Chapter 9 - Miscellaneous Administrative Procedures

- 3-09/000.00 - Miscellaneous Administrative Procedures
- 3-09/004.00 - Limited English Proficiency and Language Assistance Plan
- 3-09/010.00 - Range Operations
- 3-09/020.00 - Incentive Shooting Pay
- 3-09/030.00 - Ammunition Allotment - Rescinded
- 3-09/030.05 - Ammunition Record Cards (SH-AD-496) - Rescinded
- 3-09/030.10 - Training Ammunition
- 3-09/030.15 - Annual Duty Ammunition Exchange
- 3-09/030.20 - Qualification/Shooting Pay Incentive Record
- 3-09/040.00 - Mileage Reports - County Vehicles
- 3-09/050.00 - Mileage Certification - Private Vehicles
- 3-09/050.05 - Bureau/Unit Responsibility
- 3-09/060.00 - Daily Fuel Inventory
- 3-09/070.00 - Vehicle Collision/Incident Reporting and Investigation - Department and Permittee Vehicles
- 3-09/070.05 - Driver's Responsibilities
- 3-09/070.10 - Supervisor's Report and Responsibilities
- 3-09/070.15 - Duties of Station/Facility Sergeants/Traffic Sergeants
- 3-09/070.20 - Duties of the Watch Commander/Operations Lieutenant
- 3-09/070.25 - Classifications of Damage to Department/Permittee Vehicles

- **3-09/070.30 - Duties and Responsibilities of the Captain/Director**
- **3-09/070.35 - Divisional Duties and Responsibilities**
- **3-09/070.40 - Mechanical Damage/Defect (Non-Collision) to Department Vehicles**
- **3-09/070.45 - Corrective Action**
- **3-09/070.50 - Others Involved**
- **3-09/070.55 - Emergency Vehicle Collision Notation on Driver's Records**
- **3-09/080.00 - Announcements**
- **3-09/080.05 - Unit Commander's Responsibility**
- **3-09/090.00 - Release of Official Information**
- **3-09/090.05 - Release of Information to Victims of Crimes**
- **3-09/090.10 - Release of Information to the General Public and the Media [RESCINDED]**
- **3-09/090.15 - Release of Information to Other Law Enforcement or Government Agencies**
- **3-09/090.20 - Release of Information Under Special Circumstances**
- **3-09/090.25 - Release of Traffic Collision Reports**
- **3-09/090.30 - Exceptions to the Release of Information**
- **3-09/090.35 - Authority to Release Information**
- **3-09/090.40 - Procedure for Release of Information**
- **3-09/090.45 - Collection of Fees for Sale of Reports or Documents**
- **3-09/100.00 - Criminal History Information on All Personnel with Access to Criminal History Systems**

- **3-09/110.00 - Dissemination of Criminal Record Information**
- **3-09/110.05 - Criminal Record Information**
- **3-09/110.10 - Responsibility**
- **3-09/110.15 - Release of Criminal Records Information (RAP Sheets)**
- **3-09/110.17 - Release of Criminal History Information to Contract Cities**
- **3-09/110.20 - Audit Trails**
- **3-09/110.25 - Juvenile Records**
- **3-09/110.30 - Criminal Offenders Review of Own Record**
- **3-09/110.35 - Protection of Reports**
- **3-09/110.40 - Reproduction/Destruction of Criminal Record Information**
- **3-09/110.45 - Training**
- **3-09/120.00 - Sealing and Destroying of Arrest Records - Factually Innocent Subjects Only**
- **3-09/130.00 - Release of DPSS Information**
- **3-09/140.00 - INTERPOL Requests for Investigation**
- **3-09/160.00 - Digitally Imaged Records**
- **3-09/170.00 - Public Appearances**
- **3-09/170.05 - Qualifications of Participating Personnel**
- **3-09/170.10 - Responsibility of Participating Personnel**
- **3-09/170.20 - Outside Requests**
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- **3-09/170.30 - Processing of Completed Summary of Appearances**

- **3-09/180.00 - Tours of Department Facilities**
- **3-09/190.00 - Writing for Publications**
- **3-09/200.00 - Newspaper Clipping Service**
- **3-09/210.00 - Legal Research and County Counsel Opinions**
- **3-09/220.00 - Funerals and Honor Guard Requests**
- **3-09/220.05 - Logistical Planning - Uniformed Ceremonies for Funerals**
- **3-09/220.10 - Honor Guards, Funeral Services**
- **3-09/220.15 - Honor Guards, Other Miscellaneous Functions**
- **3-09/220.20 - Outside Police Agency Requests for Honor Guard Services**
- **3-09/240.00 - Adopt-A-Deputy Program**
- **3-09/240.05 - Personnel Qualifications**
- **3-09/240.10 - Program Operation**
- **3-09/240.15 - Sample Format**
- **3-09/250.00 - Clearance Letters, Fingerprinting, License Applications, Etc.**
- **3-09/250.05 - Fee Exemption**
- **3-09/250.10 - Fee Processing**
- **3-09/250.15 - Station Requests for Citizen's Clearance Letters (SH-AD-516)**
- **3-09/270.00 - Civilian Volunteer Program**
- **3-09/280.00 - Service to Contract Cities - Level Change**
- **3-09/280.05 - Duties of Station Commanders**

- **3-09/280.10 - Duties of Contract Law Enforcement Bureau**
- **3-09/280.15 - Duties of Concerned Division Headquarters**
- **3-09/280.20 - Duties of Personnel Administration**
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- **3-09/280.30 - Functions of Other County Departments Pertaining to Contract City Services**
- **3-09/290.00 - Retention of Department Records**
- **3-09/300.00 - Department Athletic Events**
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- **3-09/320.00 - Department of Motor Vehicles Confidentiality Requests**
- **3-09/320.05 - Requesting Department of Motor Vehicles Confidentiality**
- **3-09/320.10 - Applying for Initial Department of Motor Vehicles Confidentiality**
- **3-09/320.15 - Making Changes to Existing Department of Motor Vehicles Confidentiality**
- **3-09/320.20 - Operations Office Responsibility**
- **3-09/320.25 - Duration of Confidentiality**
- **3-09/320.30 - Cancelling Confidentiality on Sold Vehicles**
- **3-09/320.35 - Personnel Administration's Processing Unit Responsibilities**
- **3-09/320.40 - List of Classifications Eligible for Confidentiality**

- **3-09/325.00 - Case Review Committee**
- **3-09/330.00 - Critical Incident Review Panel**
- **3-09/330.05 - Shooting Analysis Committee**
- **3-09/330.10 - Preventative Action Plan**
- **3-09/340.00 - Department Information**