

DEPARTMENT MISSION STATEMENT

As a member of the Los Angeles County Sheriff's Department
I commit to honorably perform my duties with
respect for the dignity of all people,
intergrity to do right and fight wrongs,
wisdom to apply **common sense** and **fairness** in all I do
and **courage** to stand against racism, sexism,
antisemitism, homophobia and bigotry in all its forms.

DEPARTMENT CORE VALUES

We shall be **service oriented** and perform our duties with the highest possible degree of personal and professional integrity.

Service Oriented Policing means:

- **Protecting** life and property
- **Preventing** crime
- **Apprehending** criminals
- Always **acting lawfully**
- Being **fair and impartial** and treating people with dignity
- **Assisting the community** and its citizens in solving problems and maintaining the peace.

We shall **treat every member** of the Department, both sworn and civilian, as **we would expect to be treated**, if the positions were reversed.

We shall **not knowingly break the law** to enforce the law.

We shall be **fully accountable** for our own actions or failures and, when appropriate, for the actions or failures of our subordinates.

In considering the use of deadly force, we shall be guided by **reverence for human life**.

Individuals promoted or selected for special assignments shall have a history of **practicing these values**.

VOLUNTEER MISSION STATEMENT

The Los Angeles County Sheriff's Department
Civilian Volunteers are dedicated to providing
excellent service through relationships that
build trust, create a safe environment, and
enhance the quality of life in our communities
within a "Tradition of Service."

In accomplishing this important mission, all volunteers and Volunteers on Patrol (VOP) including those in cars, on bicycles, and in the Equestrian group, are guided by the following principles:

To be proud representatives of the community by being highly visible while on patrol. The primary objectives for the volunteers shall be to prevent crime by mere presence, or identify public hazards. Volunteers shall also act as the eyes and ears of the Sheriff's Department by identifying suspicious activities, crimes in progress, or dangerous circumstances. The volunteers shall not take action themselves, but shall notify the proper authorities for handling.

The Volunteers on Patrol accept their mission to serve the community with the enduring belief that in so doing they will maintain the high level of safety, quality of life, and the beauty of community that everyone is entitled to.

CHAIN OF COMMAND

Most law enforcement agencies can be described as paramilitary organizations. In this type of organization, it is of utmost importance that each volunteer recognize and know the proper chain of command. **Chain of command** is a way an organization establishes power within its ranks. For example, in our Department the Chain of Command is: Deputy, Sergeant, Lieutenant, Captain, Commander, Chief, Assistant Sheriff, Undersheriff, Sheriff. When the chain of command is bypassed, it causes confusion and misunderstanding among the involved parties.

The following is the Chain of Command for all volunteers which will strictly be adhered to:

STATION COMMANDER:

The Station Commander, normally a Captain, has full authority and responsibility for any and all activity within the station's jurisdiction. The Station Commander has both administrative and operational authority.

OPERATIONAL

WATCH COMMANDER:

The Watch Commander, normally a lieutenant, has command of the station in the absence of the Station Commander and is responsible for a designated shift.

SERGEANTS:

Sergeants are responsible for the direct supervision of deputies, civilian employees, and civilian volunteers. Any Los Angeles County Sheriff's Department Sergeant has the authority while volunteers are on duty. However, they may not be thoroughly familiar with the Volunteer Manual. If a sergeant gives you instructions, ask for his name. If the instructions conflict with this manual, advise him/her of any discrepancy. If the sergeant insists, do as instructed and advise the Program Coordinator as soon as possible.

Volunteers will occasionally receive directions from the Watch Deputy and/or other station desk personnel, the area Team Leader or other patrol deputies. Volunteers must always be familiar with the individual that assigns them a task. They may have to identify the individual at a later date. The Watch Deputy directs the activities of the shift through the dispatcher, and the Team Leader directs the patrol deputies within a specified geographic area. These particular deputies have functional supervision responsibilities over Volunteers on Patrol and volunteers should make every effort to cooperate with them. No Deputy Sheriff has the authority to direct any VOP member to violate any section of the Policy Manual.

ADMINISTRATIVE

Station Commander

Crime Prevention/Community Relations - Lieutenant

Crime Prevention/Community Relations - Sergeant

Crime Prevention/Community Relations - Deputy

Most instructions will be given to the volunteers by the Crime Prevention Deputy, Volunteer Coordinator, or Team Supervisor.

City or County Administrators

City or County administrators do not have direct supervision over the Sheriff's Department volunteers but will be shown the respect they deserve, as you will be working in their jurisdiction as a contract city entity.

City Council

City Manager

Assistant City Manager

Department Directors

- a. Public Safety
- b. Community Development
- c. Administrative Services & Redevelopment
- d. Public Works
- e. Human Services & Facilities

CRIME PREVENTION UNIT

In an effort to fulfill our Department's commitment to preventing crime, the Crime Prevention Unit was established and has the responsibility for implementing Department approved community based programs. Crime Prevention personnel act as liaisons for our Department with residents, the business community, and schools.

Department programs administered by the Crime Prevention Unit include Neighborhood Watch, Disabled Persons Assistance, Vial of Life, Clergy Program, Youth Activities League, Volunteer On Patrol program, and Civilian Volunteer Program.

RECRUITMENT

Primary recruitment for all phases of the volunteer program will consist of persons who either live or work within their community. One of the objectives of the volunteer program is to create community pride among neighbors and to have direct involvement with one's own neighborhood. Exceptions to this policy may be permitted by the coordinator due to some interested parties not having a similar program within their own community.

APPLICATION PROCEDURES

Interested persons can contact the coordinator by phone or in person at the station or Crime Prevention office. Applicants will be provided an application and information on the program. Applicants will be required to complete the documents necessary to conduct a background investigation. Applicants must provide additional information deemed appropriate by the coordinator or his designee. (See Section 7 of the Coordinator's Manual)

BACKGROUND INVESTIGATION

A complete background investigation is necessary to ensure public trust in the Sheriff's Department. Any applicant refusing to provide complete and accurate personal information, however slight, will not be considered for appointment to various positions within the Department.

The applicant will also participate in an oral interview to evaluate his/her qualifications for the position. The interview will be conducted by the Community Relations Unit. Upon successful completion of the oral interview and the background investigation, the Unit Commander is presented with the results of the preceding process and either appoints or disqualifies the applicant. The applicant is then placed on a 90-day probation period.

All applications and screenings are conducted in accordance with the Department's Civilian Volunteer Coordinator Manual established by the Office Of Special Programs.

FACTORS OF DISQUALIFICATION

- Under 18 years old.
- Convicted of any felony crime.
- Convicted of certain misdemeanor crimes.
- Unlicensed, privilege suspended, or a history of negligent driving. If licensed out of state, must obtain California license within 10-days and prior to appointment. Unlicensed applicants may be considered but will be restricted from working patrol and will not be permitted to operate a motor vehicle either to, from, or during volunteer duties.

- Emotional instability.
- Addicted to any legal or illegal substance including alcohol, or prescription drugs.
- Any physical disability that would create a danger to the volunteer or others while completing the described task. Disabled volunteers could be utilized in specified and designated duties other than patrol.

- Any other information that would lead the Department to believe that it would be detrimental to the Sheriff's Department, the community, or the applicant by placing the individual in the program.

VOLUNTEER STATUS

Citizens in the Volunteer program are not employees of the Los Angeles County Sheriff's Department, the city, or unincorporated county area they patrol and have no employment rights of any kind. However, for insurance purposes, volunteers are considered non-compensated employees of Los Angeles County. Notwithstanding any other provisions or statements to the contrary, a volunteer may be refused acceptance, suspended, or terminated/dismissed at the order of the Department without cause of any kind. Refer to the Civilian Volunteer Program Coordinator's Manual for termination guidelines.

POLICY AND PROCEDURES

POLICY AND ETHICS

The function of this Department is to protect life and property, and enforce the law. To this end, all volunteers have an obligation to the public we serve, to develop and maintain the highest ethical standards in both their personal and official conduct.

CHAIN OF COMMAND

The chain of command shall be respected in all matters. Information and communications shall move up-and-down through channels, or horizontally with prior approval. It shall be the responsibility of each level to forward information and communications to the next higher or lower level together with approval, disapproval, recommendation, or action taken.

CONFLICT OF ORDERS

Should there be a conflict of orders, volunteers shall respectfully call such conflict to the attention of the supervisor giving the last order. Should the latter not change his order, the order shall be obeyed. The volunteer shall not be held responsible for disobedience of any former order or for any violation of the rules when obeying the last order given. The volunteer should report the incident to the volunteer coordinator.

CONFORMANCE WITH DEPARTMENT MANUAL OF POLICY AND PROCEDURES

Supervisors shall see that all volunteers assigned to their Unit are aware of the existence of the Department's Manual of Policy and Procedures and the location where a copy(s) are available for their use. All Volunteers shall be familiar with, and conform to, the policies and procedures of the Department's Manual which shall take precedence in the policies and procedures of individual, Division or Unit manuals.

Copies of the Department's Manual are assigned on a location basis. Unit Commanders shall see to it that at least one up-to-date copy is always available for volunteers' reference.

Supervisors shall also see that new volunteers read and understand the Policy and Ethics Chapter of the Manual. If the volunteer has any questions of interpretation, the supervisor will explain the Section or Subsection in question.

Supervisors shall advise their volunteers of all revisions, Field Operations Directives, etc., affecting the contents of Chapter 5. This information will be promulgated by posting the same on the Unit bulletin board or via memo.

It is strictly prohibited for volunteers to reproduce any part of the Department's Manual(s), Department/Division Orders, Bulletins, Unit Commanders Letters, reports, etc., for their monetary gain.

CONDUCT-GENERAL

GENERAL BEHAVIOR

A member shall not act or behave privately or officially in such a manner as to bring discredit upon himself or the Department.

DISORDERLY CONDUCT

Volunteers shall not be disorderly or intoxicated in a public place, at any time.

IMMORAL CONDUCT

Volunteers shall maintain a level of moral conduct in their personal and business affairs which are in keeping with the highest standards of the law enforcement profession.

Volunteers should not participate in any morally questionable incident(s) involving moral turpitude which tend to impair their ability to perform as volunteers or causes the Department to be brought into disfavor.

OBEDIENCE TO LAWS, REGULATIONS, AND ORDERS

- a) Volunteers shall not willfully violate any Federal statute, State law, or local ordinance.
- b) Volunteers shall conform to and abide by the Department's Manual, Office of Special Programs policies, and Unit policies.
- c) Volunteers shall obey and properly execute all lawful orders issued by any supervisor of higher rank or classification, or who is officially acting in such capacity.
- d) A volunteer shall be subject to a dismissal action for any violation of this Chapter unless the employee was unaware of the violation or unless the employee, if the situation permits safe and prudent action, attempts in good faith to prevent the violation, and, at the earliest reasonable time, reports the violation to his/her supervisor.
- e) Volunteers who violate rules, regulations, or policies of the Department or the County shall be subject to dismissal. The commission or omission of any other act, contrary to good order and discipline, shall also be subject of disciplinary action
- f) Volunteers who are arrested for any offense, other than an infraction under the Vehicle Code, shall promptly notify their immediate supervisor with the facts of the arrest.

According to the nature of the offense, disciplinary action may include, but is not limited to, the following

- A verbal reprimand
- A written reprimand
- Dismissal from the Department
- A suspension

CONDUCT TOWARDS OTHERS

Volunteers shall observe the following rules of conduct:

- a) Volunteers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the Units of the Department.
- b) Volunteers shall not intentionally antagonize any person with whom they come in contact with, and shall treat all persons in a respectful, courteous, and civil manner.
- c) Volunteers issuing parking citations shall proceed in a courteous, fair, firm, impartial, and businesslike manner. They shall scrupulously avoid any display of officious or overbearing attitude, and shall not use any language designed to belittle, ridicule, or embarrass the violator.
- d) In the presence of persons from outside the Department, volunteers shall address Deputy personnel by their rank and civilian personnel by their title (e.g., Mr., Mrs., Miss, Ms.).
- e) A volunteer shall not, at any time, or for any reason, willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action.
- f) When referring to the three general groups of employees of this Department, the following terms shall be used:

- Employees classified as "Deputy Sheriff" shall be referred to as "Deputy personnel."

- Employees classified as "Corrections Officer" shall be referred to as "Corrections Officer."

- All other classifications, including uniformed civilians, shall be referred to as "civilian personnel."

UNNECESSARY INTERFERENCE

Volunteers shall not knowingly meddle, interfere and/or unnecessarily interject themselves beyond the scope of their duties, into investigations or other matters that are the responsibility of another member, another Departmental unit, or another law enforcement agency.

USE OF ALCOHOL

A volunteer shall not drink any kind of intoxicating liquor while on duty. No volunteer shall report for duty or be on duty while under the influence of liquor, or be unfit for duty because of its use. The odor of an alcoholic beverage on the breath will be considered presumptive evidence of violation of this Subsection.

Volunteers shall not consume intoxicating liquor while on premises occupied by any unit of the Department. Whether on or off duty, volunteers found intoxicated in a public place shall be subjected to immediate relief-of-duty, pending an investigation.

USE OF DRUGS OR NARCOTICS

Volunteers shall not use any controlled substances, narcotics, or hallucinogens, except when prescribed by a physician for an illness or injury. Volunteers shall not report to work or be on duty while under the influence of any such drugs.

SMOKING

This smoking policy is established in accordance with the Los Angeles County Code Title 2, Administration, Chapter 2.126, Ordinance #85-0093, regarding smoking in County facilities.

For the purpose of this Section, smoking shall include cigarette, cigar or pipe smoke, or any other like substance, lighting such a substance, and/or carrying a burning pipe, cigar, cigarette, or like substance of any kind.

Volunteers shall not smoke or use any form of tobacco, including smokeless, on duty while conducting interviews or under any circumstances where such use may be detrimental to good conduct, appearance, or procedure. Volunteers assigned to desk duty shall not use tobacco while conversing or transacting business in person with the public.

"No Smoking" Areas

- All areas of public buildings are designated as non-smoking, unless otherwise posted.
- County vehicles are considered non-smoking, unless otherwise posted.

SLEEPING ON DUTY

A volunteer shall not sleep while on a tour of duty unless specifically authorized to do so.

CARD PLAYING - GAMES OF CHANCE - GAMBLING

A volunteer shall not engage in any game of cards, game of chance, or any form of gambling while in a Department office or facility, or in any other quarters used for or in conjunction with the conduct of official duties. The Unit Commander shall enforce this regulation.

LOITERING

On-duty volunteers shall not loiter in cafes, drive-ins, service stations, or other public places.

SEXUAL HARASSMENT

The Los Angeles County Sheriff's Department is committed to providing a work environment in which all individuals are treated with respect and dignity, free of discrimination. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment is prohibited by Title VII of the U.S. Civil Rights Act of 1964 and Section 12940 (h) of the California Government Code (Fair Employment and Housing Act). Within the Los Angeles County Sheriff's Department, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

Definition of Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 or Title VII (of the U.S. Civil Rights Act). Unwelcome advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; etc.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; etc
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; or
- Such conduct otherwise adversely affects an individuals employment opportunities.

Examples of sexual harassment may include, but are not limited to the following:

- Unwanted sexual advances.
- Demands for sexual favors in exchange for favorable treatment or continued employment.
- Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit.
- Verbal conduct such as epithets, slurs, negative stereotyping, derogatory or obscene comments, sexual gestures, or other verbal abuse of a sexual nature.
- Suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," and foul or obscene language or gestures.
- Written or graphic materials (including but not limited to cartoons, drawings, posters, pictures, and/or statements) that defame or show hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere in the work environment or circulated in the workplace.
- Graphic or verbal commentary about an individuals body, sexual prowess or sexual deficiencies.
- Unwelcome flirtations, advances, leering, and/or whistling.
- Inappropriate conduct or comments consistently targeted at only one gender, even if the content is not sexual.

- Retaliation for having reported or threatened to report sexual harassment, or participating in an investigation initiated as a result of a report of sexual harassment.
- Physical conduct, unwelcome touching, impeding or blocking movement; and assault or coerced sexual acts.

This behavior is unacceptable in the workplace itself or in any other work environment. For purposes of this chapter, the workplace, or work environment, is defined as any place where two or more volunteers are together for a work-related event.

Sexual harassment is a form of employee misconduct and is demeaning to another person. Sexual harassment undermines the integrity of the employment relationship. In evaluating the behavior, the standard to be applied is that of a reasonable person of the same gender as the Complainant. *The lack of intent to harass is not a defense.*

Resolving the Complaint

The Department will complete the investigation of all sexual harassment complaints and communicate its findings, in accordance with existing laws and regulations, to the Complainant and Subject of the complaint as soon as possible and in writing, including an analysis of relevant evidence with respect to each allegation and a conclusion as to whether sexual harassment did or did not occur with respect to each allegation of the Complainant.

If an investigation confirms that harassment has occurred, corrective action, including such discipline as is appropriate, shall be taken. All founded complaints or counseling must be noted in the following Performance Evaluation of the Subject and shall be given consideration in all elective transfer or promotion decisions.

Note: All volunteers receive a copy of the sexual harassment section and are required to read the policy. Upon reading and review with the Coordinator, the volunteer shall sign the document stating they have received it and read it. This document is placed in the volunteer's file.

BRIBES - REWARDS - LOANS - GIFTS - FAVORS

- A volunteer shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property, through his position with the Department.
- Volunteers, individually or collectively, shall not solicit or accept any reward, fee, loan, or gratuity in conjunction with services rendered, in the performance of their duties.
- Volunteers shall not use their positions to seek free admission to places of amusement, sporting events, etc., and shall not solicit free meals or transportation, or any other favors or gratuities which would not ordinarily be afforded a private citizen.
- All volunteers are prohibited, without express permission of the Department, from:
 - Making any gift for, presenting any gift to, or receiving a gift from any prisoner or arrestee.

- Having any barter or dealing with a prisoner or arrestee.
- Having any direct or indirect interests in any contracts and/or purchases by and for a custodial facility.

Violations under this rule shall be subjected to a penalty under 2540 PC, wherein members of this Department shall be discharged, and contractors or agents shall be expelled from the Department facility and not permitted entry in those capacities.

INCURRING LIABILITY AGAINST THE COUNTY

No volunteer shall incur a liability chargeable against the Department or the County, without proper authorization.

CARE OF COUNTY PROPERTY AND EQUIPMENT

A volunteer shall be responsible for the care, maintenance and serviceable condition of any County property, fixed or movable, issued or assigned to him or otherwise in his care. Loss of, damage to, or unserviceable condition of such property shall be reported to the Watch Sergeant.

Reasonable and prudent precaution shall be taken to prevent the loss or theft of County property. Exceptional care shall be exercised to prevent the loss or theft of security items. Willful or

negligent abuse, misuse, damage or destruction, shall be grounds for disciplinary action.

When any volunteer resigns or transfers to another County Department, the provisions outlined in the Personnel Chapter shall be observed. Volunteers retiring from County service shall follow the provisions outlined in that Chapter, in respect to the return of County property.

When a volunteer is terminated from the Department for any reason, County property in his/her possession shall be handled as follows:

- Identification card will be returned to the supervisor.
- Volunteer patches will be removed from the shirt and jacket and returned to the supervisor.
- Suspension-Return Identification card to the supervisor until suspension is cleared.

PROPERTY DAMAGE

Volunteers shall promptly submit a written report for any damage to real or personal property resulting from the execution of their official duties or responsibilities.

MISAPPROPRIATION OF PROPERTY

Volunteers shall not appropriate, for their own use, any County property, evidence or found or recovered property.

CARE OF IDENTIFICATION ITEMS

A volunteer shall be personally responsible for the items of identification issued to him by the Department. A volunteer shall neither loan nor borrow such items. He/she shall immediately report the loss of such items to his/her supervisor, and prepare a written report of the circumstances leading to the loss. Volunteers are not to represent themselves as a law enforcement officer. This will be considered as misuse of the Identification card and grounds for immediate dismissal.

POSSESSION OF UNAUTHORIZED IDENTIFICATION ITEMS

Volunteers shall neither acquire, purchase, sell, trade, or possess items of identification (e.g., badge, cap piece, or identification card), which are similar to, or could be mistaken for, official Department identification. For the purposes of this Subsection, "official Department identification" means only those items issued by this Department.

Note: This does not include the official shoulder patch as worn by members of the Department. Nothing in this subsection shall be construed to prohibit the acquisition of items of official Departmental identification by members of this Department or by the families of members of this Department for approved unofficial purposes (e.g., badge collections, plaques, mementos), whether the member is still employed, retired, deceased, or otherwise separated from the Department, so long as the acquisition has been personally approved by the Sheriff or his designated representative.

TAMPERING WITH EVIDENCE

Volunteers shall not fabricate, withhold, or destroy evidence of any kind.

FALSE STATEMENTS

Volunteers shall not make false statements when questioned, interviewed, or in submitted written reports.

FAILURE TO MAKE STATEMENTS AND/OR MAKING FALSE STATEMENTS DURING DEPARTMENTAL INTERNAL INVESTIGATIONS

If requested to make a statement in the course of an official Department internal investigation, members shall make full, complete, and truthful statements.

Failure or refusal to make statements, or making false statements during Department internal investigations, may result in disciplinary action.

MONEY AND PROPERTY OF OTHERS

A volunteer shall deliver to the proper custodian any moneys or other property not his own which comes into his possession.

CONFIDENTIAL INFORMATION

The official business of the Department is confidential. Volunteers shall only discuss or give official information:

- To persons for whom the information is intended.
- As directed by their superior officers.
- As required by law.

Volunteers shall only divulge the contents of any directive they receive when required to do so by the nature of the directive. The content of any criminal record or other official information maintained by the Department, either in manual files, microfilm records, or computerized systems, shall be disclosed only to authorized persons in accordance with state and federal statutes.

Volunteers shall not willfully destroy, mutilate, deface, alter, falsify, or remove, for personal or monetary gain, any part of official records maintained by the Department.

OBSTRUCTING AN INVESTIGATION

Volunteers shall not take any action which would interfere with, delay, obstruct, distort, or unduly influence any official investigation (criminal, civil or administrative) conducted by this Department or any other government agency.

Any volunteer who knowingly gives false evidence, withholds evidence, or interferes in any way during such an investigation, or requests or encourages another to do so, shall be deemed to have obstructed the investigation.

INTERNAL INVESTIGATIONS BY OTHER LAW ENFORCEMENT AGENCIES

Volunteers shall cooperate with other law enforcement agencies conducting internal investigations. If any person conducting an internal investigation for another law enforcement agency requests an

interview with a member of this Department, the interview must be approved by the member's Division Chief.

All volunteers interviewed by internal investigators from other law enforcement agencies shall make full, complete, and truthful statements.

WORKING RELATIONS

For many of you, this will be your first experience working with or being around a deputy sheriff on a day-to-day basis. As such, this will be a new and rewarding experience.

In law enforcement, teamwork is our key to success. As a volunteer you are joining an organization that relies on teamwork much more than any other profession. This is particularly true with personal safety and support in critical situations.

As a new member of the law enforcement team, you will need some time to become familiar with our operations and our personnel. Do not become discouraged if you are not readily accepted as a full member of the team right away. As you start performing your duties and become known throughout the station, you will realize that we are a friendly group of people working toward a common goal -- providing the best law enforcement possible to the community.

WORK RULES

PERFORMANCE OF DUTY

While on duty, volunteers shall be governed by the following rules:

- Volunteers shall devote their time and attention to the service of the County and the Department, and shall direct and coordinate their efforts in a manner which will establish and maintain the highest standard of efficiency.
- Uniformed volunteers shall maintain a soldierly bearing, and shall perform their duties in a calm and firm manner; acting together to assist and protect each other in maintaining law and order.
- Volunteers shall serve the Department loyally and discreetly, and shall not display cowardice or fail to support their fellow members in the lawful performance of their duty.

PERFORMANCE TO STANDARDS

Volunteers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Volunteers shall perform their duties in a manner which will establish and maintain the highest standard of efficiency in carrying out the functions and objectives of the Department.

Incompetence may be demonstrated by:

- An unwillingness or inability to perform assigned tasks.
- The failure to conform to work standards established for the volunteer.
- Failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.

- Absence without leave.
- Unnecessary absence from an assigned area during a tour of duty.
- Long term absences.
- Lack of required hours.

In addition to the above, the following will be considered to be prima facie evidence of incompetence:

- Repeated poor evaluations.
- A written record of repeated infractions of the Department's rules, regulations, manuals, or directives.

DUTIES OF ALL MEMBERS

- Carry out specific duties and responsibilities assigned to them.
- Carry out any duty required by lawful order.
- Within a reasonable time, report and/or take proper action in any situation encountered which requires police action.

HOURS OF DUTY

Regular hours of active duty shall be assigned to each volunteer. Volunteers shall be restricted from working an early morning shift. The only exception is the Unit Chaplain, who is allowed to work all shifts.

PUNCTUALITY

A volunteer shall be punctual in reporting for duty at the time and place designated by his supervisor. Habitual failure to report promptly at the specified time shall be deemed as a neglect of duty.

ABSENCE

Except when sickness or injury to a Volunteer or his/her immediate family keeps the Volunteer from reporting for duty, a Volunteer shall be absent only with proper leave or permission.

A volunteer unable to report for duty shall immediately report the fact and/or reasons to his/her supervisor. No volunteer shall feign sickness or injury to deceive a representative of the Department regarding his condition.

REQUIRED MEETINGS

All Volunteers On Patrol will be required to attend the scheduled pre-patrol training meetings and regularly scheduled "in-service" training meetings. The only exceptions for not attending a meeting are emergencies and previously approved absences.

SICK TIME NOTIFICATIONS

When practical, volunteers shall give a 48-hour notice if unable to report for assigned duty periods. Although VOP time is donated, it is of the utmost importance for the Department to know in advance if scheduled personnel will not be reporting for duty. If advance notice is not given in time to reschedule personnel, certain responsibilities will go unattended, and our service to the public will suffer. **Volunteers are required to work in teams in patrol assignments, therefore, it is imperative that advance notice be given to accommodate rescheduling. Exception: the station Captain can approve a volunteer to work by themselves. Remember, we work as a team and as a Department we strive to be effective.**

FRATERNIZATION

Except as permitted by written authority from the Unit Commander, a volunteer shall not fraternize with, engage the services of, accept services from, or do favors for any person in the custody of the Department or who is known by the volunteer to have been released from the custody of the Department within a period of 30-days.

Any volunteer contacted by, or on behalf of, a prisoner who has been released from the custody of the Department within 30-days shall immediately report such contact in a memorandum to the volunteer's Unit Commander.

PROHIBITED ASSOCIATION

Volunteers shall not knowingly associate socially with the spouse, immediate family member, or romantic companion of any person in the custody of the Department unless express written permission is received from the volunteer's Unit Commander.

Volunteers shall not knowingly maintain a personal association with persons who are under criminal investigation or indictment and/or who have an open and notorious reputation in the community for criminal activity where such association would be detrimental to the image of the Department.

POLITICAL ACTIVITY

Political activities permitted and prohibited by the Department are as follows:

Permitted Political Activities

- Voting.
- Expressing opinions on any political subjects and/or candidates.
- Becoming a candidate for nomination or election in any partisan or nonpartisan political activities as an individual or as a member of a group.
- Engaging in partisan and nonpartisan political activities as an individual or as a member of a group.

- Contributing to political campaign funds (but not in any County building).
- Joining political organizations and voting on any questions presented.
- Organizing and managing political clubs serving as officer, delegate or alternate, or as member of any committee; addressing such club on any partisan/nonpartisan political matter.

- Participating actively in political conventions by making motions or addresses or preparing resolutions.
- Attending political meetings, rallies, caucuses, etc., and organizing, preparing, or conducting such gatherings.
- Participating actively, or serving as an officer or on any committee of a political organization, such as precinct committeeman or chairman of food committee at a campaign dinner.
- Joining labor union, civic betterment group, or citizens association.
- Initiating, signing, or circulating partisan or nonpartisan nominating petitions; distributing campaign literature, badges, etc., (but not during working hours or on County property).
- Wearing badges or buttons, except while in uniform; displaying bumper stickers, pictures, or posters on automobile or on the window of home.
- Speaking publicly, or writing letters or articles for or against any political candidate in a political advertisement broadcast, campaign literature, or similar material.
- Owning stock in, publishing, or being connected with the management or editorial policy of a partisan newspaper.
- Managing the campaign of a political candidate.
- Making unsolicited political contributions.

Prohibited Political Activities

- Engaging in any political activity whatsoever during working hours, or on County premises.
- Placing or attaching any political poster, sticker, sign, or similar material on County property.
- Soliciting political funds or contributions, directly or indirectly, from members of this Department or from persons on the employment lists of this Department, except for mass mailings or other means of solicitation made to a significant segment of the public which may include Department members.

Exception: County officers and employees may solicit funds for passage or defeat of a ballot measure

- Soliciting contributions, signatures, or other forms of support for political candidates, parties, or ballot measures within or upon County property at any time. **Example:** County employees and members of the general public shall not solicit signatures for a nominating petition in a County building or on County property.
- Directly or indirectly using official authority to interfere with any election or influencing

the political actions of other County employees or any member of the general public.

Example: County employees shall not attempt to influence anyone's vote by such methods as promising or threatening to withhold a job, promotion, or other benefit.

-Favoring or discriminating against any employee or person seeking County employment because of political opinions or affiliations.

-Participating in any other political activities which the County or its departments desire to

prohibit and which otherwise comply with the three-part test set forth by the California Supreme Court in Bagley v. Washington Township Hospital District.

Note: The granting of leaves of absence to engage in political activities is discretionary with the Department Head.

Employees who are subject to the basic political activity prohibitions while on active duty shall be equally subject to such restrictions when on leave. (Political Activity Guidelines, adopted by the Board of Supervisors, July 2, 1974).

POLITICAL AND RELIGIOUS DISCUSSIONS

Volunteers, while representing the Department, shall not engage in political or religious discussions. They shall not speak disparagingly of the nationality, color, creed, or belief of any person.

USE OF COUNTY VEHICLES

A volunteer shall not use a County vehicle without the knowledge or permission of his/her supervisor. A volunteer who has not completed the required driver training course within one year of service, will be prohibited from driving until the course has been completed.

OPERATION OF VEHICLES

Volunteers driving any type of vehicle, County or private, shall observe the following rules of conduct:

-Volunteers shall not violate any traffic laws. They shall set a good example for other drivers.

-Volunteers shall not violate any parking laws, local parking ordinances, or County, Department, or Unit parking regulations.

-Volunteers shall always employ defensive driving techniques, and an operator shall avail himself of every reasonable means to avoid or prevent a collision/incident.

-Volunteers shall not operate vehicles in an unsafe or negligent manner. Unsafe backing, failure to allow for proper clearance, or failure to allow for adverse driving surfaces or weather conditions, resulting in damage to a County/permittee vehicle or any other vehicle

or property, shall be considered a violation of this Subsection.

-Volunteers shall not allow an unauthorized person to have the keys to or operate a

publicly owned vehicle.

- All personnel and passengers shall wear factory installed safety belts while operating or riding in County/permittee vehicles, unless it can be reasonably anticipated that a sudden exit from the vehicle is a greater safety consideration than the protection offered by the safety belt.

UNAUTHORIZED PERSONS IN COUNTY VEHICLES

A volunteer operating any County vehicle shall not permit anyone other than an authorized employee of the Department to ride in the vehicle. An exception shall be made when a member is required to transport persons such as a stranded motorist, victim, etc., in the performance of duty or as authorized by order of his/her supervisor.

USE OF COUNTY VEHICLE OUTSIDE COUNTY LIMITS

Volunteers shall not use County vehicles outside Los Angeles County unless specifically authorized to do so by competent authority (Unit Commander or Watch Commander of the rank of Lieutenant).

COLLISIONS OR DAMAGE

In the event of a collision or damage to any County or privately owned vehicle being operated in the service of the County, the volunteer operating or in charge of the vehicle shall:

- Remain at the scene until a police report is made by the proper jurisdictional agency.
- Promptly notify his/her supervisor of the incident.
- Promptly prepare the required Departmental forms for reporting such collision or damage.
- Follow procedures outlined in the Miscellaneous Administrative Procedures Chapter.

Note: Citizens should not be delayed any more than is necessary to exchange the required information.

PERSONAL VEHICLES

A volunteer who uses his/her personal automobile in County service shall provide a vehicle which is in good repair and whose appearance will not bring discredit upon the Department or the County. Pickup trucks, campers, and motorcycles shall not be used when conducting business or representing the Department.

The use of license plates other than those issued by the California Department of Motor Vehicles is prohibited. Any exception is to be for temporary Department purposes as authorized by the Unit Commander.

BUSINESS CARDS

Volunteers shall be issued only the Department approved business cards for official business. The Printing Manager of Fiscal Services maintains the Department's approved format for business cards, and issuing cards that deviate from the format is prohibited.

SAFETY POLICY

The Sheriff's Department regards the personnel of this Department as its most valuable asset. Also of vital importance are the equipment and facilities entrusted to us, which enable us to meet our law enforcement obligations.

All operations of this Department shall be conducted with the utmost concern for its personnel, equipment, vehicles, and facilities. The reduction of losses due to injuries to Department employees and damage to County property are an essential part of an efficient operation therefore, the practice of safety and the prevention of accidents shall be the responsibility of all members of this Department.

LIABILITY ISSUES

All volunteer members, and especially VOP members, need to keep in the back of their minds the inherent liability placed upon the Sheriff's Department, County or City whenever our Department fields patrol personnel. Even though you are unarmed, as a VOP volunteer you will be wearing a uniform that represents the law enforcement in this community. Your actions will be judged by the public as positively or harshly as any deputy sheriff. As a result, you will need to keep in mind the importance of your conduct and be responsive to the reactions from the public.

The VOP program is another facet of the Los Angeles County Sheriff's Department Civilian Volunteer Program. As such, any injury, accident or unusual incident, which occurs to or involves a volunteer while on duty, must be reported to the Field or Watch Sergeant immediately.

INSURANCE INFORMATION

The Volunteer Insurance Program provides coverage for civil liability, medical expenses as the result of injury and a death and dismemberment benefit and is administered by the County Risk and Insurance Management Agency.

The County's Volunteer Insurance Program provides limited coverage for medical expenses due to injuries, as well as death and dismemberment benefits. Volunteers are also covered for civil liability. In all cases, the coverage applies only if the incident occurred in the course of performing assigned duties. In each case the program's limit is \$10,000. To qualify, volunteers must be formally enrolled in a program or activity sponsored by the County of Los Angeles.

It is the responsibility of the Volunteer Coordinator to maintain enrollment records that document the volunteer's formal acceptance into the volunteer program.

A volunteer who is a minor, i.e., under 18 years of age, requires a signed emergency medical and participation consent of a parent, guardian, or authorized official. Consents are kept on file at the work location. This would apply to children of volunteers in assisting with any type of function, such as role playing.

THIRD-PARTY LIABILITY

Volunteers are indemnified by the County of Los Angeles for third-party liability arising as a result of their activities as a volunteer, unless their actions are fraudulent, malicious, criminal, or outside the scope of their volunteer assignment. Volunteers are not indemnified for punitive damages. Therefore, it is very important that volunteers have a clear understanding of their assignment and authority.

Volunteers working in a professional capacity such as a physician, registered or licensed vocational nurse, counselor, social worker, etc., who provide medical services to County patients

are covered for third-party professional liability under the County's Medical Malpractice Program.

DRIVING PERSONAL AND COUNTY VEHICLES

Volunteers who drive vehicles in the course and scope of their assignments are indemnified by the County for injury or property damage to other persons caused by the volunteer. Volunteers must possess a valid California drivers license and comply with all California State Laws, including compliance with State laws relating to Financial Responsibility and seat belt use.

In the event volunteers are involved in an auto accident which results in injury or damage to others, the volunteer will be required to assist the Volunteer Coordinator in the completion of the "County Report of Vehicle Collision or Incident." The completed report will be forwarded by the Volunteer Coordinator to the County Claims Administrator.

Volunteers must report any auto accident within 24 hours to the Volunteer Coordinator, even if it did not result in any injury or damage to the volunteer or others. *Volunteers should be aware that damage to Volunteer-owned vehicles or loss of personal items is **not covered** by the County.*

The use of a County vehicle for any purpose other than County business is a violation of duties and grounds for dismissal or change of assignment of a volunteer.

ACCIDENTAL DEATH AND DISMEMBERMENT AND MEDICAL EXPENSE REIMBURSEMENT

Volunteers are not eligible for workers' compensation benefits, with the exception of "CV Specialist" and volunteers working in the capacity of issuing disabled parking citations. (See CV Specialist section for further details-Coordinator's Manual)

Volunteers are covered under a commercial insurance policy purchased by the County which provides accidental death and dismemberment and medical expense reimbursement. The insurance provides a maximum limit of \$10,000 per claim.

The insurance program was designed to reimburse the volunteer for medical expenses they incur while performing volunteer services, and which are not covered by: their personal insurance plan such as Blue Cross, Blue Shield; any group, blanket, or franchise insurance or employee benefit plan; or, any plan arranged through any employee, trustee, union, or employee benefit association.

Volunteers are not limited from obtaining treatment at any facility of their choice. However, the volunteer is responsible for payment of the bill and must submit a claim to receive reimbursement from the insurance company

A Volunteer who is injured and eligible for benefits, must notify their supervisor as soon as possible and assist with the completion of Sections A and B of the "Special Risk Accident and Sickness Claim Form." The volunteer is responsible for completion of Section B or equivalent by the treating physician. The Volunteer Coordinator will submit the claim to the Office of Special Programs, who will forward the claim to the Chief Administrative Office - Risk Management Operations.

Copies of medical bills should be forwarded with the claim or as soon as possible.

Untimely notification or filing of a claim could jeopardize the benefits under the policy. If the volunteer has a personal insurance plan, it is important that they notify their insurance company at the same time to preserve their rights of coverage under their plan.

EMERGENCY PROCEDURES

Volunteers who suffer serious injury in the course of their assigned tasks shall be provided emergency medical care without delay. Paramedics or other emergency assistance may be summoned for emergency treatment. Transportation to the **nearest** treating facility shall also be provided.

It is not necessary that a volunteer be taken to any specific treating facility or hospital during an emergency. The important thing is to get the volunteer treated as soon as possible.

A departmental representative shall inform the treating facility or physician that the County Volunteer Insurance Program will pay all reasonable and usual charges, in the event the volunteer does not have adequate personal coverage.

PROCEDURES FOR INJURIES NOT REQUIRING TREATMENT

Interview the volunteer to determine the cause and extent of injury. Advise the volunteer of the County's Volunteer Insurance Program.

Complete an incident report. Forward the original copy to the Office of Special Programs. Indicate that the volunteer has elected not to file a claim.

INJURIES TO MINORS

All volunteers under 18 years of age must have a parental consent on file that authorizes the minor to work and to receive emergency medical treatment if necessary.

For serious injury, transport the minor to the nearest treating facility or hospital.

For non-serious injuries, contact the minor's parent or guardian to determine their desired action.

FILING A CLAIM

A volunteer with personal medical insurance must first file a claim with their insurance company.

They may file a claim with the County's Volunteer Insurance Program for medical expenses not covered by their personal insurance policy, up to \$10,000.

All claims for reimbursement are forwarded to the Office of Special Programs.

The Volunteer Program Director files all claims with the Risk and Insurance Management Agency. It is advisable to retain copies of all documents submitted to the Office of Special Programs.

It is important that the volunteer promptly submit a claim with their own insurance company or with the County. This will help to preserve the rights of coverage as they relate to time limits. Insurance companies have time limitations on reporting claims.

VOLUNTEER UNIFORM

GENERAL INFORMATION

The official uniform approved by the Sheriff and the Uniform and Safety Equipment Committee consists of the following basic elements which will be specified in further detail:

- Shirt - White (uniform)
- Trousers/Skirt - Navy Blue (uniform)
- Shoes - Black
- Socks/Hose - Black
- Jacket - Royal blue
- Hat - Royal Blue or Navy blue (baseball type)
- Belt - Black basket weave (uniform)

Wearing the official uniform has always been optional and usually depends on the specific rules of your unit. The uniform does help identify you much easier as a member of the Department when you are working directly with the public or if you are involved in a multi-agency exercise.

The uniform for male and females is essentially the same except that ladies may wear a skirt in lieu of trousers. They also wear different ties.

Uniforms are the responsibility of the volunteer. They are not furnished or purchased by the Department.

Department issued identification cards are not worn with the class "A" or "B" uniform.

General rule to follow - if you work with the public wear a uniform.

CLASS "A" UNIFORM

Shirt - white, long sleeved, uniform (cotton/ Polyester, permanent press)

- Shoulder epaulets - buttoned down at the collar
- Two breast, flap closed pockets
- Official volunteer shoulder patches (both sides - at the shoulder seam)
- Name strips-Air Force blue with light blue lettering (Capitals, full block 5/8 ") embroider on a one inch strip.
- Surname (only) - right breast pocket
- "LA SHERIFF" - left breast pocket

(Strips shall be the same width as the pocket flap and sewn on centered and directly above the pocket flap upper edge.) Shirts are worn tucked into the trousers/skirt over a plain white (no printing or logos) crew neck t-shirt.

This shirt is intended for wear at official formal functions and ceremonies with a tie or as a duty shirt (without tie- in cold weather.) A plain white long sleeved turtle-neck shirt may be worn for duty under the Class "A" shirt in cold or inclement weather.

Trousers - navy blue, uniform (cotton/polyester, perm-press)

- Two front slash pockets
- Two rear flap pockets
- Zippered front
- Two inch belt loops
- No cuffs

Skirt - Navy Blue, uniform (cotton/polyester, perm-press)

- Two slash pockets
- Two rear flap pockets (optional)
- Side zipper
- Two inch belt loops
- length, not more than 2" above the knee.

Shoes - Black Plain - Tied

- Skid resistant
- Polished or buffed

Socks/Hose - Black , no pattern

Jacket, Field - Royal Blue-light weight nylon (spring & summer)

- Official volunteer shoulder patches (both sides at the shoulder seam)
- Volunteer emblem embroidered - left breast
- Pockets - slash

- Snapped front

Jacket, Field - Royal Blue- heavy weight, quilted lining (winter)

- Same as above for Field Jacket with the following exceptions
- Elastic stretch cuffs
- Elastic stretch waistband

Hat - Royal Blue or Navy blue, solid fabric, baseball type

- Official volunteer emblem embroidered, centered over the bill
- No other head gear is authorized for wear with official uniform.

Belt - Black basket weave, uniform.

CLASS "B" UNIFORM

Shirt - white, short sleeved, uniform (cotton/polyester-perm press)

- All other details shall conform to those specified under Class "A" uniform shirt. This shirt is intended for wear as the standard year around fair weather duty shirt. It shall be worn open at the collar over a plain white short-sleeved crew neck t-shirt.

Trousers - Navy Blue, Uniform

- All other details shall conform to those specified under Class "A" uniform - trousers.

Skirt - Navy Blue, Uniform

- All other details shall conform to those specified under Class "A" uniform - Skirt.

Shoes, Socks/Hose, Jacket, Hat and Belt shall

- conform to those specified under Class "A"

CLASS "C" UNIFORM Optional Summer/Hot Weather

Shirt - Option 1 - Class "B"

Option 2 - Polo style, plain white, short sleeve

Official Volunteer emblem embroidered over left breast pocket.

(Dark blue lettering, bronze bear, green earth)

Sewn stretch cuffs both sleeves.

Name may be embroidered on right pocket area.

Note: Polo shirts with the word "volunteer" in blue silk screened on the back and shoulders are not authorized, and should be replaced for wear outside of your work space.

Option 1 - Trousers, Navy blue, Class "B"

Option 2 - Shorts, Navy blue - cotton/polyester.

- Two front slash pocket
 - Two rear pockets
 - No cuffs
 - Zippered front
 - Length - 9" Inseam

Socks - black, knee length, no pattern

Shoes, Jacket, Hat and Belt shall conform to those details specified under uniform - Class "A" and "B"

ACCESSORIES

Badge - No badge of any type is authorized for wear with the volunteer uniform.

Pins - 1000 hour pin presented by the Sheriff may be worn in the position of a sworn badge on the Class "A" and "B" uniform shirt. The 100/250/500 hour pins may be worn in this position until the 1000 hour pin is awarded.

Station or Bureau Pins - Unit level

Worn with the top of the pin aligned with the seam between the pocket flap and name strip of the right breast pocket (centered) of the Class "A" and "B" uniform shirt.

Departmental and Armed Forces Service Ribbons

Department - worn in accordance with Department Policy Manual - Section 3-03/330.0 over the left pocket flap seam.

Armed Forces - in accordance with Section 3-03/330.0.

Ties - Black, Uniform, Clip-on

Males - Standard length w/fore-in-hand knot.

Females - Standard length w/fore-in-hand knot or optional military style female uniform.

INCLEMENT WEATHER APPAREL

Rain - slicker or two piece rain suit.

- International Orange in color

- Boots - black, waterproof
- Gloves - Black, no ornamentation
- Hat - official, navy blue as in Class "A or "B".

UNIT LEVEL CLOTHING

Some units have official headgear and polo or t-shirts for use on duty for special unit activities that may be worn only with civilian clothing. These items are not official uniform items and may be authorized by the Unit Commander in special circumstances. Check with your coordinator! Do not mix official uniform items with unit level clothing.

UNIFORM AND SAFETY EQUIPMENT COMMITTEE

The Sheriff has established a Uniform and Safety Equipment Committee to formulate standards and consider proposed changes in official uniforms, safety equipment and identification items and make recommendations to the Executive Planning Council.

Note: Uniforms for civilian volunteers have always been considered optional. However, for those civilian volunteers whose duties require direct contact with the public, or those involved in special departmental related operations, the basic uniform and safety equipment standards shall apply. Uniform and safety equipment requirements beyond those stated here shall be clearly defined in the Special Operations Program Directives and Training Manuals.

GENERAL PROVISIONS

Civilian Volunteer uniforms are the responsibility of the volunteer. They are not purchased by the Sheriff's Department. The authorized shoulder patches may be obtained from the Office of Special Programs.

Unless otherwise indicated, uniform and identification items described in this section apply to all uniformed civilian volunteers, both male and female.

Only uniform apparel, safety equipment and identification items specifically approved by the Sheriff and/or the Uniform and Safety Equipment Committee and described in the Civilian Volunteer Uniform Specifications, are authorized to be worn, carried and or used by civilian volunteers. Items not approved are

specifically prohibited. The omission of an item shall not be construed as tacit approval. Uniformed Civilian Volunteers shall be subject to inspection at the discretion of the Unit Commander.

WEARING THE UNIFORM

Only approved uniforms, safety equipment and identification items shall be worn which are appropriate for the assigned tour of duty.

Green plastic name badges, worn by department personnel, may not be worn by volunteers with the exception of the Department Chaplains.

Civilian Volunteers shall wear only the uniform described in the Civilian Volunteer Uniform Specifications. Uniforms for Rescue Specialists and Disaster Communications service are described elsewhere.

The Civilian Volunteer uniform shall be worn only when performing official department related business, for special ceremonies or occasions, or when directed to do so by the Unit Commander or the Coordinator

As stated in Section 3-03/030.35 of the Department Manual - "no distinguishable part of any uniform which would identify the wearer as a member of the Department shall be worn in public in conjunction with civilian clothes." This statement applies to all items of the Civilian Volunteer uniform with the exception of the cap.

Uniforms must be clean and neat and in good condition.

SPECIALIZED VOLUNTEER GROUPS

Civilian volunteers in the Ham Watch Program, Arson Watch Program, or Clergy Program are allowed to stencil or silk screen the program name on the back of the jacket. The stencil or silk screen should be in yellow or gold.

Arson Watch program volunteers are allowed to wear a reflective yellow vest with an arson watch patch and disaster service worker patch. Also approved was a name plate with a designated "team leader" attachment.

Chaplains shall wear the green raid jackets, with the word "Chaplain" on the back. Chaplains will wear their "Chaplain" identification card while in Sheriff's facilities or on official Sheriff business. They also wear a white polo type shirt with Sheriff Chaplain on the left pocket area.

GROOMING AND DRESS STANDARDS

HAIR GROOMING STANDARDS

Uniformed Male Personnel

Hair shall be neat, clean, properly trimmed, and well-groomed at all times while personnel are on duty. The hair shall be moderately tapered and may touch the shirt collar, but not extend below it. Wigs or hairpieces are permitted if they conform to the above hairstyle standards. Hairstyles and/or wigs and hairpieces shall not interfere with the normal wearing of any regulation headgear.

Sideburns shall be trimmed so as not to extend below the bottom of the earlobe and shall end in a clean shaven horizontal line. The flare or terminal portion of the sideburns shall not exceed the width of the main portion of the sideburns by more than one-fourth (1/4) the unflared width.

Mustaches shall be neatly trimmed and groomed and shall not extend below the upper lip line or corners of the mouth. Mustaches shall not extend to the side of the mouth by more than one-half (1/2) inch beyond the corners of the mouth.

Neatly trimmed beards are permitted.

Uniformed Female Personnel

Hair shall be kept clean, neat, and well groomed at all times while on duty.

The hairstyle shall not be worn in a manner which will jeopardize the safety of the Volunteer, cause a hindrance in the performance of her duties, or interfere with the use of standard headgear. Female personnel shall maintain a professional appearance.

Male Civilian Personnel

Volunteer's hair shall not extend past the top of the shoulder nor below the eyebrow line on the face. Beards and mustaches are permitted, but must be neatly trimmed and well groomed. Wigs or hairpieces are permitted if they conform to these standards.

Female Civilian Personnel

Volunteer's hair shall be neatly styled, trimmed, and well groomed. It shall not be of a style, length, or artificial color which is offensive to the general public. Wigs and hairpieces are permitted if they conform to these standards.

DRESS STANDARDS

Partisan political emblems, symbols of fraternal or service organizations, badges, and/or emblems of any kind, other than Department authorized awards, shall not be worn. While on uniformed duty, with the exception of the "Medic Alert" bracelet or necklace, jewelry shall be limited to rings and watches. Uniformed female personnel are permitted to wear small stud earrings.

Female Personnel

Appropriate undergarments, including brassiere, shall be worn.

Male Personnel

There is no restriction on the exposure of an undergarment with the open collar shirt, providing the undergarment is clean, white, and has a standard round or "V" collar-no turtlenecks.

Business Attire

Male personnel not in uniform attending a formal Departmental function shall wear a business suit or sports coat and slacks with conventional shirt and tie. Casual or leisure wear shall not be worn. All clothing items shall be clean and neatly pressed at all times.

Female personnel not in uniform attending a formal Departmental function shall wear a dress, dress suit, skirt and blouse, pant suit, or blouse and pants appropriate to a businesslike appearance.

Civilian employees shall wear appropriate attire to their assignment, subject to the direction of the respective Unit Commander.

Jewelry

No visible necklaces, bracelets, or anklets shall be worn while in uniform. Females with pierced ears are permitted to wear a single stud earring (no larger than 3/8" in diameter) in each ear lobe. All other visible jewelry shall be limited to rings and watches.

VOLUNTEER ON PATROL

Training Outline

Overview/Objectives

Purpose and objectives.

Responsibilities.

Duties.

Rules and Regulations.

Criminal law.

Communications.

Station facility tour.

Ride-A-longs

Observations

Suspicious Activity

Suspicious Persons

Suspicious Vehicles

OVERVIEW AND OBJECTIVES

As outlined in the Sheriff's Mission and Core Values Statement, as well as our Department's Policy, the goal of the Los Angeles County Sheriff's Department is to serve the residents of Los Angeles County in the most professional, effective, courteous, and progressive manner possible. This will be accomplished while maintaining a reputation of being an innovative and progressive law enforcement agency that is sincerely concerned about the citizens it serves. It is in keeping with this philosophy that the Volunteers On Patrol (cars, bicycles, equestrian) was formed.

The Sheriff's Department has long recognized the vast resources of experience and skills possessed by its county residents and the surrounding communities. The purpose of Volunteers On Patrol is to tap into these skills to help us achieve our goals in an effective and cost-efficient manner. We view this as a means to assist those that reside in Los Angeles County by providing a service to their community.

Because the members of Volunteers On Patrol become additional eyes and ears for the Sheriff's Department, as well as representatives of City and County administration, it is imperative that they maintain an image of professionalism at all times which parallels the professionalism of our Department. Volunteers' appearance, demeanor, and professionalism must never be compromised while serving in the VOP Program. Each volunteer has been hand-picked with the highest confidence in their capabilities.

Volunteers on Patrol members are, in fact, Sheriff's Department Civilian Volunteers. Therefore, the existing Los Angeles County Sheriff's Department Civilian Volunteer Regulations and Guidelines shall be followed. Volunteers shall be aware that it is a privilege to be a civilian volunteer, **not a right**, and that they serve at the discretion of the Sheriff.

The Volunteers On Patrol have various responsibilities, primarily non-hazardous duties, which are currently being performed by patrol deputies. The program will, therefore, allow patrol deputies to perform the more hazardous duties that they have been trained to do, thus helping our Department to better achieve its goal of serving the community. Listed below are some examples of the duties that members will be performing:

- Patrolling the community for criminal activity or safety hazards.
- Vacation House Checks.
- Business Safety Checks and Business Watch Liaison.
- Park Safety Checks.
- Graffiti Watch.
- Non-Hazardous Directed Patrol Assignments.
- Fire Watch.
- Traffic Control.
- Disabled Parking Cites.

RESPONSIBILITIES

LIMITATIONS

Remember, **YOU ARE NOT A DEPUTY SHERIFF!** You will not take any type of enforcement action. Do not place yourself in a position of danger. As a VOP member, you will not carry any type of weapon and you are not expected to enter into a physical altercation with anyone.

You are not to make any arrests. You have no police powers beyond that of any other citizen. If you come across a dangerous situation or observe a crime in progress, you are to move away and immediately notify the desk via your cellular telephone as soon as possible. **DO NOT GET ACTIVELY INVOLVED!** Be a good witness. You are not to respond to **any** calls for service or any officer-needs-assistance calls. You will be notified by the dispatcher when your services are needed.

If, during a vacation house check or any other type of safety check, you discover an open door/window, you are not to enter the building under any circumstances. This will be covered in detail in your training.

Remember, the success or failure of the VOP program rests with you and your actions. It would be impossible to cover all of the situations you might encounter or that may arise. However, you are to always use good, sound judgment and discretion in your behavior and actions.

OBSERVATION TECHNIQUES

Members of the Volunteer On Patrol program will be acting as the eyes and ears of the Sheriff's Department. This will require you to begin thinking more along the lines of a Deputy Sheriff who is trained to be suspicious or inquisitive. The average person can look at the same thing that a Deputy Sheriff views and not have a second thought about it. The Deputy Sheriff looks at the same thing and views a possible crime in progress or about to take place.

One reason for this is that the average citizen has not been trained in observation techniques. Most people tend to rationalize suspicious activity when observed, not thinking twice about what they

have just seen. With proper "patrol observation techniques," you will learn not to rationalize suspicious behavior.

(Suspicious activity or behavior can be anything. Trust your sixth sense. If it doesn't look right, it's probably not.)

Many times while driving through the Community you will see people walking or driving through a neighborhood or business area who look obviously out of place. This does not necessarily mean that a crime is taking or has taken place; however, it is a possibility. Under these circumstances, the proper action to take is to keep these people under observation and if their actions appear at all suspicious, then notify dispatch via the cellular telephone or the 480

radio. Get as much information as possible, without getting involved i.e., vehicle make, year, model, color, license plate number, the subject's description, location and activity. **Under no circumstances are you to get actively involved, merely observe and report.**

There will be times while driving through the community when you may see a window screen out of place, an open gate, or an open garage door. This may mean that the residence or business has been, or is about to be burglarized. It may also mean that the residents are merely washing their windows, doing yard work, or working in their garage. Keep the location under observation and see if there is any activity; such as children playing, people doing yard work, etc. If the circumstances are suspicious at all, then notify dispatch. Do not rationalize your observations.

Some things to watch for while patrolling are people climbing in or out of windows, broken windows, removed screens, people climbing fences, people hiding from a passerby, or people going door to door when they do not appear to have any merchandise with them that they may be selling. These are but a few examples to watch for.

DUTIES

RESIDENTIAL VACATION CHECKS

Vacation house checks are a very important function of the Sheriff's Department. This may appear to be a very routine activity. However, as with most seemingly routine functions within the law enforcement field, there is always a potential danger. It is important that you learn and follow certain safety precautions.

Any resident wishing to participate in this program will need to fill out a Vacation Patrol Check form either in person or by telephone. You should carry extra forms with you in case someone requests one. Pay particular attention to the "Additional Information" section of the Vacation Check form. This section should note types of cars that may be left at the location, the name of a lawn or pool service, the name of an individual that may be taking care of the resident's pets, etc. Each time you check a residence you will note the time and date on the vacation check form and on your activity log.

You should conduct a meaningful check of the residence. This involves physically checking doors, windows, gates, checking back yards, only if the rear gate is left unlocked - **no fence climbing**. Pick up papers and flyers and throw them in the trash, but do not take any mail from the mail box. In general, the goal of the check is to prevent the home from appearing vacant.

VEHICLE PLACEMENT: Vehicle placement is very important. Never park directly in front of the residence you are checking. Attempt to park one to three houses away. The reason for this is that if there is a crime in progress inside the residence, your arrival may not be announced. This will give you a chance to make your observations and notify the dispatcher without the criminal

being aware of your presence. This will assist patrol deputies in apprehending the criminal while still at the scene.

OBSERVATION: As you arrive at the residence you are checking, be alert. Look for broken windows, removed screens, noise inside the residence, suspicious activity, suspicious vehicles, etc.

SAFE APPROACH: Be cautious and alert as you approach the residence. Look around corners before walking around them. Do not stand or walk in front of windows unnecessarily. Be careful and alert for dogs; not only can they startle you, but they may bite. Beware of dogs, rattle the gate

prior to opening it or make an announcement and wait a few seconds to be sure the area is clear. If you discover an open door or window or signs of entry, **immediately back away to a safe place of observation and notify the dispatcher of the circumstances.** If you believe that a crime may be in progress, be especially alert to the surrounding area, as well as the location in question. There may be lookouts or accomplices.

BUSINESS SAFETY CHECKS

Business safety checks involve making a cursory inspection of local retail centers and office complexes for any signs of suspicious activity. When checking locations with large parking lots, be sure to drive up and down a randomly selected number of aisles (check all of the aisles, if time permits). Be sure to include back alleys and loading areas.

As with residential neighborhoods, patrolling business districts also requires special observation techniques. During your normal patrol hours most businesses will be open; therefore, you will be observing normal business activity most of the time. Be alert. Pay special attention to activity taking place inside the business or office.

Ask yourself questions such as: Can I see the employees? Does there appear to be normal activity taking place inside the business? Do the doors appear to be locked during business hours? Does there appear to be anyone "casing" the business? Also, be alert to people running out of or away from businesses or through the parking lots.

If there appears to be something suspicious, park your car a **safe distance away** from the business and observe. After observing the location, if it still looks suspicious, notify the dispatcher. **Remember, stay in the car and do not become physically involved.**

Other things to look for are broken windows, cut locks, suspicious vehicles, roof activity, open stair or ladder wells, ringing burglar alarms, etc.

BUSINESS WATCH SUPPORT: On occasion, you will be directed to contact new and/or established businesses and have them complete a "Business Alert Survey/Emergency

Notification" form. Another important support function will be to pass along crime/suspect information to local businesses.

DISABLED PERSONS ASSISTANCE

Many seniors and/or disabled persons may live alone and are homebound because of an illness or injury. Through this program, a Civilian Volunteer contacts them twice a month by telephone to check on their well-being. If, at the time of the call, it is determined that the individual is injured, ill or unable to reasonably provide for his/her welfare or requires special attention, appropriate steps can be taken to assist them.

VOP members may be directed, from time to time, to conduct a "home visit" and check on the well being of the shut-in or to assist a new participant in enrolling in the program.

GRAFFITI WATCH

Graffiti abatement is a goal for all concerned residents. Identifying areas, both public and private, that have been defaced by graffiti vandals is an important function of the VOP volunteers. While you are making safety checks of parks, schools and business areas, be alert for graffiti.

When you come across newly vandalized property, stop and take note of the location and complete a "Request for Service" form. Indicate the type of incident on your log and turn in the completed form to the Crime Prevention mail box located in the secretariat. Should you observe an act of vandalism in progress, **do not become actively involved**, rather, notify a Deputy. **Be a good witness.**

DIRECTED PATROL ASSIGNMENTS

Directed Patrol assignments will include any non-hazardous tasks in addition to those previously delineated and developed by the appropriate station personnel.

REQUEST FOR CITY/COUNTY SERVICES

As you drive through the community, be alert to potential maintenance problems that may be corrected by work crews. Non-hazardous conditions such as, but not limited to, tree branches covering stop signs, broken/missing street signs, damaged street lights, road damage, etc., should be reported as soon as practical.

To notify the appropriate agency for repairs, complete the "Request for Service" form and turn it in to the Crime Prevention Unit.

Hazardous and/or potentially hazardous conditions are to be immediately reported to the "desk," for notification to the appropriate agency. Remove yourself and your patrol car to a position of safety and await the arrival of a deputy and/or instructions from desk personnel.

Although conditions will vary as to their severity, examples of non-hazardous conditions would be; malfunctioning traffic signals, downed power lines, broken water mains, fires, etc. Be careful and use common sense.

Be a Good Witness.

When you see activity of a suspicious nature or perhaps witness a crime in progress - **REMAIN CALM**. Take time to look at the person/vehicle and try and **avoid** the downfall of most "eye witnesses" - a generalized description or allowing the dominant person to dictate what is being seen.

Most of us, deputy sheriff's included, do not possess a "photographic memory," so take time to write down your observations as soon as practical. Concentrate on things that are unique about the car or person rather than attempt to gather all that can be seen. A few specific pieces of information may be more useful than the usual, "average height, average weight, average, average," etc.

Since you will be working with a partner, each of you should record you own observations separately. Remember each person will see an event or individual differently from the other. You might see something that your partner overlooked. If you compare observations right away, before you write them down, then you run the risk of the dominant person's observations taking over.

Often, you may improve on what you see by moving your vantage point, but be careful, do not jeopardize yourself or perhaps alert the suspects. Remember, at no time are you to become actively involved in a situation. Observe, report, and become a good witness.

SCHOOL SAFETY CHECKS

School safety checks will be conducted in the same manner as other field safety checks, on a **cursor** (visual) basis. The schools will normally be closed for daily business when conducting inspections. Activity should be at a minimum; however, each school should be checked at least once during a patrol shift.

VOP's will check the perimeters of the schools by driving on the surface streets that border the campuses. Do not drive onto the school grounds, except the parking lots, unless requested otherwise.

Observations: Check for any suspicious persons and/or vehicles on the grounds or in the immediate area. Pay attention to the roofs, as young people tend to run around on the flat roofs of schools.

PARK SAFETY CHECKS

Park safety checks involve making **cursor**y or visual inspections of local county and city maintained parks. A VOP goal is to be seen by all individuals using the park and the surrounding areas. VOP's will be checking for any suspicious or unusual activity. All parks should be checked at least one time during a regular shift and as often as practical during the warmer months.

Drive around the park's perimeter on the surrounding streets. **DO NOT DRIVE INTO THE PARK BY DRIVING ON THE WALKWAYS OR OVER THE GRASS, UNLESS SPECIFICALLY REQUESTED BY THE MUNICIPALITY.**

Observation: Pay particular attention to restrooms and children's play areas. Look for lone individuals loitering in or around these areas or watching children. **Remember, trust your sixth sense; if it doesn't look right, it's probably not.** Check for suspicious persons/vehicles parked in the parking lot and/or on the streets around the park.

If anything appears to be suspicious, move **a safe distance away** and observe. After observing the location, if it still looks suspicious, notify the dispatcher. **Stay in your car and do not become physically or actively involved.**

VEHICLE MAINTENANCE

The VOP vehicle is City or County owned and maintained. It is identified with the City or County seal and the words "Volunteer On Patrol" on the sides and trunk of the vehicle. The car number is located on the roof top of the vehicle with CV and last 3 digits of vehicle number.

A. Prior to Duty:

1. Check out keys.
2. Complete applicable sections of the Driver's Tour of Duty Equipment Record.
 - a. Pay particular attention to body damage.
 - b. Report any new damage to a supervisor.
3. Vehicle Safety Check
 - a. Check that the brakes, lights, horn, etc., are in working order.
4. Check out the cellular telephone and/or police radio.
5. Ensure that the car is clean (interior and exterior) and that it has a full tank of gas. If the car is dirty, arrange for a station trustee to wash it. Contact the Law

B. While on Duty:

1. Operate the vehicle in a safe and sane manner, obeying all traffic laws.

2. Should any critical mechanical problems occur while on duty, return to the (LAFM-OPS 500). Notify the Watch Sergeant of the problem and give him the

C. End of Shift:

1. Report any critical/non-critical mechanical or equipment problems on the
2. Remove any trash/debris from the interior of the vehicle.
3. ***ALWAYS REFUEL***
4. Check the oil.
5. Return the cellular telephone and/or radio
6. Return the car keys.
7. Turn in the required paperwork, such as the daily work sheet, special patrol requests.

GENERAL OBSERVATION TECHNIQUES

When driving from one location to another, avoid using primary streets on a regular basis. Rather, vary your route and use secondary streets that take you through neighborhoods and business districts. Vary the times you make your safety checks; *don't be predictable*.

Your VOP car will be recognizable as a law enforcement vehicle, therefore you may be approached by persons in need of help. They may have questions, want directions, have information and/or "tips," or they may just be curious. Encourage community interaction and talk to them. Tell them about our program and other Sheriff's Department programs. Remember, treat people the way you would want to be treated.

Wave at children, especially if they wave at you first. Most contact with the public will be positive, however not everyone is supportive of law enforcement. If you encounter negative comments/gestures, don't take offense or get into an argument. Its best to be polite and move on, unfortunately it goes with the job.

If residents ask specific questions, answer them if you can. However, if you are unable to answer the question(s), **don't guess** or give advice. Get their name and telephone number and forward to a field deputy or leave it with the program coordinator who will get back to the individual.

SUSPICIOUS ACTIVITY

What is suspicious activity? Suspicious activity or behavior can be anything. Once you have been alerted to something, take time to observe it, don't be too hasty to rationalize your observations. It may take some time, but remember to trust your sixth sense; if it doesn't look right, it's probably not.

The following is a general list of possible suspicious activity, while lengthy, it is not all inclusive.

SUSPICIOUS PERSONS

Going door to door. This is especially suspicious if, after a few houses are visited, one or more of the individuals goes into a back or side yard. They may be "casing" for a house to burglarize. Waiting in front of a house or business, especially if nobody is home or the business is closed, could be considered suspicious.

Persons who act strange or unusual could be ill, injured, or under the influence of drugs/alcohol. In all three cases, the area patrol deputy should be contacted to respond.

Person running especially if something of value is being carried. The person may be fleeing the scene of a crime.

A person who is carrying property. This depends on the circumstances. For example, if it is at an unusual hour or in an unusual place, the individual may be leaving the scene of a robbery, burglary or theft.

High volume of foot traffic to and from a residence on a daily or very regular basis. Especially during late or unusual hours. This may indicate possible narcotic activity, or someone buying and selling stolen property.

SUSPICIOUS VEHICLES

Slow moving vehicles, especially if the vehicle is moving without lights, or in a direction that appears aimless or repetitive. This is suspicious in any location, but especially near parks, schools, businesses or neighborhoods. Individuals may be "casing" for a robbery or burglary. The person could also be a drug dealer or sex offender.

Parked or occupied cars containing one or more persons may be a lookout for a crime in progress.

A Vehicle(s) being loaded with valuables is suspicious if the vehicle(s) is parked in front of a closed business or unattended residence, even if the vehicle is legitimate looking. It could be a burglar or other crime in progress.

Abandoned vehicles: Could be a stolen or abandoned car.

Property in vehicles: Not suspicious unless the property is not normally found in vehicle, especially if observed at unusual hours - may be stolen

Other unusual activity involving vehicles. A person attempting to forcibly enter a locked car, especially at night or in a parking lot. Persons detaching mechanical parts or accessories. Apparent business transactions conducted from a vehicle. Persons being forced into a car. Objects thrown from a car, especially if thrown at high speed.

Other Unusual Situations

Accumulation of property is suspicious if accumulations are large and in fairly good condition, but not in use.

Open or broken doors or windows at a closed business or residence whose owners are not home.

Unusual noises, gunshots, screaming, sounds of combat, abnormal dog barking, anything suggestive of foul play, danger or illegal activity.

Remember, move to a safe location and observe and record your observations. If after observing the activity, continues to be suspicious, contact the desk and request a deputy to respond. Under no circumstances are you to become actively involved.

OUTLINE OF TRAINING

I. **Introductions:**

- A. Training staff.
- B. Other officials.
- C. Members of **V**olunteers **O**n **P**atrol will introduce themselves to the rest of the

II. **Purpose and objectives:**

- A. Purpose:
 - 1. To supplement current public safety services (Sheriff, Fire and Rescue,
 - 2. To bring the residents together in working towards a safer community.
- B. Objectives:
 - 1. Observe and report incidents or situations that threaten life or property.
 - 2. Provide assistance at special events with the approval of the program
 - 3. Assist the disaster coordinator in implementing programs designed to

III. **Responsibilities**

IV. **Duties**

- A. Patrol program.
 - 1. Discuss the primary objective of "Observe and report" and how it can be

- a. What is a suspicious person or activity? Discuss how to recognize
 - b. Discuss what information is needed for emergency or routine responses.
 - c. Emergency crimes or emergencies in progress: discuss what constitutes an emergency and what are your responsibilities.
Report! Report! Report!
 - I) When a member becomes aware of a crime in progress, drive to a safe location, contact the dispatcher and be a good witness.
 - II) Do not attempt to apprehend a criminal or prevent a crime in progress. You can do more good by immediately summoning help then getting directly involved. Sheriff's cars can respond to any location within minutes. You are not a Sheriff's Deputy and not expected to act as one.
 - III) Members are not asked or expected to make private persons arrests.
 - d. Routine reporting of crimes or safety hazards.
 - I) When reporting a crime that has already occurred and is no longer a threat, contact the dispatcher

so that a patrol car can be dispatched. If possible, wait with the citizen until the patrol car arrives.
 - II) When reporting a safety hazard, follow the same

instructions as above and log the incident for follow-up.
 - III) Members may be asked to report other incidents
 - e. Fire Emergencies.
 - I) Go to a safe location and contact the dispatcher. No matter how large or small the fire may be. Do not attempt to extinguish yourself. You are not a firefighter and not expected to act as one.
 - f. Medical emergencies.
 - I) Immediately contact rescue, through the dispatcher. If you can safeguard persons from additional injury without risking your own safety, do so.
 - g. Traffic collisions.
 - I) If there are injuries, immediately contact the dispatcher.
 - II) Place traffic cones/reflectors to prevent additional collisions.
- USE EXTREME CAUTION WHEN USING ROAD FLARES.**
- h. Hazard / safety checks, vacation checks, Special Patrol requests.
 - I) Check the current list of locations in the patrol box.

- a) Instructions will be included on each patrol check.
 - i. Activity logs and note taking.
 - I) Discuss why and how an activity log (daily work sheet) is maintained. (Handout)
 - II) Discuss how to take and organize accurate notes.
 - 2. Operation of motor vehicles.
 - a. Members shall operate only approved vehicles.
 - b. Members shall operate motor vehicles in a safe and courteous manner.
 - I) Remember, as a member of the Volunteers On Patrol program you are a representative of the Sheriff's
 - II) Members shall not pursue suspected criminals either to
 - c. Members shall adhere to State and local laws that pertain to the operation of motor vehicles.
 - I) Members must be licensed for the particular type of vehicle being driven.
 - 3. Check in with the dispatcher at the beginning and end of each shift.
- B. Crime prevention education.
- 1. Some members will be selected to organize neighborhood watch groups and assist Sheriff's Deputies in conducting crime prevention seminars and home/business safety checks.
 - 2. Some members may be used in community disaster training.
- V. **Rules and regulations**
- A. Discuss the rules and regulations manual. Advise students of locations for
 - B. Civil disputes.
 - 1. Private persons arrest.
 - a. When can a private person make an arrest
 - 2. Restraining/Protective orders.
 - a. Domestic violence prevention act.
 - b. Repossessions.
 - c. Landlord/tenant disputes.
 - 3. Traffic laws.
- VI. **Communications**
- A. Equipment. (Handheld/Mobil radios, cellular telephones)
 - 1. Demonstration.
 - 2. Practical application.
 - B. Radio procedures.
 - 1. General information.
 - 2. Reporting an emergency. Discuss what an emergency is.

- a. Identify yourself.
 - b. Provide the location.
 - I.) Always know where you are.
 - c. Identify the type of emergency.
 - I.) Make sure the dispatcher knows that it is an emergency.
 - d. Provide any additional information.
3. Reporting a routine incident that requires same day attention. Discuss what a routine incident is.
- a. Identify yourself.
 - b. Provide location.
 - c. Identify the type of routine incident.
 - d. Provide the informants name, address, and telephone number.
 - e. Provide any additional information.

VII. Station Tours

VIII. Ride-A-longs

An important phase of the Volunteer On Patrol training format is the Ride-Along Program. This is a time when you ride along on patrol with a sworn deputy during his tour of duty. The purpose of this program is actually three fold, as follows:

First, it gives you a chance to experience some of the things that a deputy sheriff experiences and to better understand not only what his/her duties are but also why they act or react in certain ways. On a ride-along, remember that you are a trainee and you are there to observe. Follow all instructions given by the deputy while on the ride-along.

Secondly, the ride-along will help you get a feel for police procedures, different patrol tactics, and the feeling of being in a marked patrol car, always under close scrutiny of the public. As such, you must be professional at all times.

Lastly the reason for the ride-along is to allow our field personnel, the deputies you will actually be working with, to participate in your training and evaluation. During the training period all V.O.P. volunteers will be required to ride-along with a patrol deputy for at least three shifts or a total of 12 hours. Volunteers in the VOP program are allowed to wear their uniform during a ride-along as part of their training. A volunteer not in this program may wear civilian clothes.

EQUESTRIAN VOLUNTEERS ON PATROL

"Equestrian Volunteers on Patrol" are a ready resource available to assist individual stations and posse units by patrolling remote areas of Los Angeles County on horseback. The use of volunteers is the responsibility of the individual station coordinator and may be used to assist regional posse units, as needed. The use of equestrian VOP volunteers allows for a rapid increase in staff strength and provides the community with added protection by providing extra "eyes and ears."

MINIMUM REQUIREMENTS FOR CONSIDERATION

Volunteers are required to complete a background investigation to evaluate their character and must successfully complete the required training mandated by the VOP Program. Equestrian volunteers remain part of the station complement and their activities are coordinated through their home unit. All activities must be approved by the station coordinator as outlined in the VOP Manual issued by the Office of Special Programs.

- Must be at least 18 years of age.
- Must have a valid California Drivers License.
- Must pass an oral interview and complete a background check.
- Must have access to a trail horse, serviceable trailer and tow vehicle.

MINIMUM REQUIREMENTS UPON ACCEPTANCE

- Attend monthly station meetings and quarterly posse meetings.
- Donate a minimum of 8-hours patrol time each month.
- Purchase a standard uniform polo shirt.
- Attend posse equestrian related training as determined by the station coordinator. - (Auditing of non-equestrian training is encourage to increase awareness).
- Complete the training course outlined in the Volunteer on Patrol Manual

DUTIES

Equestrian patrol volunteers participation in posse activities is strictly on a "**non -law enforcement**" basis and serve to assist Department personnel as needed. The following are typical duties:

- Patrolling trails for suspicious activities and safety hazards.
- Accompany Uniform Mounted Posse patrols to assist with non-law enforcement activities.
- Assist with station volunteer activities.
- Respond to non-law enforcement posse call outs.
- Assist with non-law enforcement posse unit activities.