

CHAPTER 2 PERSONNEL

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- **2-2 WORK TIME ACCOUNTABILITY**



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 2-2

Subject: WORK TIME ACCOUNTABILITY

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|---------------------|------------|--------------------|------------|
| Effective Date: | 09/01/1995 | Last Date Revised: | 03/10/2021 |
| Last Date Reviewed: | 03/10/2021 | Next Review Date: | 03/10/2022 |

HOMICIDE BUREAU SIGN IN SHEET

The Homicide Bureau sign in sheet will be maintained by the team supervisor. All investigators assigned to Homicide Bureau will sign in at the beginning of their shift and sign out at the end of their shift. This may be accomplished by telephone. In addition, investigators will ensure that they are available to the Bureau either telephonically or via County cell phone.

Additional sign in sheets are provided for employees assigned to Operations, the Unsolved Unit, Missing

Persons, Violent Criminal Apprehension Program (VICAP) and Secretariat for each working week. It is the responsibility of each employee to sign in and sign out each day.

The Operations Lieutenant and Team Lieutenants shall inspect unit sign in sheets to ensure proper compliance.

INVESTIGATOR'S DAILY REMINDER BOOK

All Homicide Bureau investigators will maintain a "daily reminder" or "red book," as provided by the Department.

These books will provide information as to the investigator's daily activities, including mileage, partners, and cases under investigation.

Each investigator shall record his/her work effort in the daily activity book. Information shall include, but not be limited to:

- Time on and off duty as reflected on official Departmental payroll documents.
- Partners.
- Locations visited.
- File or code numbers investigated.
- Brief synopsis of activities (including call outs, arrests made, cases cleared).

It will be the responsibility of the Team Lieutenant to randomly examine and audit investigator's books on a monthly basis.

Additionally, these books shall be retained by the investigator as Departmental records for a period of one year after the last dated entry.

• 2-3 ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number:

Subject: ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT

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Any deviation in the use of these procedures will require the notification and approval of the Homicide Bureau Captain.

Prior to beginning the checkout process, the retiring employee shall advise their Lieutenant of their tentative checkout plans. This should be done 1-2 weeks in advance of the planned date.

Upon learning of the impending retirement of Bureau members, the concerned Lieutenant will notify the Operations staff, at least one week prior to the date the employee is scheduled to check out with Logistics and Personnel.

The Operations staff will ensure that a member of staff accompanies the employee and assists them as needed with the process, to avoid problems or delays. In this way, we can show our appreciation for their valuable contributions to the Bureau and Department during their many years of service, recognize their dedication, and make the process of leaving one which is handled with the appropriate dignity.

• 2-5 TRAINING



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 2-5

Subject: TRAINING PROGRAM

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|---------------------|------------|--------------------|------------|
| Effective Date: | 09/01/1995 | Last Date Revised: | 05/06/2021 |
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I. CONCEPT AND ISSUES

A. PURPOSE

The Homicide Bureau will provide an ongoing relevant training program designed to achieve the following objectives:

- To use all training time as effectively as possible.
- To meet all state mandated training requirements.
- To meet all POST mandated training requirements.
- To meet all Departmental mandated training requirements.
- To enhance the effectiveness of the Homicide Bureau by increasing the skill, abilities, and/or awareness in relevant subjects of all Bureau personnel.
- To utilize special schools to maximum benefit.

B. BACKGROUND

Homicide Bureau prides itself on having the highest level investigators and it has always been imperative the highest levels of training and training compliance are maintained.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel along with any personnel working within the Homicide Bureau in any permanent or temporary capacity.

D. TRAINING

Homicide Bureau lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this order.

E. ACCOUNTABILITY

Operations Staff.

F. CONCLUSION

The intent of this policy is to establish procedure for the ongoing training of personnel at Homicide Bureau.

II. POLICY

Any deviation in the use of these orders will require the notification and approval of the Homicide Bureau Captain.

I. RESPONSIBILITIES

A. Bureau Commander has overall responsibility for the management of training. He/she provides guidance for development of the training program, allocates resources, and monitors and evaluates the results. He/she is specifically responsible for the training of Lieutenants and the Bureau staff as a team.

B. Bureau Training Lieutenant is responsible for the detailed planning and conduct of training. The Training Lieutenant must be cognizant of and provide for different levels of training reflective of the varying proficiency levels of individual deputies and each element within the Homicide Bureau. The training program must be multi-level in nature, dealing with both individuals and teams, and aimed at their relative levels of proficiency. The Training Lieutenant shall regularly inspect the conduct of training.

C. Bureau Training Lieutenant will maintain records of training including:

- Recurrent training presentation and recordation.
- Bureau's yearly training plan.
- Monthly training report to Division Headquarters.
- Mandated training (State, Department, Division and Court Ordered).
- Monthly training schedules, which shall include not only Bureau personnel being trained, but training given to other Units and agencies by Bureau personnel. This shall include the agency or Unit being trained, the approximate number of students, the training site, and the date of the training, the instructor and the person in charge of the training.
- Rosters of attendance at training.
- Lesson plans of all training provided by Bureau personnel.
- Posting of Individual Training Records and the provision of assistance to Bureau Lieutenants and Sergeants in conducting training.

The training Lieutenant is also responsible for the following:

- Develop, plan, prepare, conduct and evaluate training in specific subject areas.
- Proactively institute training areas where need is demonstrated. This training is not limited to the published Training Schedule.
- Establish and maintain a Graphic Aids Library, which shall include videos, slides, overheads, posters, and other aids to enhance instruction and retention of training.
- Establish and maintain liaisons with special organizations and counterparts in the civilian communities and encourage exchange of information.

D. Bureau Team Lieutenants shall:

- Plan, prepare and conduct training which is consistent with the yearly Training Plan and which addresses the needs of personnel.
- Submit a lesson plan or insure that one is on file for each skill area of training conducted.
- Submit an APIS Attendance Roster for each class conducted.
- Insure that scheduled training is completed and the results are reported.
- Insure that each investigator assigned completes Department mandated training, i.e., pistol requalification, and recurrent briefings.

II. MANDATED TRAINING

There are numerous mandated training classes with varying time requirements and frequency of completion. The State, P.O.S.T., court ordered, Department and Division all require unique mandated training, with courses often added. Classes which are ongoing and must be updated include:

- First Aid - 8 hours refresher every 2 years
- CPR - 4 hours refresher every 3 years
- Continuing Professional Training - 24 hours every 2 years (Sergeant and below must have 14 hours Perishable Skills)
- Range - Quarterly qualification
- Racial Profiling – Once every 5 years (13519.4(i) PC)
- Supervisor's Sexual Harassment – Every 2 years (AB 1825)
- Recurring Vehicle Pursuit – Every year (Lieutenant and below)

These, as well as numerous one time only mandated training courses, are all managed, tracked, scheduled and recorded by the Bureau Training Lieutenant.

III. UNIT OPTIONAL TRAINING

A. Unit optional training is normally intended to provide training that is not mandated, but a need is identified. These programs are often job specific and may include, but are not limited to:

- Seminars, Institutes, etc.
- Criminal Investigations Course
- Advanced Criminal Investigations Course
- Basic Homicide Investigation
- Advanced Homicide Investigation
- Blood Pattern Training
- Officer Involved Shooting Training
- Courses developed at the Unit level
- Interview and Interrogation Training
- Other outside vendor training

B. Participation in specialized training courses sponsored by other agencies and outside vendor training is encouraged. As these courses are of limited value if only those attending benefit, it is mandatory that any Homicide Bureau member attending outside specialized training be prepared to convey any newly learned methods, techniques, procedures, etc., to his/her fellow Bureau members.

IV. RECURRENT POLICY TRAINING

A. Recurrent Policy Training must be accomplished every 120 days. The policies which require regular training are:

1. Use of Firearms

2. Use of Code 3 and Pursuit Driving
3. Use of Force
4. Officer Survival
5. Code of Ethics
6. Service Oriented Policing

B. The method in which this information is delivered, received and ultimately documented is vital to the operation of this Department. Training on these topics must be accomplished in a manner that strengthens an individual's comprehension to the extent that he/she can confidently carry out policy objectives under emergency circumstances.

C. To measure an individual's understanding and ability to comply with a policy, a discussion centering on required performance standards must be initiated by the Team Lieutenant. That discussion must include a series of questions and answers designed to gauge the individual's understanding of policy requirements.

D. Testing on a selected policy area shall be conducted concurrent with the training process. Testing will include the following steps:

1. On a quarterly basis during Team training sessions, supervisors shall pose questions structured to measure the employee's level of understanding of a particular policy.
2. Following this testing process, a discussion period designed to strengthen the learning process shall be led by the supervisor.
3. Sample test questions found in the Detective Division Orders may be utilized for the testing process. Additional questions should be developed by Team Lieutenants.
4. Supervisors must provide on-site remedial training for observed deficiencies and evaluate understanding of the required policies for subsequent supervisory certification of competence.
5. Recurrent training rosters documenting the date of training will be maintained by the Team Lieutenant.

E. Reference materials for training are located in the following documents:

1. MPP 3-10-200.00 - Use of Firearms and Deadly Force
2. MPP 3-01/300.00 – Deputy-Involved Shootings
3. MPP 3-10/440.00 – Homicide Bureau Responsibilities
4. MPP 5-09/200.00 Emergency Driving Policies
5. MPP 5-09/210.00 Pursuits
6. Guidelines for Discipline
7. MPP 3-10/010.00 – Use of Force
8. MPP 3-10/100.00 – Use of Force Reporting Procedures

9. Department Mission Statement
10. Department Core Value Statement
11. Force Training Unit Handouts
12. Training Bulletins and other related materials

V. SCHEDULED TRAINING CLASSES

A. Upon receiving a "Scheduled Training" memo from Headquarters training, the Homicide Bureau member will make every effort to attend the training class. If a conflict should arise where the Homicide Bureau member cannot attend the scheduled training prior approval must be obtained from the Training Lieutenant and a written notice will be presented listing the reason for non-compliance and must be submitted two days prior to the scheduled training.

B. Unforeseen attendance problem will occur such as, last minute subpoena summons, etc., whereas the Homicide Bureau member will be unable to make the 24 hour nonattendance notification to the Training Lieutenant. The Homicide Bureau member will telephone the Training Lieutenant as soon as possible and submit a memo within three days explaining the reason for non-attendance. In the case of a court appearance the memo will include the following information:

- Case File Number
- Name of the Court of Appearance
- Name of the Judge
- Name of the handling Deputy D.A. & the Court Case Number.

C. Failure to comply with the aforementioned may result in disciplinary action.

• 2-6 MENTORING FOR NEWLY ASSIGNED INVESTIGATORS



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 2-6

Subject: MENTORING FOR NEWLY ASSIGNED INVESTIGATORS

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Any deviation in the use of the Homicide Bureau Manual will require the notification and approval of the Homicide Bureau Captain.

MENTORING PERIOD

Newly assigned investigators shall undergo a one year period of mentoring. The mentoring period may be extended beyond the year if a new investigator is experiencing problems or has not had sufficient exposure to important areas to be considered competent. In no case will the mentoring period be less than one year.

PROGRESS EVALUATIONS

The investigator assigned as the mentor, his/her Team Lieutenant and the Bureau Training Lieutenant will meet with the Bureau Commander a minimum of once every four months to discuss the mentoree investigator's progress. Information pertinent to the mentoree will be discussed with the investigator by the Team Lieutenant subsequent to the formal meeting with the Bureau Commander. The Team Lieutenant will continuously monitor the mentoree's progress and will recommend to the Bureau Commander the mentoree's successful completion of training.

MENTORING GUIDELINES

Newly assigned investigators will be required to respond to as many death scenes (criminal or non-criminal) as feasible during the investigator's first month of assignment to the Bureau. This will mean rollouts with Bureau members not of his immediate team. This exposure is vital to the mentoree's overall progress in determining the difference between murder and other kinds of deaths. After the first month, the mentoree will respond to any unusual cases for a period of two months. Again, the rationale is that of exposure and comparison. The investigator (evaluator) assigned as mentoring investigator will use the Bureau Mentoring Package to evaluate the new investigator's progress.

TRAINING GUIDELINE FORM

The Bureau Mentoring Package has been devised to assist the evaluator and the Team Lieutenant monitor the progress of the newly assigned investigator. All pertinent information and areas of concern to homicide investigations and reporting procedures are covered in a timely and systematic fashion.

During the course of mentoring, the assigned mentoring evaluator will check the appropriate boxes, date and sign the listed areas as they are accomplished.

Explained means that the category or subject has been thoroughly explained to the new investigator. Exposed indicates that the mentoree has performed, observed or is familiar with the category or subject, and Competent shows that they need no further training in the area and have the ability to perform competently without supervision.

When only the major category has check off boxes, the sub listed items are included in that category for rating purposes.

The Training Guideline form may be obtain from the Operations Sergeant or Training Lieutenant.

• 2-7 MENTOR-NEWLY ASSIGNED INVESTIGATORS- STANDARD OF CONDUCT



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 2-7

Subject: MENTOR-NEWLY ASSIGNED INVESTIGATORS STANDARD OF CONDUCT

| | | | |
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The Homicide Bureau Commander has established a work environment wherein no hazing or discourtesy shall occur. Moreover, all conditions of the Detective Division Mentor-Newly Assigned Investigator Principles shall be followed.

To assist the Homicide Bureau Commander to enforcing this mandate, the "Principles" shall be briefed by the Team Lieutenant to every investigator assigned the responsibility of mentoring a newly assigned individual.

All personnel assigned to the Homicide Bureau will treat a newly assigned investigator with respect and courtesy. Any failure to comply with this order shall be investigated, documented and appropriately corrected.

Mentor-Newly Assigned Investigators Principles

It is accepted by all parties that the relationship between the detective trainer and newly assigned investigator is one of the most important relationships between two individuals which exists within the Sheriff's Department. Future service to the community, to a large extent, begins with the lessons and examples provided by the detective mentor, and the effort to learn and develop provided by the newly assigned

investigator.

There are certain principles relating to the mentor and the newly assigned investigator relationship which are deemed essential for the good of the concerned individuals, the organization and the community. These principles are considered by all the parties to this unit order as inviolable.

The principles include the following:

- The detective mentor occupies his/her position after careful selection based on his/her experience, fitness to train others, and demonstrated ability. His/her performance shall serve as a model to the newly assigned investigator and embody Department philosophies and employ Department procedures.
 - The newly assigned investigator represents an individual entrusted by the Department to act in the capacity of an investigator serving the community but who, because of limited experience, is expected to participate fully in a formal mentoring program.
 - Both the mentor and the newly assigned investigator are viewed as highly valued members of the organization and must view one another in the same manner. Mutual respect is essential and a requirement in the relationship.
 - The mentor, being empowered with the confidence of the Department, is in charge and will direct the activity of the newly assigned investigator at all times.
 - The detective mentor and the newly assigned investigator will, to a large extent, contribute to the manner in which our Department serves the community in the future. A positive relationship between these two parties will set the tone of that service and cause the Department to be ultimately successful in this service.
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• **2-10 PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS**



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 2-10

Subject: PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS

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POLICY

Homicide Investigators reflect a range of experience, ability and commitment. The evaluation process of investigators must be fair, objective and uniform. The Homicide Bureau management has set clear, appropriate performance standards for investigators; within the framework of the County "Report on Performance Evaluation" form. Specific investigative activities have been noted, which, if performed properly and consistently, should support strong ratings.

Individuals who would like to strive for "outstanding" evaluations should pay particular attention to the quality of their performance in these specified investigative areas.

An excellent performance is expected from each homicide investigator. It is, however, understood that each of us brings some personal and professional strengths and some weaknesses to this difficult and extremely important job. The extent to which the investigator uses his/her strengths and mitigates weaknesses in completing the homicide investigation will certainly be a factor in the evaluation process.

QUANTITY

- Amount of work performed.
- Number of murder, deputy/officer involved shooting and special cases assigned during the rating period.
- Number of solved cases and if those cases are difficult or otherwise challenging.
- Completion of work on schedule.
- Timely pursuit of all investigative leads.
- All initial supplemental reports submitted within 30 days.
- All investigative books submitted within 90 days.

QUALITY

- Accuracy, neatness of work product and thoroughness.
- The location and documentation of all relevant evidence and witnesses.
- The pursuit of all reasonable investigative leads.
- Creativity and utilization of appropriate resources within and beyond the Department (Cases that serve as examples of performance in this area shall be included in the evaluation).
- Oral expression.
- Interview and interrogation skills.
- Ability to articulate cases for criminal filings.
- Ability to provide effective courtroom testimony.
- Written expression.
- Ability to produce investigative reports, warrants and related documents that are clear, complete and grammatically correct.

WORK HABITS

- Observance of working hours.

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- Willingness to flex and adjust work times to accommodate cases and activities required by investigations.
- Attendance, observance of rules and regulations, orderliness in work, compliance with work instructions and application to duties.
- Willingness to do whatever is reasonably necessary to accomplish the goals of the Department and the Homicide Bureau.

PERSONAL RELATIONS

- Getting along with fellow employees.
- Cheerfully cooperating with co-workers and supervisors to investigate and solve cases.
- Meeting and handling the public.
- Routinely interfaces with other agencies in a professional and positive manner.
- Shares his/her job knowledge and expertise freely with others in the law enforcement community in a manner that brings credit to this Department.
- Demonstrates a high level of sensitivity for the emotional state of victims' family and friends and assists those persons in an appropriate manner.

*The rater will provide examples of recent performance in this area from commendations and/or personal observations. The rater will also list work related activities, i.e., teaching and participation or leadership in professional organizations.

ADAPTABILITY

- Performance in new situations.
 - Consistently utilizes appropriate investigative strategies in unusual cases.
 - Performance in emergencies.
 - Always safeguards crime scenes and appropriate investigative protocol under chaotic or emotional conditions.
 - Performance with minimum instructions.
 - Related rating factors specific to the Homicide Bureau.
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