



LOU BLANAS
SHERIFF



Volunteers In Partnership with the Sheriff

WELCOME...

**TO THE SACRAMENTO COUNTY SHERIFF'S DEPARTMENT
VIPS MANUAL**

Thank you for volunteering to assist and support the Sheriff's Department. The function of this department involves the responsibility for the protection of life and property as well as enforcement of the law. With this partnership, volunteers have an obligation to the public we serve and must maintain the highest ethical standards in both personal and official conduct.

This manual will assist you in maintaining those standards.

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GENERAL INFORMATON

CONFIDENTIAL INFORMATION. You will have access to sensitive information during your assignment as a volunteer. Remember, official business of this Department is confidential. Members shall discuss or give information only to persons for whom the information is intended, or as directed by superiors, or as required by law. The content of any criminal record filed in the Department shall be shown or divulged only to authorized personnel.

USE OF CRIMINAL JUSTICE INFORMATION. “No employee shall divulge confidential information, data or records of the Department of Justice to any person to whom issuance of such data, information or records has not been authorized.” Such misuse is a misdemeanor under California Law. Any volunteer responsible for such misuse is subject to immediate dismissal and possible legal action. You shall be required to sign a “Use of Criminal Justice Information” form. (Appendix B)

OFF-DUTY ENCOUNTERS. Deputies often work on surveillance or other covert assignments. They may be assigned on a regular basis or used for short-term assignments. If you see a deputy other than at your work place, wearing civilian clothing, **DO NOT** acknowledge them until he/she acknowledges you. It is also wise not to discuss the Sheriff’s Department when you talk to the deputy in public. He/she may not wish to have his/her identity or type of work known.

FRATERNIZATION WITH INMATES. Be aware that members of this Department are prohibited from fraternizing with, engaging in the services of, accepting services from or performing favors for, any persons in the custody of the Department. Any member contacted by, or on behalf of, a recently discharged prisoner shall immediately report such contact to his/her superior.

IDENTIFICATION. You will be issued a laminated identification card and Department badge which will authorize you to enter the Sheriff’s Department facilities and/or higher security areas. You will be held personally responsible for this identification, and you will be expected to immediately report its loss to your supervisor and comply with their instruction. These instructions may require a written report of the circumstances leading to the loss. The identification badge is the property of the Sacramento County Sheriff’s Department and must be returned upon resignation or termination. The badge shall not be carried or displayed unless working in an official V.I.P.S. capacity.

CODE OF ETHICS

- As a member of the Sheriff's Community Service Center volunteers, it is my responsibility to become thoroughly familiar with the Sacramento County Sheriff's Department procedures, both written and verbal.
- To carry out assignments in good spirit and seek assistance from sworn personnel in any situation requiring special guidance.
- To consult with supervising sworn personnel prior to assuming any new responsibilities.
- To respect and comply with the chain of command and maintain a professional and pleasant working relationship between Sheriff's personnel and volunteers.
- To respect the confidentiality of the Sheriff's Department.
- To uphold the professional demeanor of law enforcement, specifically, the Sacramento County Sheriff's Department.
- To maintain a responsible reputation, both on and off duty, as well as promote a positive image of the Sacramento County Sheriff's Department, to the general public and to the professionals within the Department.
- To maintain a calm demeanor, be courteous and polite when conducting telephone interviews.
- To represent oneself as a professional, caring individual doing the best one can do to resolve the citizen's problem.

Application/Assignment/Training/Uniforms/Hours

The Sheriff of Sacramento County has formed a partnership with the citizens of Sacramento County which is called “**V**olunteers in **P**artnership with the **S**heriff” (VIPS). Citizens (VIPS) may volunteer to assist the Sheriff’s Department with a variety of duties to be determined by the Sheriff. The Sheriff will provide training to the VIPS as outlined below depending on the duties the individual VIPS member may be performing. VIPS members agree to abide by the terms and conditions as set forth in this VIPS Manual and agree that they are subject to removal from the program by the Sheriff of his designee at their discretion.

APPLICATION AND ASSIGNMENT:

A person interested in becoming a member of VIPS shall be directed to the office Manager or Sergeant of the Community Service Center where they would like to volunteer. The person shall be given a tour of the service Center and an explanation of the volunteer opportunities that are available. If interested the person shall be given a two page Volunteer Application to complete and return to the Service Center Office Manager or Sergeant. Applicants may not volunteer until their background investigation has been completed.

The Service Center Sergeant shall insure that a background investigation is completed on the prospective volunteer. The Service Center Office manager shall have the prospective volunteer complete a request for Live Scan fingerprinting and direct the person to the closest Live Scan location. The Sheriff’s Department shall pay the cost of the Live Scan fingerprinting. The results of the Live Scan fingerprint investigation will be sent to Pre-employment Investigations who shall forward the information to the VIPS Coordinator via e-mail. The VIPS Coordinator shall review the results, print out the return, put the printout in a CORI file and notify the affected Service Center of the results. (See attached New Volunteer checklist)

The Service Center Sergeant or Office manager shall advise the prospective volunteer if they have been approved to become a member of the VIPS organization. The prospective volunteer is not entitled to a specific reason if they are denied the opportunity to volunteer with the Sheriff’s Department.

Once approved, the volunteer shall report to the Service Center Office Manager who shall be the first step in the VIPS chain of command. The chain of command shall continue upwards to the Service Center Sergeant, the Division Assistant Commander, the Division Commander, the Chief of Field Services, the Undersheriff and the Sheriff. **THE VIPS COORDINATOR IS NOT IN THE VIPS CHAIN OF COMMAND.**

Individual members of the VIPS organization shall be responsible at all times to insure that their Service Center Office Manager or Sergeant is fully aware of any and all duties that they may be performing while representing the Sacramento Sheriff’s Department.

TRAINING:

Training of VIPs falls into four areas. Upon successful completion of the background investigation, a new VIPS may volunteer in a Service Center pending the completion of formal training. Formal training shall be completed via attending the Module A, Module B and Module C academies.

On the Job Training – A new VIPS member shall receive training from the Service Center staff while they are waiting for a Module A academy to begin. This training shall consist of telephone etiquette, greeting the public, introduction to report writing, general office duties, services provided to the community and an overview of the VIPS program.

Module A Academy: The Service Center Office Manager shall be responsible for advising the VIPS Coordinator when a new volunteer begins working. The VIPS Coordinator shall advise the Service Center Office Manager when the next Module A academy is being held and shall list the new volunteer as an attendee. The Module A academy shall consist of, at least, 32 hours of formal training. The VIPS Coordinator shall maintain a course syllabus for Module A. Volunteers who complete the Module A academy training shall be eligible to continue working in the Service Centers and on selected outside assignments. Volunteers must successfully complete the Module A academy to continue working in a Service Center.

Module B Academy: After one hundred hours of volunteer service, the Service Center Office Manager shall notify the VIPS Coordinator that the volunteer is ready to attend the Module B academy. The hours spent attending the Module A academy shall not count towards the one hundred hours, this academy will focus on the patrol aspects of volunteer assignments. The Module B academy shall consist of, at least, 32 hours of formal training. The VIPS Coordinator shall advise the Service Center Office manager when the next Module B academy is being held and shall include the volunteer as an attendee. The VIPS Coordinator shall maintain a course syllabus for Module B.

Module C Academy: Any volunteer who is interested in driving any County owned vehicle must first attend the Module C academy. This academy will be the Civilian Emergency Vehicle Operations Course. The Service Center Office Manager shall provide the volunteer with an EVOC application. The Service Sergeant, or his designee, shall review the application and approve or deny it. If approved, the application shall be forwarded to the VIPS Coordinator who shall advise the Service Center Office Manager when the next civilian EVOC class is being held and shall include the volunteer as an attendee. For the purposes of driving a County owned vehicle, a volunteer shall be deemed to have passed EVOC if they receive either a Certificate of Completion or a Certificate of Participation.

UNIFORMS:

The Sheriff's Department shall provide each volunteer with one uniform jacket, one uniform shirt including patches, name tag, tie, tie bar for men and one polo shirt with the Sheriff's logo embroidered on it. Volunteers shall be provided the approved uniform items after they have donated one-hundred hours of volunteer time. The volunteer may purchase additional uniforms at their own expense. The volunteer will be responsible for providing the balance of the uniform. (See uniform description below)

The uniform shall consist of black pants, black socks, black shoes, black belt with a silver buckle, and a white button up shirt with two front pockets with flaps, Sheriff's patches on each sleeve, "VIPS Volunteer" patches on each sleeve under the Sheriff's patch, name tag, black tie and a Sheriff's tie bar. Only white undergarments shall be worn under the uniform shirt. Ties and tie bars are only required to be worn when volunteers are instructed to dress in Class A uniform. The uniform jacket shall be yellow in color with a "VIPS Volunteer" patch on the front and a "Sheriff's Volunteer" patch on the back. The volunteers may wear black baseball cap that is Department approved.

The purchase of the uniform may be made through any uniform store that carries the appropriate uniform. Volunteers shall insure that the Sheriff's patches on their uniform shirts are completely covered when driving to and from their duties as a Sheriff's volunteer. No volunteer shall wear any portion of the uniform that identifies them as a member of the Sacramento Sheriff's Department while in a public place and not officially working as a Sheriff's volunteer. All VIPS shall comply with the grooming standards as outlined in the Department Uniform Manual. **See attached uniform description/picture form.**

HOURS:

Volunteers shall report the total number of hours they worked in a calendar month directly to the Service Center Office Manager. By the tenth day of each month, the Office Manager shall enter the names of each volunteer and the total number of hours worked into the Access "Volunteer" program on the County's Wide Area Network (WAN). This volunteer database is specifically designed to track the hours of each volunteer.

PROCESSING NEW VOLUNTEER APPLICATIONS CHECKLIST

Listed below is a process to be followed when you have a citizen interested in becoming a volunteer with the Sacramento County Sheriff's Department. This process will provide continuity among Divisions within the Department when conducting a background check on volunteer applicants. It will also insure that we comply with the California Penal Code and the California Government Code. The Department of Justice is also very specific in the manner in which Criminal Offender Record Information (CORI) is accessed, handled and stored.

1. The applicant must complete the "VOLUNTEER PROGRAM APPLICATION." This is a two-sided form with the Community Service Centers listed across the bottom of the front side of the application. The applicant must sign and date the application.
2. The applicant must read, sign and date a 'NON-SWORN PERSONNEL PRE-EMPLOYMENT INVESTIGATION DISCOVERY WAIVER.' The applicant must also print their name in the space provided. This form has a footnote: (VOLUNTEER APPLICATION-APPENDIX A)
3. The applicant must read, sign and date a "USE OF CRIMINAL JUSTICE INFORMATION" form." Please have the volunteer print their name below their signature. The volunteer's current supervisor must also sign this form. (VOLUNTEER APPLICATION-APPENDIX B)
4. The applicant must read, sign and date a 'NON-SWORN PERSONNEL RELEASE AND WAIVER' form. (VOLUNTEER APPLICATION-APPENDIX C)
5. Give the applicant a "REQUEST FOR LIVE SCAN SERVICE" form. Complete the information given on the sample form that is attached to this packet. Have the applicant complete the information requested in the third box. Send the applicant to the nearest Live Scan location for processing.
6. Make copies of the above information (items 1-5) for you use in the Service Center.
7. Conduct a criminal history check via the Known Persons File, (KPF), the California Law Enforcement Telecommunications System (CLETS) and the Criminal Identification Index (CII). The CII check will require you to log the reason you are running the person. You can state "New Volunteer".
8. The Volunteer Coordinator will notify you when the results of the DOJ and FBI searches have arrived and of the contents of those reports.
9. Once the criminal history, DOJ and FBI checks have been completed and the applicant has been approved as a new volunteer he/she may then start working in the Service Center.
10. The volunteer's uniform shall be purchased via the Designated Budget Coordinator for the division in which the volunteer will be working.

VOLUNTEER DISMISSAL/RETIREMENT

- If a volunteer fails to adhere to the Code of Ethics, the volunteer can be dismissed and prohibited from participating in the program.
- If the volunteer is dismissed from the program, he/she must surrender his/her badge immediately. The badge number will be reissued to another member upon dismissal.
- If a volunteer dies during the period of active participation in the program, the deceased's name will be entered on the honor roll of deceased members.
- A member may verbally request a leave of absence for a period not exceeding thirty days. If the volunteer cannot return to duty at the end of the period, the volunteer may submit a written request for an extension.
- After an excused absence in excess of ninety days, the volunteer will be required to attend a re-familiarization course before resuming duties. Re-familiarization may be done in the form of on-the-job training.
- A volunteer who has not reported for duty in a sixty (60) day period will be contacted and asked his/her intentions as to continuing in the program. The delinquent volunteer will be advised to report for duty within the next thirty (30) days or face dismissal and surrender the volunteer's badge and all uniform apparel which was provided by the Sheriff's Department.

Duties of the VIPS Coordinator

VIPS COORDINATOR:

The VIPS Coordinator shall work closely with each Service Center Sergeant, Office Manager and Customer Service Specialist to insure that the needs of the Service Center and the volunteers are met. The VIPS Coordinator shall attend meetings or functions at the request of a Service Center Sergeant. The VIPS Coordinator shall attend all meetings of: Service Center Sergeant's; Service Center Office Manager's; Service Center Customer Service Specialist's and VIPS Board of Directors. The VIPS Coordinator shall help coordinate county-wide or multiple Service Center events.

The VIPS Coordinator, working closely with academy staff, shall be responsible for planning, scheduling and conducting all Module A and Module B academies. The VIPS Coordinator shall work closely with the staff at the EVOC course to plan and schedule Module C academies. The VIPS Coordinator shall provide the EVOC staff with the names of volunteers who have been approved to attend the Module C academy. EVOC staff shall conduct all Module C academies and provide the VIPS Coordinator with the names of volunteers who have passed or failed the course. For the purposes of driving a County owned vehicle, a volunteer shall be deemed to have passed EVOC if they receive either a Certificate of Completion or a Certificate of Participation.

Service Centers shall maintain master files on all Department volunteers which shall include copies of their original applications, applications for the Module C academy, copies of certificates of completion for all training, copies of driver's licenses for Module C graduates, Live Scan applications, a "Non-Sworn Personnel Release and Waiver" form, a "Non-Sworn Personnel Pre-Employment Investigation Discovery Waiver" form, a "Use of Criminal Justice Information" form and copies of any other correspondence that the Service Center Sergeant, Service Center Office Manager or VIPS Coordinator feel is appropriate to include in the file. The VIPS Coordinator shall maintain, via the Access "Volunteer" program on the County's Wide Network (WAN), a total of all hours donated by each volunteer to the Sheriff's Department. The Volunteer Coordinator shall approve persons who wish to gain access to the data contained in this program.

V.I.P.S. Board of Directors

VIPS ORGANIZATION AND BOARD OF DIRECTORS:

The VIPS organization is a registered not for profit organization under IRS regulations 501c (3) (#68-0325956). The VIPS organization is also registered as a corporation with the State of California, Department of Corporations.

Each Service Center or volunteer group shall elect a volunteer to serve on the VIPS Board of Directors. The Board of Directors shall insure that all provisions of the VIPS bylaws, all IRS regulations and all State of California, Department of Corporations regulations are strictly adhered to. The Board of Directors shall elect among themselves officers as provided in the VIPS bylaws. The Board of Directors shall serve terms as provided in the VIPS bylaws. Their representative to the Board shall maintain a copy of all VIPS bylaws in each Service Center. These bylaws shall be easily accessible to all volunteers.

VIPs at each Service Center shall maintain a checking account that is exclusive to their Service Center but used under the VIPS not for profit status. The VIPS shall also maintain a countywide checking account that is used exclusively for VIPS expenditures and needs as decided by the VIPS general membership or at the discretion of the VIPS Board of Directors. The Service Center representative shall maintain a copy of the Service Center checking account register in their Service Center so that it is easily accessible to all volunteers. A copy of the VIPS patrol checking account register shall be sent to each Service Center representative on a monthly basis. This copy shall also be easily accessible to all volunteers.

All funds in the VIPs account are the property of the volunteers. The volunteers shall decide how the funds shall be dispersed. Any disagreements on the manner in which the funds are being spent shall be mediated within the Service Center in which the dispute exists or within the general membership if it involves county-wide funds. Service Center Office Managers, Service Center Sergeants and/or the VIPS Coordinator may assist in the mediation process. If a resolution to the disagreement is not achieved via mediation the matter shall be heard before the Board of Directors who shall decide on the matter and the Board's decision shall be final.

No employee of the Sacramento Sheriff's Department shall be named on or listed as an authorized signer on any VIPS account.

RULES AND REGULATIONS

GENERAL

1. V.I.P.S. personnel shall assist the Service Centers, Crime Prevention, Abatement, and other law enforcement units or agencies as directed by the Sheriff. Volunteers may perform a wide variety of services and activities.
2. The V.I.P.S. are under the direct supervision of the Service Center employees.
3. V.I.P.S. will carry their Sheriff's Department photo ID card while on duty, which will readily identify them to officers or civilians as a Department representative.
4. V.I.P.S. shall NOT take any type of enforcement action, carry weapons or make arrests. Any suspicious activity is to be reported immediately to a sworn officer. (EYES AND EARS ONLY).
5. No form of weapon is to be carried while performing duty with the V.I.P.S.. This includes volunteers who by right of prior occupation, or permit, are authorized to carry weapons in their private capacity. (No guns, knives [other than pocket knives], mace, pepper spray, etc.)
6. V.I.P.S. shall only wear the VIPS badge while in their uniform. The badge shall not be carried or displayed unless working in an official V.I.P.S. capacity.
7. V.I.P.S. shall be neat in appearance and professional in demeanor. Volunteers shall dress in the prescribed uniform, Class B when on patrol, civilian attire or polo shirts can be worn for other functions that they are performing.
8. All volunteers must complete the V.I.P.S. Module A academy. However, in order to go on patrol in a V.I.P.S. patrol vehicle, volunteers must complete both the Module A and B academies. In order to drive a patrol vehicle, volunteers must also attend the Module C (EVOC) training. For the purposes of driving a County owned vehicle, a volunteer shall be deemed to have passed EVOC if they receive either a Certificate of Completion or a Certificate of Participation.
9. Volunteers are encouraged to attend the V.I.P.S. bimonthly meetings and/or special training sessions or seminars as directed by their supervisor.
10. Volunteers will submit an attendance report with their month's activities to the Service Center Office manager no later than the last day of the month.
11. Volunteers must notify the appropriate supervisor in advance when an absence is necessary. Volunteers who plan to resign should submit notification to their supervisor and turn in all department issued clothing and equipment immediately.
12. Volunteers will practice safety and the prevention of accidents by conducting all operations with the utmost concern for personnel, equipment, vehicles and facilities.

13. Volunteers injured on the job must report the injuries “immediately” to the appropriate supervisor. If injured during the course of an assignment, the volunteer’s personal insurance is primary – then Medicare, and if under age 55, the County. If over age 55, a member’s personal insurance is primary, then Medicare, then R.S.V.P. (Retired Senior Volunteer Program). An additional policy is maintained by the County to cover any out of pocket expenses incurred by a volunteer.
14. Deputies often work on surveillance or other covert assignments. Volunteers, should they see a Deputy or other Sheriff’s Department personnel wearing civilian clothes in other than Departmental facilities, should not recognize that person until said person recognizes the volunteer. Do not discuss the Sheriff’s Department when visiting with a Deputy in public. The Deputy may not want his/her identity or type of work known.
15. All contacts with the public shall be conducted in a highly professional manner. Volunteers represent the Sacramento County Sheriff’s Department. Civilian volunteers will not make statements to the press or media that reflect official department policy or other matters. Volunteers must refer questions to the appropriate supervisor or the Public Information Officer.
16. Personal telephone calls shall be kept to a minimum. Courtesy and etiquette shall be observed at all times when speaking with the public. If questions arise that cannot be answered, refer them to an immediate supervisor, or tell them you will call them back when the information is found.
17. Volunteers are prohibited from fraternizing with, engaging in the services of, accepting services from or performing favors for any persons in the custody of the Department. Any member contacted by, or on behalf of, a recently discharged prisoner shall immediately report contact to his/her supervisor.
18. Volunteers can be discharged from their duties without a hearing or other formality. Volunteers have no enforceable right to be admitted to the Sheriff’s program or to remain in the program if the Sheriff opposes their participation.

PATROL FUNCTIONS:

1. Volunteers may conduct high visibility patrols, extra patrols when requested, Vacation House Checks, assist at accidents, fires, special events; participate with the Sheriff and other law enforcement agencies in natural disaster functions and perform other assigned duties.
2. There must be two (2) uniformed, Class B, V.I.P.S. volunteers in each patrol unit for each patrol.
3. The Station House or Service Center Sergeant will establish days and hours of operation for the patrol function. Special patrols, emergencies, natural disasters, etc. will require specific notification and approval from the Sergeant.
4. Patrol radios are stored inside the office; the volunteer will make sure there is a functioning Sheriff's portable radio in the vehicle. The volunteer will log on with the appropriate SSD dispatcher using the proper unit identifier at the beginning of the assigned shift and will log off at the end of the shift. Volunteers may log off by telephone with the Communications Center. Use your V.I.P.S. patrol number to log off and on.
5. If a volunteer cannot make his/her schedule, it is his/her responsibility to fill the schedule by calling other members from an available roster, then notifying the Service Center staff of the change. If the problem cannot be resolved, he or she should call the Service Center Supervisor for assistance.

VIPS VEHICLES

1. V.I.P.S. vehicles are County vehicles. They are maintained and serviced regularly by County General Services. V.I.P.S. will follow the scheduled maintenance set by the County. Vehicle maintenance request forms are located at the Northeast, and South Area Stations and also any County garage where the vehicle maintenance will be performed.
2. Vehicle drivers and their partners are required to do a pre-trip inspection of their assigned vehicle. Inspection items are listed on the “report of daily activity” form. Be critical, the safety of many depends on it. Make note of malfunctions or other items not cited on the daily report and notify the supervisor immediately.
3. Check inventory of supplies in the patrol vehicle. Make note of deficiencies and inform the Service Center staff if an item needs to be replaced or re-ordered.
4. Vehicles are to be kept clean – inside and out. Work Release inmates at the North or South Area Stations can be used to wash and clean the vehicles.
5. Vehicles will be locked and alarmed at all times when not occupied or in the immediate presence of the V.I.P.S.
6. No smoking is permitted in the V.I.P.S. vehicles or any other County vehicle.
7. Only volunteers who have participated in Modules A, B and C (EVOC) and who have a record of such on file may drive a County vehicle. V.I.P.S. drivers must carry a valid California driver’s license at all times when operating a County vehicle. Observers must have participated in Modules A and B to ride along on patrol.
8. No unauthorized passengers are allowed in V.I.P.S. patrol vehicles.
9. V.I.P.S. shall obey all traffic regulations and laws. The V.I.P.S. vehicles are not emergency vehicles and shall never be used in such a manner.
10. The V.I.P.S. vehicle yellow overhead caution light is designed for traffic control and/or hazard warning.
11. V.I.P.S. vehicles, when not in use, are to be kept within a secured facility approved by the Service Center Commander. (i.e. North or South Area Station)
12. V.I.P.S. will be familiar with and adhere to the Department’s General Orders on vehicle operations and accident reporting (6/02 & 6/03).

VACATION HOUSE CHECKS/EXTRA PATROLS

One of the functions of the V.I.P.S. program is to provide Vacation House Checks and/or Extra Patrol Services to the residents of Sacramento County. The public must contact the service center to request this service.

VACATION HOUSE CHECK

1. After you pick up your vehicle for patrol, check the Vacation House Check applications in the patrol notebook.
2. Determine the location of the property and completely review the form.
3. Check to see when the property was last visited and what comments were made.
4. Drive by the residence slowly and observe. Park across the street and continue to look for suspicious activity; for open doors or windows, for vehicles not listed on the form, and for other things that in your judgment might indicate intrusion.
5. If everything looks normal, park in front of the residence or in the driveway. Continue your observation. Note the time of your check on the Vacation House Check form.
6. Exit the vehicle making sure that you have your hand-held radio set on the appropriate SSD main radio channel. Lock the vehicle. Both V.I.P.S. walk to the front of the residence. Look for signs of forcible entry. When checking the property, don't lose sight of your partner; stay fairly close to each other. Walk around the perimeter of the property looking for anything out of the ordinary.
7. If there are any signs of forced entry; a window open or broken; door unlocked or pried, screens removed; lights broken etc., withdraw away from the residence, in your vehicle, to a safe nearby location and radio Dispatch to report your findings. Ask a Deputy to respond to the residence and advise Dispatch where you will be waiting. Remain with your vehicle until the Deputy arrives. Do not hesitate to call the emergency contact if you find anything that makes you uncomfortable. Note the call on the log.
8. If possible, from a safe distance away from the residence, keep surveillance on the residence.
9. If suspects are noted, radio Dispatch with description and/or movements.
10. If suspects leave the premises, do not follow, radio Dispatch giving directions of travel and descriptions of vehicle – license plate number if possible.
11. If your initial entry on the premises shows nothing out of the ordinary, proceed to residence and make a perimeter check of all doors, windows and out buildings to determine their security. Try all doors to see if they are locked.
12. Pick up newspapers, circulars, etc., and place them out of sight.

13. Record your findings on the Daily Activity Sheet and Vacation House Check form. Record the actual time you entered/exited the property on the Vacation House Check form.
14. If you see any irregularities, or anything that might compromise the security of this property, make a note of it on the Vacation House Check form.
15. Note license plate numbers and descriptions of vehicles parked at or on the premises.
16. Discuss this visitation with your partner. He/She might have seen something that you did not.
17. If residents have returned early, make note on the Vacation House Check form and inform the Service Center supervisor.

EXTRA PATROL OR PATROL REQUESTS

1. Check the Extra Patrol sheet to determine:
 - a. Reason for the patrol
 - b. Address of location
 - c. Dates and possible times of extra patrol
 - d. Special circumstances. What, in particular, should you be looking for
2. Drive to locations and make a slow drive-by. Record actual time of your visit and activity observed.
3. If you note irregularities, withdraw to a safe distance and radio Dispatch of your findings. If Dispatch is sending a Patrol Officer to your location, determine meeting place, and remain in your vehicle until a Deputy arrives.
4. Discuss activity with your partner. Record the activity on your Daily Activity Sheet.
5. Extra patrol checks do not require you to leave your vehicle. Drive by and observe only.

***NON-SWORN PERSONNEL
PRE-EMPLOYMENT INVESTIGATION DISCOVERY WAIVER***

I fully recognize that individuals must clearly demonstrate their personal, medical, physical and psychological fitness to serve in a position of trust within the Sacramento County Sheriff's Department. I further recognize that this employing agency has a legal as well as a moral obligation to take every reasonable effort to insure that a person employed by them conform to the very highest standards.

To that end, I recognize that this law enforcement agency will conduct an intensive investigation into my personal, medical and psychological fitness, and that such an investigation will include contacting persons and/or organizations which may feel inhibited, intimidated or otherwise reticent furnishing legitimate information concerning me if the confidentiality of their information cannot be guaranteed on a permanent basis.

Therefore, I release and hold harmless the County of Sacramento, it's Sheriff's Department, officers, agents or assigns, now and in the future, from any claim or damages in law or in equity on behalf of myself, my heirs and assigns, for their refusal to make available any and all information contained in this pre-employment personal, medical and/or psychological investigation, including, but not limited to, the identity(ies) of any person(s) and/or organization(s) which may have supplied information in the course of this investigation, as well as the substance of any information supplied. I hereby waive my right, now and in the future, to examine, review or otherwise discover the contents of this investigation and all related documents.

Dated this _____ day of _____, 20__, in the County of Sacramento, State of California.

Signature of Person Giving Consent

Printed or Typewritten Name of Person Giving Consent

USE OF CRIMINAL JUSTICE INFORMATION

As a representative of the Sacramento County Sheriff's Department, you may have access to CONFIDENTIAL information regarding individuals. Misuse of such information (whether disseminated to another person or for personal use, whether criminal history, report information or licensing/permit information) adversely affects the civil rights of the individual concerned, violates the law (California Penal Code sections 11105, 11142, 13301 and Government Code section 6210, and General Order 7/01.1 of this Department).

California Penal Code section 11142 states:

“Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person who is not authorized by law to receive the record or information is guilty of a misdemeanor.”

Any representative/volunteer who is responsible for such misuse is subject to termination as a Sheriff's Community Service Center Volunteer. Violations of this law may also result in additional legal action.

Law also prohibits any person from maliciously accessing, altering, deleting, damaging, or destroying any computer system computer network, computer program or data. California Penal Code section 502 states such misuse is a felony under California law; therefore, any representative who is responsible for such misuse is subject to termination from the Sheriff's Community service Center Volunteer program. Violations of this law may also result in additional legal action.

I have read the above statement and understand the policy regarding misuse of confidential record information.

Signature

Date

As a current supervisor of the above volunteer, I acknowledge that I am responsible for the detection and pursuit of any of the above violations by this volunteer. I will see that this form is placed in the Community Service Center Volunteer file of this volunteer.

Supervisor's Signature

NON-SWORN PERSONNEL RELEASE AND WAIVER

TO WHOM IT MAY CONCERN:

I hereby authorize any Sheriff's Deputy or other authorized representative of the Sacramento County Sheriff's Department bearing this release, or a copy of it, within one year of its date, to obtain any information in your files pertaining to my employment, credit or educational records including, but not limited to, academic achievement, attendance, athletic, personal history, performance report, background investigations, polygraph examination results and any and all internal affairs investigations and disciplinary records, credit records, medical records and psychological records.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Sacramento County Sheriff's Department.

Consent is granted for the Sacramento County Sheriff's Department to furnish the information described above to third parties in the course of fulfilling its official responsibilities.

I hereby release you, as the custodian of such records, any school, college, university or other educational institution, credit bureau, lending institution, consumer reporting agency, retail business, any physician, psychologist, psychiatrist, medical facility or any establishment including its officers, employees or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates because of compliance with this authorization and request to release information or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy of it.

FULL NAME: _____ DATE: _____
SIGNATURE







FULL NAME: _____
TYPE OR PRINT

PHONE NUMBER: DAY _____ EVENING _____




VIPS Class “A” Formal Dress

Clothing Item	Description
Hat	Black Utility Baseball Cap
Hat Tassel	None
Hat Badge	None
Jacket	None
T-Shirt	White
Shirt	White Long Sleeve, (65% Polyester/ 35% Rayon Blend), “Flying Cross” Brand
Patch	Shall Be Placed On Each Sleeve
VIPS Patch	Shall Be Placed On Each Sleeve Below SSD Patch
Buttons	White On Front Shirt Pockets, Epaulets, And Down Front
Badge	Silver Metal
Tie	Black Straight
Tie Bar	Silver Metal Bar
Name Tag	Silver Metal With Black Lettering. Place On Right Side Of Shirt Centered Over Pocket
Service Awards, Medals And Ribbons	Shall Be Worn On The Uniform 1/4" Above And Centered Over Metal Name Tag
Service Stripes	Gold Stripe Centered In The Middle Of Left Forearm At A Forty-Five-Degree Angle, Placed Between Front And Rear Crease For Each Five (5) Years
Pants	Black (65% Polyester / 35% Cotton), Red Kap Brand Or Equivalent
Pant Belt & Buckle	Black Leather Basket Weave with Silver Metal Buckle
Socks	Black
Shoes/Boots	Black Leather

VIPS Class “A” Specifications Draft 07-28-03

Item	PICTURE	DESCRIPTION
Hat		Utility Cap-Black Baseball Style Cap With The Words “ Sheriff ” Embroidered Gold Stitch Lettering 3/4” Tall Centered On The Front Base. The Words “ Sacramento County ” Embroidered In Gold Stitch Lettering ¼” Tall In A Circle Design Above The Word “ Sheriff ”
Shoulder Patch		The Department Shoulder Patch Shall Be Placed ½” Below the Shirt Sleeve Head Seam On Both Sleeves. Emblem To Be Modified Shield Shape And Measure 5 1/8” Wide By 3 13/16” High (At Highest Point). Lettering To Read “ Sacramento County Sheriff ”. The Word “ Sheriff ” To Be 5/8” High By Appropriate Width. The Word “ Sacramento County ” Is To Be 3/8” High.
VIPS Patch		A VIPS Patch Will Be Worn On Each Sleeve, Centered 1/2" Below Bottom Of Shoulder Patch. Patch Shall Be 3" Wide By 1" High, Black Background With ½" Gold Lettering " VIPS ".
Volunteer Badge		A Metal Badge Shall Be Worn On The Shirt Over The Left Breast So As To Be Plainly Visible At All Times. Badge Is A Three Inch, Seven Pointed Star, Hi-Chrome, Rear Vertical Safety Catch, With Hard Fired Blue Enamel Letters And Numerals, Wording " VIPS " Centered Around Numerals.
Tie		Ties With Class “A” Uniforms When Designated By The Sheriff For Special Functions or Ceremonies. Style: To Be “Four In Hand” Type, Breakaway Style With French Cuff Ends. The Ties Shall Be Pre-Tied on A Large Metal Bend Over Clip With Knot Lock Tacked In Place. Size: Finished Length Of Tie Should Touch Top of Belt Buckle And Be Approximately 3 ½” Wide At Its Widest Point. Material: Dacron or Wool Fabric, Black Only . Each Tie Shall Bear A Label Stating The Manufacturer Of The Necktie And The Contents Of The Material.
Tie Bar		Bar Style, Silver In Color Or Optional Silver Bar With Silver & Black Star. Tie Bar Worn In Line With Bottom Edge Of Shirt Pocket Flaps

VIPS Class “A” Specifications
(Accessories) Continued DRAFT 07-28-03

Item	Picture	Description
Name Tag		<p>The Name Tag Shall Be Worn Above The Right Shirt Pocket; The Bottom Of The Name Tag Even With The Top Edge Of The Pocket; The Tag Centered On Pocket.</p> <p>Name Tag Material: Stainless Steel. Color: Hi-Chrome Size: 2-3/8”L X 17/32”Wx3/64”D Style: Slightly Rounded Corners, No Sharp Edges.</p> <p>Lettering Material: Enamel. Type: Engraved And Filled. Color: Black Size: 7/32”H X 1/8”W X 1/32” Line Thickness. Wording: Last Name, Or Initials And Last Name.</p>
Service Awards		<p>Only Awards Earned And Issued By The Sacramento County Sheriff’s Department Shall Be Authorized. Awards Shall Be Worn On The Uniform ¼" Above And Centered Over Name Tag. If More Than One Ribbon Is Worn, A Maximum Of Three May Be Centered Over Pocket; The Fourth, Etc., Are To Be Centered Over The First Row Of Ribbons. The Order Of Wear (If More Than One Ribbon Is Worn) Shall Be To The Wearer’s Right: Medal Of Valor (gold with gold star), Silver Star (silver with silver star), Bronze Star For Bravery (blue with bronze star), Purple Heart (purple with white vertical stripe), Life Saving Ribbon (red ribbon), Distinguished Service (green with bronze star), Letter Of Commendation (green with gold), Unit Citation (multicolor), Campaign Ribbon (black with gold stripes), And Reserve Pin.</p>
Service Stripes		<p>Gold Stripe Centered In The Middle Of Left Forearm At A Forty-Five-Degree Angle, Placed Between Front And Rear Crease For Each Five (5) Years Of Service With Sacramento County. Service With Other Law Enforcement Agencies May Be Counted On A Year For Year Basis. Requests For Other Agency Credit Shall Be Forwarded To The Chief Deputy Of The Employee’s Service Area After Successful Completion Of Probation. Service Stripes Will Only Be Worn On The Long Sleeve Uniform Shirt.</p>