

SHERIFF

- 3/21/67 Sheriff authorized to conduct a Sheriff's Reserve and Cadet Training Program and members of such programs declared as employees of the County for the purposes of workers' compensation and insurance coverage. (Resolution No. 67-26)
- 8/20/74 The proposal to pay for possession of P.O.S.T. Certificates was approved as previously outlined effective September 1, 1974.

9/25/79 Ride-a-Longs, method of assignment and restrictions

Purpose:

I. Definition:

Ride-a-Longs are interested citizens who make a request with the department to ride with an officer on his tour of duty; to observe the officer and familiarize himself with the duties of an officer and with the job of law enforcement.

II. Method of Assignment:

- A. Citizen makes request with the department, or one of its representatives to Ride-a-Long.
- B. Citizen fills out liability release form and reason for requesting to Ride-a-Long. Parental consent form is completed for minors under the age of 18.
- C. Request is reviewed by supervisor in charge and is approved or denied.
- D. Assignment of Ride-a-Long to an officer is made by the shift supervisor.

III. Restrictions:

- A. Ride-a-Longs shall begin and end their ride at the Sheriff's department.
- B. Ride-a-Longs shall not operate equipment.
- C. Any Ride-a-Long under the age of 10 years shall be accompanied by a responsible adult.
- D. Ride-a-Longs shall, as much as practical, remain in the patrol car and shall never participate, or assist, in the law enforcement activities of the officer.

IV. Exemptions:

Napa County Sheriff's Department non-safety personnel may Ride-a-Long with the shift supervisor's approval.

- 4/16/85 Pursuant to Penal Code Section 70, as amended effective January 1, 1985, the Board designated the Sheriff as the person who may approve the private employment of Deputies subject to the following conditions:
1. The Peace Officer is in his uniform.
 2. The private employment has been approved by the Board of Supervisors, or its designee.
 3. The wearing of uniforms is approved by the Public Employer (Sheriff).
 4. The Peace Officer is subject to reasonable rules and regulations (Penal Code Section 70 (d)), which have been adopted as General Orders by the Sheriff's Department.
- 7/28/92 Sheriff authorized to annually sign Memorandum of Understanding (MOU) between the California State Military Department and the Napa County Sheriff's Office for utilization of National Guard helicopter services at no cost to the County.

9/10/96 Resolution No. 96-122 adopted establishing the Supplemental Law Enforcement Service Fund (SLESF)

Assembly Bill 3229, Chapter 134, Statutes of 1996, establishes the Citizen's Option for Public Safety (COPS) Program.

The program allows eligible counties to receive a proportionate share of \$100 Million appropriated for 1996-97 for the purpose of ensuring public safety.

To be eligible to receive the County's proportionate share of the funds, the County must establish a Supplemental Law Enforcement Service Fund (SLESF) and Supplemental Law Enforcement Oversight Committee (SLEOC) no later than September 15, 1996.

A request for disbursement of monies must be accompanied by a certified copy of a Resolution adopted by the Board of Supervisors establishing the SLESF no later than September 15, 1996, and a certification dated no later than September 15, 1996, by the County officer submitting the request, that a SLEOC has been organized, that the SLEOC is ready to function and identifying the five members of the SLEOC as follows:

Sheriff
District Attorney
County Administrator
A Police Chief
A City Manager

Prior to September 15, 1996, a SLEOC shall be established in the manner required by law, and the Board of Supervisors is now required to establish the SLESF by resolution if the County of Napa is to qualify for funding.

9/17/96 Rates for the burial of the indigent dead and transferring custody and responsibility for the indigent burial trust account to the Sheriff-Coroner were established. (Resolution No. 96-126)

The right to control the disposition of human remains and the duty of interment devolves to the County in certain circumstances pursuant to Health and Safety Code Section 7100 et seq.

In cases in which a deceased individual is determined indigent, has no prior burial arrangements and there is no legally responsible relative who can be located or who fails to inter remains, the County is required to do so.

The Board deems it appropriate to transfer the responsibility for burial of the indigent dead from the Health and Human Services Agency to the Sheriff-Coroner in order to consolidate the burial functions recently being provided by the County.

Funding for burial of the indigent dead is provided through the indigent burial trust account and the County general fund.

The Board last changed the rates paid to funeral home directors to compensate them for burying the indigent dead in 1956, and such costs have increased significantly during the past 30 years.

The following rates are established for mortuary and burial services as provided by the funeral homes to the indigent dead of Napa County.

1. Effective July 1, 1996, a total of \$533.00 per burial of which \$153.00 will be provided to the St. Helena cemetery for interment in Potters Field.
2. Effective July 1, 1997, a total of \$554.00 per burial of which \$160.00 will be provided to the St. Helena cemetery for interment in Potters Field.
3. Effective July 1, 1998, a total of \$577.00 per burial of which \$168.00 will be provided to the St. Helena Cemetery for interment in Potters Field.

In addition to the rates established above, the County will reimburse the mortuary for each day of refrigeration beginning the third day that the body is held at the mortuary at a rate of \$25.00 per day.

The County Auditor is requested to transfer custody and responsibility for the burial trust account to the Sheriff-Coroner.

8/26/97 Senior Deputy Program adopted (on file with the Clerk of the Board).

SUPPLEMENTAL LAW ENFORCEMENT

5/24/83

1. In accordance with Government Code Section 26228, the Sheriff is authorized to enter into contracts on behalf of the County of Napa to provide supplemental law enforcement services ("services") to private individuals or entities to preserve the peace at special events or occurrences that happen on an occasional basis. The authority hereby given to the Sheriff may be revoked or modified at any time by the Board of Supervisors.
2. The Sheriff shall charge the actual cost ("cost") attributable to providing such services. The cost shall include employee salaries, wages and benefits, costs of insurance, costs of operating and maintaining equipment.
3. The Auditor-Controller shall prepare and modify as changed circumstances may require a written schedule of costs for use in administering such contracts.
4. The Sheriff shall use a form of contract prepared by the County Counsel and approved by the Board of Supervisors. Each such contract shall be identified by the letter "S", the year of its execution and successive number for each successive contract, e.g., S 1983-1, S 1983-2, etc.
5. The Sheriff shall file and preserve all contracts in a safe and accessible place.
6. The Sheriff shall prepare and submit to the Board of Supervisors annually, on or before December 1st, a written report which includes the following information as of September 30th of the same year.
 - a. The number of contracts entered into;
 - b. The names of the persons or entities with whom he has contracted;
 - c. The total revenue from the contracts;
 - d. His recommendations for changes in the program, if any.
7. All payments for services shall be made in advance.
8. The Sheriff shall treat all requests for services fairly and equally. Nevertheless, the Sheriff may, in his discretion, refuse to provide services in a case where the Sheriff considers such refusal to be for the public good.
9. The Sheriff shall assign personnel to render services from a list of employees who volunteer to perform supplemental law enforcement services as available.

PHYSICAL PERFORMANCE PROGRAM

12/21/93

A. Participation

1. The Physical Performance Program shall be voluntary for all full-time safety (law enforcement) employees hired prior to January 1, 1994.
2. The Physical Performance Program shall be mandatory for all safety (law enforcement) employees hired on or after January 1, 1994.
3. For employees that are fifty-five (55) years of age or older, participation shall be voluntary regardless of their date of hire. Employees who are or become fifty-five (55) years of age or older and were hired prior to January 1, 1994 and maintain the required level of fitness shall receive full compensation as specified herein.

B. Documentation

1. All records of participation shall be kept separate for all employees hired before January 1, 1994 but not those employees hired on or after such date.
2. An employee's participation and scoring shall be kept confidential for employees hired before January 1, 1994 and shall not be used in any form of an employee review or for promotional purposes for these employees. This does not apply to employees hired on or after January 1, 1994.
3. A score of pass or fail shall be used based on the scoring guidelines established by P.O.S.T. This information shall be provided for the purpose of documenting participation.

C. Test Administration

The Physical Performance testing will be based on the five (5) P.O.S.T. recommended job related tasks outlined below:

99 Yard Obstacle Course

Run a 99 yard obstacle course consisting of several sharp turns, a number of curb height obstacles and a 34" high obstacle that must be vaulted.

Body Drag	Lift and drag a 165 pound lifelike dummy 32 feet.
Chain Link Fence	Run 25 yards to a 6-foot high chain link fence, climb over and run for an addition 5 yards.
Solid Fence	Same distance as for chain link fence.
500 Yard Run	Run 500 yards around a standard distance track.

Testing shall be conducted on a yearly basis and shall take place between the months of April through October when the weather is suitable for testing. The actual test date shall be established by the department, but the test date shall be posted at least 30 calendar days in advance of the test.

If in the event there is inclement weather as determined by the department, the testing shall be rescheduled within a two (2) week period at the department's discretion.

D. Scoring Procedure

1. The scoring for each event shall be based on the P.O.S.T. established scoring tables. A combined score of 384 points or greater shall be considered as passing.
2. Each deputy shall have two attempts at each event with the exception of the 500-yard run for which only one attempt shall be allowed. The best time for each event shall be used for the final score.
3. Any deputy having achieved a passing score shall be deemed to have met the requirements of the Physical Performance Program until the next scheduled annual test date.

E. Failure of test

1. A deputy who has failed to achieve a passing score at the completion of the annual testing shall be provided with one additional opportunity to successfully pass within the calendar year.
2. An additional test date shall be established by the department within (60) calendar days after the annual scheduled test to provide those employees who did not pass or were unable to pass or participate due to a medically certified injury, or for other

reasons acceptable to the department, an opportunity to retake the test. Any employee who provided a medically certified excuse shall provide a medical clearance before being permitted to participate in the testing. The County reserves the right for medical verification by the County's Examining Physician prior to participation when the County deems it necessary.

3. Failure of a test for those deputies hired after January 1, 1994 will be based on a point system with each failure equal to one (1) point. Scoring will be cumulative during any four (4) year period and any subsequent failure shall result in a continuation of the disciplinary process from the previous action during the four (4) year period. The scoring and disciplinary action is described in Section 4. below.
4.
 - (a) One Point: Shall result in the deputy formally notified in writing that he/she has failed the test and that if he/she fails a subsequent test within the four (4) year period that he/she shall not be considered for, or allowed continued participation in, the special assignments of Investigations, N.S.I.B., or any of the designated assignments such as Boat Patrol, Canine Unit, F.T.O., Range Master, S.E.R.T., Regional Deputy or D.A.R.E./School Liaison Officer. Furthermore, the deputy shall also be informed in writing that failure of such subsequent test shall result in the imposition of level three (3) discipline as outlined in the General Orders (written reprimand). However, if a deputy passes a subsequent test, then he/she shall regain his/her eligibility for appointment to a special assignment.
 - (b) Second Point (2): Shall result in the inability to participate in or removal from the special assignments described in 4 (a) above. The County shall refer the deputy to the County Examining Physician for a medical evaluation and guidance (when the County deems it appropriate) in an attempt to increase the deputy's level of fitness. The deputy shall receive level three (3) discipline as outlined in the General Orders (written reprimand).
 - (c) Third Point (3): Shall result in the deputy receiving level four (4) discipline as outlined in the General Orders (first step of economic sanction).
 - (d) Fourth Point (4): Shall result in the deputy receiving more severe discipline under level four (4) as outlined in the General Orders.
 - (e) Fifth Point (5): Shall result in the deputy receiving level five (5) discipline as outlined in the General Orders (termination).

F. Compensation

1. Time spent during the employee's regular shift to participate in the testing shall be considered as regular time worked.
2. Time spent outside the employee's regular shift participating in the testing shall be compensated in accordance with the appropriate provisions of the applicable Memorandums of Understanding.
3. An employee employed as of January 1, 1994 shall receive twenty-four (24) hours of personal leave upon successful completion of the test each year. This leave shall have no cash value and shall not be accrued beyond the next scheduled annual test cycle date.
4. Employees hired on or after January 1994 shall not receive any compensation for passing the test. Passing the test shall be a condition of continued employment, subject to all the provisions of Section E. above.