shall be locked at all times. Pharmaceuticals may be dropped off Monday – Friday, 0800 to 1700, only. Any Headquarters employee may assist a person who wishes to deposit pharmaceuticals in the bin during these hours.

There are two keys to the bin: one for the upper drop slot and one for the lower storage container. Both bin keys will be kept by the station's management assistant.

The management assistant will put the upper drop slot key out at the front counter Monday – Friday, 0800 to 1700, so employees can assist the public with pharmaceutical deposits. The management assistant is responsible for locking up both keys each day after hours and on weekends.

The management assistant will provide the lower storage container key to employees for the purpose of emptying the bin for destruction (as outlined below).



1. The administrative sergeant is responsible for overseeing the emptying of the bin on a weekly basis.
2. Minimally two employees shall empty, inventory and book the bin's contents to insure integrity and chain of evidence is maintained. A single employee shall not be left unattended with the pharmaceuticals. Surgical-type gloves and an 'N95' mask shall be worn when emptying the bin and when handling and packaging the pharmaceuticals.
3. All pill or tablet form medication will be dumped collectively into one evidence bag/envelope. All liquid or gel form medication will be placed collectively into one evidence bag/envelope/container. The outside of the evidence bag/envelope will specify the items are being booked for destruction.
4. A property report will be completed. The evidence envelopes/bags will be listed on the property report. Do not itemize the contents of the envelopes/bags.
5. Two employees shall take the evidence envelopes/bags to the crime lab for weighing and submission. The weight information will be added to the property report. A single employee shall not take the evidence envelopes/bags alone.

All non-pharmaceutical items, containers, trash, etc. will be deposited in the trash compactor in the PTDF loading dock.



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<b>Subject:</b>	<b>Approved By:</b> Captain Inglis
<b>Satellite Office- Rio Del Valle Middle School</b>	<b>Revised:</b> Sgt. M. Harris <b>Issued:</b> April 25, 2019

***Purpose***

To identify the use of the satellite office at Rio Del Valle Middle School.

***DEPARTMENTAL IMPACT***

Police Services – Headquarters Station

***PROCEDURE***

The Rio School District has provided an office space for deputies to use at Rio Del Valle Middle School, 3100 N. Rose Avenue, Oxnard. The office is located in the school's auditorium/gym. Two keys are secured in a Knox Box above the front door. The larger key provides access to the office and classroom doors. The smaller key unlocks all gate padlocks.

The office shall be used for Sheriff's Office related matters only. The office has an active phone line, computer, and printer, and basic patrol related supplies such as resource books, office supplies, forms and evidence envelopes/bags.

Because school personnel have access to the office, no law enforcement sensitive material, confidential matters, weapons or ammunition will be stored or left in the office unattended.

The school custodian will maintain the office restroom weekly. Patrol personnel using the office are expected to maintain the office in a clean, presentable and operable condition. This includes emptying the trash cans routinely.

If there are any issues with equipment or need for supplies, contact the Headquarters Station Management Assistant.