**SECTION TEN**

**ADDITIONAL COMMAND**

**FUNCTIONS**

**10.1              GENERAL MANAGEMENT                                                                                           7.1**

**One primary function of supervisors and managers is to take the data from employees and collect it on the monthly reports, quantifying as much as possible the activities of all employees.**

**Our  monthly, and annual reports serve as one of the foundations for the planning function, described below, on which the Command Staff must make its daily, monthly, annual, and long range decisions.**

**10.2              FISCAL MANAGEMENT                                                                                                 11**

**10.2.1           CHIEF FINANCIAL OFFICER                                                                                     11.1**

**The Sheriff is the chief financial officer of the Office.**

**10.2.2           FINANCIAL SUPPORT STAFF                                                                                  11.2**

**The Sheriff is supported in this area by the Undersheriff, each Chief Deputy and the county's fiscal management staff.**

**10.2.3             BUDGET PREPARATIONS                                                                                      11.3**

**The Sheriff and the Chief Deputies collect data and prepare the budget. We encourage all employees to submit ideas about programs and equipment necessary to support our mission.**

**10.2.4             ACCOUNTING SYSTEM                                                                                           11.4**

**The Sheriff or designee is responsible for the accuracy of expenditures and the accounting system, and will report at least quarterly, the status of each of the accounts, including initial appropriations, previous and current balances, and expenditures.**

**10.2.5             AUDITS                                                                                                                         11.5**

**The Sheriff or designee will review the accounts before each report; the county auditor is the primary external auditor, and the State conducts annual auditing.**

**10.2.6           CASH                                                                                                                               11.6**

**Forward all money to the Chief Civil Deputy.  The Chief Civil Deputy will deposit these funds with the County Treasurer in accordance with RCW 36.18.140.  The Chief Civil Deputy is responsible for accepting and dispersing funds.**

**The petty cash fund is authorized by County Commissioners and receipts for expenditures forwarded to the Chief Civil Deputy.**

**Drug buy and investigation money is obtained from funds instituted by the County Commissioners.  Money from these funds is obtained by the Sheriff and the Chief Criminal Deputy and expenditures must be properly receipted and the receipts open to audit by the Chief Civil Deputy.**

**The Chief Civil Deputy is responsible for conducting internal audits and preparing financial statements.**

**10.2.7             INVENTORY                                                                                                                11.7**

**The Sheriff will order an annual inventory of all issued property, equipment, and supplies.**

**All personnel are responsible for participating in this process.**

**10.2.8             PURCHASING                                                                                                             11.8**

**Division Chiefs act as Office purchasing agents.  The Sheriff establishes specifications to insure standardized purchases.  We will comply with state law in regards to bidding procedures.  Vendors are selected on their ability to provide quality goods or services that meet our agency specifications.**

**10.2.9           EMERGENCY PURCHASES                                                                                     11.9**

**Sergeants are authorized to spend up to $100 for equipment and vehicle maintenance.  Emergency purchases are defined as those purchases that must occur due to an immediate need or safety issue. Notification will be made to the appropriate Division Chief.**

**10.2.10           SUPPLEMENTAL APPROPRIATIONS                                                               11.10**

**The Sheriff is responsible for contacting County Commissioners for all supplemental or emergency appropriations and fund transfers.**

**10.3              PUBLIC INFORMATION AND COMMUNITY RELATIONS                                     27**

**We will  maintain a good working relationship with members of the media.**

**Treat representatives of the media in a courteous, professional manner.  Refer any request for confidential information or access to restricted areas to your Division Chief or the Sheriff.**

**Refer any questions or probes of a controversial nature or which might compromise any department operation to a supervisor.**

**10.3.1             PUBLIC INFORMATION**

**The Sheriff will designate a Public Information Officer(s).**

**10.3.2 PRESS RELEASES                                                                                                               27.2**

**Refer any request for information to the Public Information Officer or, if absent, the Sheriff or a supervisor. We will provide a press release for major events.**

**RCW 42.56.070 defines which public documents are required to be released.**

**PRESS RELEASES: EMERGENCY OPERATIONS INCIDENTS**

**At the request of the Incident Commander, a Public Information Officer will be assigned to the Incident. The PIO will act as the liaison between the Incident Commander and the news media. No emergency operations related information shall be released and/or made available to persons other than Skamania County Sheriff's Office personnel without the authorization of the Incident Commander.**

**10.3.3           RELEASING INFORMATION                                                                                      27.3**

**The PIO may prepare a release and authorize Communications to release it to the media.**

**You may provide only the following crime information before trial:**

**Factual information about the suspect such as name, age, residence, employment, and marital status.**

**The charge.**

**The identity of the victim, unless they specify otherwise.**

**The investigating agency and length of the investigation.**

**The circumstances of the arrest.**

**ADDRESS, TELEPHONE NUMBERS OF EMPLOYEES**

**No one may  divulge the address or telephone number of any other employee to members of the media or to any other person outside this office.**

**PHOTOGRAPHS**

**The Sheriff or the Chief Criminal Deputy will decide what photographs are released to the media.**

**SEXUAL PREDATOR NOTIFICATION**

**Section 117 of SSB‑6259, 1989 Session of the Legislature authorizes a public law enforcement agency to release relevant and necessary information regarding sex offenders to the public when the release of the information is necessary for public protection.**

**Once information relating to a sexual predatory offender is received from the state or any other source, several levels of dissemination should be considered depending upon the risk that the offender poses to the community.  The following levels of dissemination will be considered.**

**Level I**

**Disseminate information to other appropriate law enforcement   agencies,      with photographs of the offender.**

**Level II**

**Level I plus we notify schools and neighborhood groups.  These          groups will be responsible for their individual dissemination.**

**Level III**

**Level II, plus we notify the public through specific press releases.  May include a photograph.**

**Release of information should be based on a need to know basis to other law enforcement agencies, schools, and/or other people in the community who could be affected by the release.**

**Upon receipt of information that a sexual offender has been released, detectives will contact DOC, DSHS, or the State Juvenile Justice System, and the original investigating agency.  Prior to any release of information a detective will check for the physical presence of the offender in the community following the offender's release from state custody.  Before a Level III release of information, detectives will check with the original arresting agency to discuss the assessment of this offender as a Level III threat.**

**Detectives who conduct background investigations on released offenders will keep accurate reports.  When the information from the state contains convictions for crimes other than the one the offender was last incarcerated for, the detective should conduct a records check to obtain a complete and accurate record of all the offender's convictions.**

**Upon the completion of the background investigation of the released offender, the report will be forwarded to the Sheriff.  The Office may consult with other criminal justice and treatment professionals in assigning a risk category to a particular individual.**

**Upon receipt of the report, the Sheriff, in consultation with the sex offender classification team, will classify the offender at the appropriate level.  Following the classification, the Sheriff will ensure the appropriate notification is made.**

**10.3.4             MEDIA ACCESS                                                                                                          27.4**

**The following file categories are exempt from public or media access:**

**intelligence, vice, and organized crime files**

**internal investigations files**

**juvenile files**

**Active investigation files that would be open after they are filed may be closed in the early stages of investigation**

**names of victims and complainants who have requested             confidentiality**

**You may not permit the media to endanger life, contaminate a crime scene, or destroy evidence.**

**Keep them outside of all police lines, unless escorted by a staff deputy.**

**You may not aid them in breaking the law, nor can you knowingly allow the media to break it.  At scenes of major fires, natural disasters, and catastrophic events, establish police barrier lines.**

**10.3.5             ONGOING CRIMINAL INVESTIGATIONS                                                              27.5**

**Clear the release of any information that relates to an ongoing criminal investigation through the Chief Criminal Deputy or the case detective.  We will not release information about an ongoing investigation that would be detrimental to the case or place any involved person in jeopardy.**

**10.3.6           COMMUNITY RELATIONS                                                                                         27.6**

**Each member of this office is charged with the responsibility of developing and maintaining positive community relations.**

**10.4              PLANNING AND RESEARCH                                                                                      8.1**

**The Division Chiefs are responsible for analyzing data and recommending staffing and assignments, based on the data from the shift supervisors.**

**This information is used for an annual strategic planning conference between the Sheriff and the Chief Deputies.**

**This is one reason why the quality and accuracy monthly reports is so critical.**

**10.4.1             STRATEGIC PLAN                                                                                                       8.2**

**The Sheriff is responsible for the long range plan, which contains goals and operations objectives, workloads and population trends, personnel levels, capital improvement, and equipment needs for the next five years.**

**We will update this plan annually.**

**10.4.4             EQUAL EMPLOYMENT OPPORTUNITY                                                              17.2**

**We will not discriminate based on race, color, religion, creed, age, sex, national origin/ancestry, or physical disability that does not impact job performance.**

**No employee may violate this standard.**

**10.4.6             AFFIRMATIVE ACTION**

**Refer to county affirmative action plan..**

**10.4.6.1  RACIAL PROFILING**

**Racial profiling of any kind and in any circumstance is prohibited with regards to the job performance of any employee.  Training will be conducted on an annual basis to ensure compliance to this policy.  Periodic checks to ensure compliance will occur via studies of traffic stops, video review and comparative number of citizen complaints.  Our standard citizen complaint form will serve as the avenue for citizens to file a formal complaint against any employee for a perceived violation of this policy.**

**10.5              CIVIL EMERGENCIES PLANNING                                                                               24**

**10.5.1             EMERGENCY PLANNING  (CIVIL DEFENSE)**

**Our primary resource in emergency planning is the Skamania County Department of Emergency Management.**

**Philosophy**

**We must be prepared to respond to any situation regardless of its source or magnitude.**

**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**This document defines roles and responsibilities of county entities during natural and man-made disasters. You should familiarize yourself with this document.**

**The Chief Criminal Deputy will normally command any special task forces that may result out of unforeseen, but temporary, disasters or emergencies. The Incident Command System (ICS) will be used as the management tool for all natural or man-made disaster responses.**

**The Incident Commander shall:**

**Establish a Command Center.**

**Evaluate and update departmental needs.**

**Establish a staging Area to coordinate personnel and equipment for    effective control of the incident.**

**Order special equipment.**

**Coordinate communications with assisting outside agencies.**

**Organize a critique at the completion of the Emergency Operation.**

**EQUIPMENT INSPECTION                                                                                                  24.6**

**The Division Chief and/or Patrol Sergeants will inspect any equipment we maintain for emergency operations twice yearly.**

**MUTUAL AID AGREEMENTS                                                                                              24.8**

**We will follow state and federal laws, as well as Mutual Aid Agreements, when requesting assistance.**

**Washington State National Guard**

**Only the County Commissioners can ask for assistance from the State of Washington or any other State.**

**When State National Guard Troops are assigned to an area to preserve law and order and protect life and property, they are under the command of, and directly responsible to, their military commanders.**

**Our authority will not extend to troops. We will advise the military as to the specific needs of the County, recommending areas in which the military can most appropriately be used to restore order in support of the civil authorities.**

**Federal Troops**

**If Federal Troops respond, the military commanders are to cooperate with the local and state authorities, unless such cooperation interferes with the accomplishment of their mission. Military personnel assigned to a problem area may recognize the authority of the Department Field Commander and assist in mutually restoring the area to normalcy, or if circumstances warrant sole command of the area may be assumed by the Military Commander.**

**COMMAND AND CONTROL                                                                                              24.11**

**A field command shall be established whenever an incident requires the response of multiple law enforcement units and/or an established incident command for the on scene coordination of police activities.**

**Primary Responsibility**

**The Patrol/Investigations Division shall retain the primary responsibility for the command and control of resources during emergency operations.**

**Chain of Command**

**We may modify our command structure during emergencies. We may, for example, activate Command Posts or a Command Center.**

**We retain our normal chain of command. Any command deputy may assume command from a subordinate, but must specifically inform that person that they are relieved. Those who relieve subordinates must notify Communications, and should reassign the relieved employee.**

**Assuming Field Command**

**The first deputy on the scene (senior deputy if more than one deputy arrives simultaneously) assumes command until relieved.**

**Command Deputy**

**A Command deputy's presence in an incident does not mean they are taking command. They may be evaluating subordinates, rather than relieving them. Issuing an order, however, equals formally assuming command. Subordinates in these circumstances should make sure of the situation. It may be confusing to have two apparent incident commanders; it is disastrous to have none.**

**Field Commander ‑ Authority**

**Usually, incident commanders can only be relieved by those who appointed them.**

**The Incident Commander, regardless of rank, has complete authority and responsibility for conducting the field operations of the agency during the emergency, or until relieved.**

**Relieving the Incident Commander**

**The Sheriff or designee may relieve an Incident Commander who is unable to command. The employee assuming command should communicate the reason to the Command Staff before assuming command. With their approval, inform the Incident Commander and take charge of the incident.**

**Change of Command**

**After an emergency operation involving a major crime scene has been resolved and the Incident Commander decides that the Patrol Division has fulfilled its primary responsibilities, on‑scene command of the incident shall pass back to the Patrol/Investigations Division for further investigation or follow up.**

**An Investigations supervisor would assume command.**

**Other personnel would assist as needed, obeying orders and directives given by the Incident Commander, and remain on their assignments until properly relieved.**

**MASS ARREST PROCEDURE                                                                                                   24.12**

**To handle and process arrestees, while safeguarding their constitutional rights, a field booking facility may be established.**

**Location**

**The facility should be out of sight of the scene of the mass arrest.**

**The facility should be large enough to accommodate the anticipated number of prisoners, all processing procedures, and the storage of necessary supplies.**

**If transportation to jail is not immediately available, prisoners will need  shelter, warmth, toilet facilities, and security.**

**Staffing of Field Booking Facilities**

**Arresting Deputy**

**The arresting deputy will deliver the secured arrestee along with any relevant evidence to the field booking facility, after giving Miranda warnings.**

**The deputy searches the arrested person and secures any personal property and/or evidence in a secure envelope and/or bag.**

**The Corrections Officer assigned to the temporary facility will complete a temporary booking of the prisoner, to include photograph. The arresting deputy will complete the booking requirements.**

**The deputy shall return to field assignment as soon as possible.**

**After completing all of the duties in connection with the incident, the deputy shall return and complete a detailed offense report on each arrestee.**

**Transportation Detail**

**Communicate with the jail about the mass arrest probability and coordinate with that facility for booking procedures.**

**Procure vehicles to transport the anticipated number of arrestees.**

**Deliver restrained prisoners to a detention facility or county jail, along with the appropriate completed paperwork.**

**Transport cited and released arrestees away from the site; ensure that the proper arraignment date is noted on the individual's copy of the citation.**

**Security of Field Booking Facility**

**The Criminal and Corrections Division Chiefs are responsible for coordinating exterior and interior security of the field booking facility.**

**Medical Staff**

**Arrestees will be afforded necessary medical care pursuant to current corrections medical policy.**

**Defense Counsel**

**During a mass arrest incident the first opportunity for a detained person to consult legal counsel is after the booking process has been completed at the jail.**

**10.6.1             TRAFFIC REPORT REVIEW                                                                                    29.4**

**The Chief Criminal Deputy should meet with the County Engineering staff to brief them on areas of concern for traffic flow and safety.**

**Patrol Supervisors routinely review accident locations and causes, and assign traffic enforcement accordingly.**

**10.7                CONTRACTUAL SERVICES                                                                                     3.1**

**Any contractual service provided or received by the Office must be approved in advance by the Sheriff.**

**10.8                LEGAL ADVICE                                                                                                             4.1**

**The official legal advisor for the Office is the Prosecuting Attorney of Skamania County. If unreachable, the Deputy Prosecuting Attorney will act as the legal advisor.**

**10.9                PERSONNEL DISCIPLINE & INVESTIGATION**

**Refer to the current collective bargaining agreement.**

**When a complaint is received the Division Chief will make a determination for follow-up assignment.**

**Investigation by a Supervisor                                                                                             16.3**

**Supervisors investigate complaints. They will collect all facts, make a decision, and discuss the investigation with you. If the supervisor is satisfied, the investigation will be closed. If the supervisor decides that you should be disciplined, they must consider prior duty performance and the severity of the circumstances. The supervisor's authority to impose disciplinary action is limited to verbal and written warning. The Sheriff will review entries in your personnel file.**

**Internal Investigation                                                                                                             26.1**

**We will conduct internal investigations in accordance with the current CBA.**