

# MARIN COUNTY SHERIFF'S OFFICE



## CODE OF ETHICS



## RULES AND REGULATIONS



## MISSION VALUES EMPOWERMENT

MARIN COUNTY SHERIFF'S OFFICE  
RULES AND REGULATIONS

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MARIN COUNTY SHERIFF'S OFFICE  
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**LAW ENFORCEMENT CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Sheriff's Office. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

MARIN COUNTY SHERIFF'S OFFICE  
RULES AND REGULATIONS

**SHERIFF'S MESSAGE**

As the Sheriff of Marin County, I expect each sworn officer of this department to adhere to the Law Enforcement Code of Ethics. I expect every Sheriff's Office employee and member to adhere to the Code of Conduct, Department Rules and Regulations, General Orders, and Divisional Policies and Special Orders.

The purpose of these Rules and Regulations are to assure the fair, equitable, and consistent treatment of all employees and members, to protect the well-being and rights of all employees and members, and to assure safe, efficient, and proper governmental operations and the duties of this agency in compliance with all laws.

The disciplinary procedures and rules provided herein cannot cover every possible specific act of misconduct in which an employee can become involved. Employees and members should be aware that while the rules and procedures provided herein are for the guidance of all employees and members, any violation of any rule, regulation, policy, order, or any conduct inconsistent with the goals and functioning of this agency may subject an employee to disciplinary action.

Employees and members should be aware that their off duty activities may also subject them to disciplinary action.

Robert T. Doyle, Sheriff

MARIN COUNTY SHERIFF'S OFFICE  
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**CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITY FOR PEACE OFFICERS**

**I. PREAMBLE**

WHEREAS, peace officers are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character; and

WHEREAS, the need to maintain high standards of moral character, integrity, knowledge and trust requires the establishment of a Code of Professional Conduct and Responsibility for Peace Officers as a matter of the highest significance to the health, welfare and safety of the citizens of this state; and

WHEREAS, the establishment of a Code of Professional Conduct and Responsibility for Peace Officers, which includes Canons of Ethics and minimum standards, requires the granting of authority to enforce these standards of professional conduct through disciplinary action as necessary for the protection of the health, welfare and safety of the public; therefore

BE IT RESOLVED that the need to maintain high standards of moral character, integrity, knowledge and trust require that peace officers establish and conform to a Code of Professional Conduct and Responsibility for Peace Officers.

**II. GENERAL STATEMENT**

Peace Officers are granted a public trust, which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the peace officer profession must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as a means of internal regulation.

The essence of a profession requires that in addition to prescribing a desired level of performance, it must establish minimum standards of ethical conduct with prescribed rules for internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility is established for the peace officer profession.

Nothing in the Code of Professional Conduct and Responsibility for Peace Officers is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of a violation thereof.

Whereas these rules specify certain conduct as unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned.

Nothing in this Code is intended to limit the authority of an agency to adopt and enforce rules and regulations that are more stringent or comprehensive than those that are contained in this Code of Professional Conduct and Responsibility for Peace Officers.

**III. DEFINITIONS**

This Code of Professional Conduct and Responsibility for Peace Officers is comprised of nine Canons of Ethics, with explanatory statements in the form of Ethical Standards. Examples of Disciplinary Rules and Enforcement Procedures are included as an addendum for individual agency consideration. Following are definitions of these terms, as used in the context of the code.

- A. "PEACE OFFICER" MEANS A REGULAR EMPLOYED AND FULL-TIME Sheriff, Undersheriff or Deputy Sheriff of a county; a chief of police or any police officers of a city or any chief of police or police officer of a district authorized by law to maintain a police, Sheriff's Office or any other person within the state who is defined as a peace officer.
- B. "CANONS" are statements that express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system and the peace officer profession. They embody the general concepts from which the Ethical Standards and the Disciplinary Rules are derived.

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- C. "ETHICAL STANDARDS" are statements that represent the objectives toward which every peace officer shall strive. They constitute principles that can be relied upon by the peace officer for guidance in specific situations.
- D. "DISCIPLINARY RULES" specify an unacceptable level of conduct for all peace officers, regardless of their rank or the nature of their assignment. Any peace officer who violates any agency rule that applies to those canons and standards is guilty of unprofessional conduct, and is subject to disciplinary action. Violation of disciplinary rules requires appropriate adjudication and disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.
- E. "ENFORCEMENT PROCEDURES" are the fundamental rights of an accused officer that are applicable to a disciplinary investigation or proceeding against the officer.
- F. "ADMINISTRATIVE INVESTIGATION" is an investigation conducted to determine whether an officer has violated any provision of this code, or an agency rule or regulation; or whether an officer is impaired or unfit to perform the duties and responsibilities of a peace officer.
- G. "FORMAL DISCIPLINE" refers to the final adjudication of administrative or disciplinary charges. Formal discipline shall be deemed final only after an officer has exhausted or waived all legal remedies available and actual discipline has been invoked.

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**CHAPTER I  
CANON OF ETHICS**

**CANON ONE**

- 101.00 Members shall uphold the constitution of the United States, the State Constitution and all laws enacted or established pursuant to legally constituted authority.
- 101.01 Members shall recognize that the primary responsibility of their profession and of the individual officer is the protection of the people within the jurisdiction of the United States through upholding of their laws, and the most important of which are the Constitution of the United States and State Constitutions and laws derived there from.
- 101.02 Members shall be aware of the extent and the limitations of their authority in the enforcement of the law.
- 101.03 Members shall diligently study principles and new enactments of the laws they enforce.
- 101.04 Members shall be responsible for keeping abreast of current case law as applied to their duties.
- 101.05 Members shall endeavor to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.
- 101.06 Members shall respect and uphold the dignity, human rights and Constitutional rights of all persons.

**CANON TWO**

- 102.00 Members shall be aware of and shall use proper and ethical procedures in discharging their official duties and responsibilities.
- 102.01 Members shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.
- 102.02 Members shall truthfully, completely, and impartially report, testify and present evidence in all matters of an official nature.
- 102.03 Members all follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants and collection and preservation of evidence.
- 102.04 Members shall follow the principles of integrity, fairness and impartiality in connection with their duties.

**CANON THREE**

- 103.00 Members shall regard the discharge of their duties as a public trust and shall recognize their responsibilities to the people whom they are sworn to protect and serve.
- 103.01 Members, as professionals, shall maintain an awareness of those factors affecting their responsibilities.
- 103.02 Members, during their tour of duty, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.
- 103.03 Members shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

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- 103.04 Members shall safely and efficiently use equipment and material available to them.
- 103.05 Members shall be prepared to and shall respond effectively to the demands of their office
- 103.06 Members, with due regard for compassion, shall maintain an objective and impartial attitude in official contacts.
- 103.07 Members shall not allow their personal convictions, beliefs, prejudices or biases to interfere unreasonably with their official acts or decisions.
- 103.08 Members shall recognize that their allegiance is first to the people, then to their profession and the governmental entity or agency that employs them.

**CANON FOUR**

- 104.00 Members will so conduct their public and private life so that they exemplify the high standards of integrity, trust and morality demanded of a member of the peace officer profession.
- 104.01 Members shall refrain from consuming intoxicating beverages to the extent that it results in impairment, which brings discredit upon the profession or their employing agency or renders them unfit for their next tour of duty.
- 104.02 Members shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties, and under no circumstances while in uniform.
- 104.03 Members shall not use any narcotics, hallucinogens or other controlled substances, except when legally prescribed. When such controlled substances are prescribed, officers shall notify their superior officer prior to reporting for duty.
- 104.04 Members shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the peace officer's profession. Members shall not participate in any incident involving moral turpitude.
- 104.05 Members shall not undertake financial obligations, which they know or reasonably should know they will be unable to meet and shall pay all just debts when due.
- 104.06 Members shall not engage in illegal political activities.
- 104.07 Members shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as peace officers in connection with testimonials or advertisements for any commodity, commercial enterprise or commercial service that is not the product of the officer involved.
- 104.08 Members shall not engage in any activity that would create a conflict of interest or would be in violation of any law.
- 104.09 Members shall at all times conduct themselves in a manner, which does not discredit the peace officer profession or their employing agency.
- 104.10 Members shall not be disrespectful, insolent, mutinous or insubordinate in attitude or conduct.
- 104.11 Members shall be courteous and respectful in their official dealings with the public, fellow officers, superiors and subordinates.



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104.12. Members shall not engage in any strike, work obstruction or abstention in whole or in part from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

104.13 Members shall maintain a neutral position with regard to the merits of any labor dispute, political protest or other public demonstration while acting in an official capacity.

**CANON FIVE**

105.00 Members shall recognize that our society holds the freedom of the individual as a paramount precept, which shall not be infringed upon without just, legal and necessary cause.

105.01 Members shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally or reasonably apply the law.

105.02 Members shall recognize the rights of individuals to be free from capricious or arbitrary acts, which deny or abridge their fundamental rights as guaranteed by law.

105.03 Members shall not use their official position to detain any individual or to restrict the freedom of any individual, except in the manner and means permitted or prescribed.

**CANON SIX**

106.00 Members shall assist in maintaining the integrity and competence of the peace officer profession.

106.01 Members shall recognize that every person in our society is entitled to professional, effective, and efficient law enforcement services.

106.02 Members shall perform their duties in such a manner as to discourage double standards.

106.03 Members shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

106.04 Members shall maintain the integrity of their profession through complete disclosure of those who violate any law, or who conduct themselves in a manner which tends to discredit the profession.

106.05 Members shall have responsibility for reporting to proper authorities any known information, which would serve to disqualify candidates from transferring within or entering the profession.

106.06 Members shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws and requirements of the profession.

106.07 (Rescinded 9/20/2017)

106.09 Members shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

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**CANON SEVEN**

- 107.00 Members shall cooperate with other officials and organizations who are using legal and ethical means to achieve the goals and objectives of the peace officer profession.
- 107.01 Members, within legal and agency guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals or objectives.
- 107.02 Members, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in the proper performance of their duty.
- 107.03 Members shall, within legal and agency guidelines, endeavor to communicate to the people of their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

**CANON EIGHT**

- 108.00 Members shall not compromise their integrity, nor that of their agency or profession by accepting, giving or soliciting any gratuity.
- 108.01 Members shall refuse to offer, give or receive gifts, favors or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate peace officers from normal social practices or to preclude gifts among friends, associates or relatives where appropriate.
- 108.02 Members shall not consider their badge of office as a license designed to provide them with special favor or consideration.

**CANON NINE**

- 109.00 Members shall observe the confidentiality of information available to them through any source, as it relates to the peace officer profession.
- 109.01 Members shall be aware of and shall meticulously observe all legal restrictions on the release and dissemination of information.
- 109.02 Members shall treat as confidential the official business of their employing agency, and shall release or disseminate such information solely in an authorized manner.
- 109.03 Members shall treat as confidential that information confided to them personally. They shall disclose such information as required in the proper performance of their duties.
- 109.04 Members shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.
- 109.05 Members shall treat as confidential all matters relating to investigations, internal affairs and personnel.

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**CHAPTER II  
DEFINITIONS**

**210.00 ORGANIZATIONAL DEFINITIONS**

The following definitions will govern terminology to be used in all communications and whenever reference is made to any organizational unit. They are presented here to provide uniformity and clarification of terminology commonly used when discussing the operations and organization of the Marin County Sheriff's Office.

**210.01 SHERIFF'S OFFICE**

The Marin County Sheriff's Office and its organizational units.

**210.02 SHERIFF'S OFFICE ACTION**

All activities conducted by Sheriff's Office members or professional staff relating to any law enforcement duties and/or Sheriff's Office responsibilities are considered Sheriff's Office actions.

**210.03 BUREAU**

The first subordinate organization unit within the Sheriff's Office.

**210.05 DIVISION**

A unit with jurisdiction-wide coverage and immediately subordinate to a Bureau.

**210.07 SECTION**

A functional unit, which may be a subunit of a Bureau or Division or under the immediate direction of the Office of the Sheriff. It may be commanded by any rank, depending upon its size and the nature and importance of its function.

**210.11 DETAIL**

A subdivision of a division, section or unit, the personnel of which are assigned to a specialized activity.

**210.13 UNIT**

Any number of members and/or employees of the Sheriff's Office regularly grouped together under one head to accomplish a Sheriff's purpose.

**210.15 PLATOON (rescinded 1/3/03)**

**210.17 SQUAD**

A unit composed of a group of officers.

**210.21 AREA**

A geographical area administratively designed for purposes of investigation, supervision or patrol.

**210.23 BEAT**

A geographical area of variable size within an area to which one or more officers are specifically assigned for patrol purposes.

**210.25 ZONE**

A geographical area of variable size within the county used for reporting and statistical purposes.

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220.00 PERSONNEL DEFINITIONS

220.01 MEMBER

Any person appointed by the Sheriff's Office as a full-time, regularly salaried peace officer including Coroner's Division staff described by California Penal Code Section 830.35, and members of the Sheriff's reserves.

220.02 PROFESSIONAL STAFF

Every person, other than members, appointed or assigned to the Sheriff's Office in any permanent or temporary Merit System Classification.

220.03 EMPLOYEE

Every person appointed or assigned to the Sheriff's Office in any permanent or temporary Merit System Classification. This includes all members and professional staff in full-time and part-time positions.

220.04 VOLUNTEER

A person who is not an employee of the Sheriff's Office, but who has been authorized to perform specific tasks for the Sheriff's Office in a non-paid status.

220.05 COMMAND OFFICER

Members of the Sheriff's Office holding the rank of Lieutenant or higher.

220.06 DIVISION MANAGER

Professional staff person assigned as the manager in charge of a Sheriff's Office Division. *[Added 2/10/03]*

220.07 COMMANDING OFFICER

Any command officer in charge of an organic unit.

220.09 OFFICER-IN-CHARGE

Any employee or member below the rank of Lieutenant in charge of an organic unit.

220.11 SUPERVISORY OFFICER

Employees of the Sheriff's Office assigned to positions requiring the exercise or immediate supervision over activities of other employees.

220.13 SUPERIOR OFFICER

A person holding a higher supervisory or command rank or position.

220.15 SENIORITY

Seniority in the Sheriff's Office is established first by rank and secondly by the aggregate time served in rank whether on a regular, assigned or temporary basis. Where conflict occurs because of identical service or dates of appointment, the member with the higher position of the Merit System eligibility list from which the appointments were made is deemed to be senior. In situations requiring decision or control where the officers are of equal rank, the senior will make the decision and exercise control unless otherwise directed by a higher ranking command or supervisory officer or the other is assigned as the officer-in-charge.

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220.17 PRECEDENCE

For the purposes of seniority, the following is the precedence of ranks of members in descending order:

SHERIFF  
UNDERSHERIFF  
CAPTAIN  
LIEUTENANT  
SERGEANT  
DEPUTY SHERIFF

230.00 OTHER TERMINOLOGY

230.01 SHERIFF'S OFFICIAL MANUALS

Reference guides specifying the rules and regulations governing the conduct of personnel and the operation of the Sheriff's Office, as well as specifying Sheriff's Office policies and procedures. Sheriff's Office General Orders will be incorporated into the appropriate Sheriff's Office manual. All manuals in force in this Sheriff's Office are issued by authority of the Sheriff and carry the weight of a General Order. Compliance with the provisions of Sheriff's Office manuals is required.

230.03 GENERAL ORDERS

Written directives issued at Sheriff's Office, Bureau or Divisional level by the Sheriff, Undersheriff or Captain respectively. General Orders remain in full force and effect until amended, superseded or canceled by the issuing authority. Sheriff's Office General Orders establish policy, procedure or regulations governing matters that affect the entire Sheriff's Office. They are the most authoritative directive issued by the Sheriff's Office and may be used to amend, supersede or cancel any other rule, regulation or order. The original signed copy shall be maintained in the Administration Division files.

230.05 POLICIES AND PROCEDURES

Written directives issued at Bureau or Divisional level by the Sheriff, Undersheriff or Captain respectively. They specify policies and procedures to be followed during particular situations or while fulfilling a Sheriff's Office action. Bureau and Divisional Policies and Procedures are usually effective only within the Bureau or Division(s) to which they are directed. The original signed copy of all Bureau and Divisional Policies and Procedures shall be maintained in the Administration Division files. *[Revised 2/10/03]*

230.05 SPECIAL ORDERS

Written directives issued at Sheriff's Office, Bureau or Divisional level by the Sheriff, Undersheriff or a commanding officer of a division, respectively. They specify instruction governing particular situations. Special Orders are automatically cancelled when their objectives are achieved. Sheriff's Office Special Orders affect the entire Sheriff's Office. Bureau and Divisional Special Orders are effective only within the Bureau or Division in which issued. A copy of all Bureau and Divisional Special Orders shall be forwarded to the Office of the Sheriff, and to the Administration Division.

230.06 ADMINISTRATIVE INSTRUCTION

A written order issued by a commanding officer, establishing a principle, policy or procedure concerning a given subject not covered by a General or Special Order or Policy and Procedure or a Manual and directed to employees under the command of or within the responsibility of the issuing officer.

230.23 BEGINNING OF DAY AND WEEK

The Sheriff's Office day for record purposes shall begin at 0001 hour and shall conclude at 2400 hours. The Sheriff's Office week for record purposes shall commence at 0001 hours each Monday.

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230.25 THE WORK DAY

The day in which the member or employee is directed to perform his duties. In a case where a member or employee is detailed to consecutive hours of duty that cover portions of two successive days, the following rules will apply: \*If a member or employee is directed to commence work prior to 2200 hours, the day of commencing work shall be considered for record and detail purposes to be his "work day." \*If the member or employee is directed to commence work at or after 2200 hours, the following day shall be considered for record and detail purposes to be his "work day."

230.27 INDICATION OF TIME AND DATE

All reports and intra-Sheriff's Office correspondence requiring time indication shall be stated according to the 24-hour clock system. The date shall be indicated in the conventional manner (month, day, year.) *[Revised 2/10/03]*

230.29 RIGHT

In reference to conditions of employment, the term "right" shall designate those conditions specifically outlined by State or Federal law, County Ordinances or Merit System rules and items specifically spelled out in any contracts between the County of Marin and Sheriff's employee organizations; (e.g., every member or employee has a "right" to a specified annual leave.)

230.31 PRIVILEGE

Employment conditions that are not "right" but are granted at the convenience of the Sheriff's Office.

230.33 SHALL/WILL

Indicates that the action is mandatory.

230.35 MAY

Indicates that the action is permissive.

230.37 SHOULD

Should is advisory. Where used it is intended that, while the procedure is not mandatory, it should be followed in the interest of the Sheriff's Office.

230.39 GENDER

The use of the masculine gender in any directive or manual includes the female gender, when applicable.

230.41 TENSE OF WORDS

Words used in the present tense include the future.

230.43 PLURALITY OF WORDS

The singular includes the plural and the plural includes the singular.

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**CHAPTER III  
COMMAND AND SUPERVISORY  
RESPONSIBILITIES AND AUTHORITY**

**310.00 BUREAU COMMANDER**

**310.01 AUTHORITY**

A Bureau Commander is appointed to the rank of Captain by the Sheriff to provide administrative and executive assistance to the latter. Subject to the authority of the Sheriff, a Bureau Commander shall issue such General and/or Special Orders, and/or Policy and Procedures as may be necessary to promote the effective operations of all activities within the command.

**310.02 RESPONSIBILITIES**

Members appointed to the rank of Bureau Commander are ordinarily assigned to command a Bureau of the Sheriff's Office but may be assigned additional duties by the Sheriff. A Bureau Commander, subject to direction by the Sheriff or Undersheriff, shall be responsible for planning, directing, controlling and coordinating all activities within his command. A Bureau Commander will report personally to the Sheriff or Undersheriff at stated times and shall submit such reports relating to his command as may be required by them.

**320.00 COMMANDING OFFICERS**

**320.01 AUTHORITY AND RESPONSIBILITIES**

Subject to direction from higher command, a commanding officer has direct control over all members and employees within his command. In addition to the general and individual responsibilities of all members and employees and supervisory officers, a commanding officer is responsible for the following:

**320.11 COMMAND**

The direction and control of personnel under his command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command and/or supervision in his absence.

**320.13 LOYALTY AND ESPRIT DE CORPS**

The development and maintenance of esprit de corps and loyalty to the Sheriff's Office.

**320.15 DISCIPLINE AND MORALE**

The maintenance of discipline and morale within the command and the investigation of personnel complaints not assigned elsewhere.

**320.17 INTER-DIVISIONAL ACTION**

The promotion of harmony and cooperation with other units of the Sheriff's Office. Initiation of proper action in cases not regularly assigned to his command when delay necessary to inform the proper unit might result in a failure to perform a law enforcement duty.

**320.19 ORGANIZATION AND ASSIGNMENT**

Proper organization and assignment of duties within his unit to assure proper performance of Sheriff's Office functions and those of his command.

**320.21 REPORTS AND RECORDS**

Preparation of required correspondence, report and maintenance of records relating to the activities of his command. Assurance that information is communicated up and down the chain of command as required.

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320.23 MAINTENANCE

Assurance that quarters, equipment, supplies and material assigned to his command are correctly used and maintained.

324.00 WATCH COMMANDER

324.01 AUTHORITY AND RESPONSIBILITIES

The Watch Commander, during his tour of duty, exercise the same authority and has the same responsibilities as his commanding officer, subject to orders of the Division Commander or higher authority. In the absence of the Watch Commander, the Sergeant of the watch is in charge unless otherwise provided. In addition to the general and individual responsibilities of all members and employees, the Watch Commander is specifically responsible for the following:

324.02 GOOD ORDER

The general good order of his command during his tour of duty to include proper discipline, conduct, welfare, field training and efficiency.

324.03 ROLL CALL

Conduct of prescribed roll calls, communication of all orders or other information at roll call and inspection and correction of his command as necessary.

324.05 REPORTING

Reporting as required by the Division Commander. Maintenance of such records as specified by higher authority.

324.07 PERSONNEL COMPLAINTS

Inquiry into personnel complaints against members and employees under his command in accordance with the provisions of this manual.

326.00 PATROL DIVISION WATCH COMMANDER – ADDITIONAL AUTHORITY

In the absence of those members of the Sheriff's Office who regularly exercise such authority over the Sheriff's Office, the Patrol Division Watch Commander shall be designated as the ranking authority of the Sheriff's Office. This authority and responsibility is not limited or confined to the Watch Commander's own division but shall include supervision over and the responsibility for all *on-duty* personnel in the Sheriff's Office.

330.00 SUPERVISORS

330.01 AUTHORITY AND RESPONSIBILITIES

Supervisors are individuals assigned to positions requiring the supervision of other employees, either by virtue of the Merit System Classification or by specific designation from the Sheriff. In addition to the general and individual responsibilities of all members and professional staff, each supervisor is specifically responsible for the following:  
*[Revised 2/10/03]*

330.11 SUPERVISION

A supervisor may be assigned to field or office duties. During his tour of duty he must closely supervise the activities of his subordinates, making corrections where necessary and commending where appropriate.

330.13 LEADERSHIP

Effective supervision demands leadership. Provision of leadership shall include on-the-job training as needed for efficient operation and coordination of effort when more than one employee is involved.



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330.15 DIRECTION

Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend to subordinates outside his usual sphere of supervision if the Sheriff's objective or reputation of the Sheriff's Office so requires or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than his own to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible.

330.17 ENFORCEMENT OF RULES, ETC.

Supervisors are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct or neglect of duty by a subordinate.

330.21 ASSISTING SUBORDINATES

A supervisory officer shall have a working knowledge of the duties and responsibilities of his subordinates. He shall observe contact made with the public by his subordinates and be available for assistance or instruction as may be required. Field supervisors shall respond to calls of serious emergencies, felonies in progress, assaults and other unless actively engaged in a Sheriff incident of equal or higher priority. He should observe the conduct of the assigned personnel and take active charge when necessary.

335.00 (rescinded 1/30/03)

335.01 (rescinded 1/30/03)

335.02 (rescinded 1/30/03)

340.00 GENERAL RESPONSIBILITIES OF EMPLOYEES

It shall be the duty and responsibility of each employee to fulfill to the greatest extent possible the functions of the Sheriff's Office and the bureau, division or unit to which one is assigned and to perform any duty assigned by a superior officer. *[Revised 2/10/03]*

345.10 ADDITIONAL RESPONSIBILITIES OF MEMBERS

- a. The prevention of crime.
- b. The suppression of crime
- c. The enforcement of laws
- d. The arrest of offenders, depending upon the nature of his specific assignment.
- e. Initiating proper Sheriff's Office action when necessary. *[Revised 2/10/03]*

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**CHAPTER IV**  
**RULES AND REGULATIONS FOR ALL EMPLOYEES**

400.00 PROFESSIONAL CONDUCT AND RESPONSIBILITIES

410.02 STANDARD OF CONDUCT

Employees shall conduct their private and professional lives in such a manner as to avoid bringing the Sheriff's Office into disrepute.

410.04 LOYALTY

Loyalty to the Sheriff's Office and to associates is an important factor in Sheriff's Office morale and efficiency. Members and employees shall maintain a loyalty to the Sheriff's Office and their associates as is consistent with the law and personal ethics.

410.06 COOPERATIONS

Cooperation between the ranks and units of the Sheriff's Office is essential to effective law enforcement. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation within the Sheriff's Office.

410.08 ASSISTANCE

All members are required to take appropriate law enforcement action toward aiding a fellow peace officer exposed to danger or in a situation where danger might be impending.

410.14 GENERAL RESPONSIBILITIES – SHERIFF'S

Within the County of Marin, members shall at all times take appropriate action to:

- Protect life and property
- Preserve the peace
- Prevent crime
- Detect and arrest violators of the law
- Enforce all Federal, State and County laws and ordinances coming within the Sheriff's Office jurisdiction

410.16 DUTY RESPONSIBILITIES

Members of the Sheriff's Office are always subject to duty although periodically relieved of its routine performance. They shall, at all times, respond to the lawful orders of superior officers and other proper authorities as well as calls for Sheriff's assistance from citizens. Proper law enforcement action must be taken whenever required. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the Sheriff's Office does not relieve members of other units from the responsibility of taking prompt, effective action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

410.18 INSUBORDINATION

Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer or his orders, whether in or out of his presence, is also insubordination.

410.22 QUESTIONS REGARDING ASSIGNMENT

Employees in doubt as to the detail and nature of their assignment shall seek such information from their supervisors by going through the chain of command. *[Revised 2/17/03]*

410.24 KNOWLEDGE OF LAWS AND REGULATIONS

Every employee is required to establish and maintain a working knowledge of laws and ordinances in force in the County of Marin applicable to their assigned duties, the rules and policies of the Sheriff's Office and the General and Special Orders, Policies and

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Procedures of the Sheriff's Office and divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, rule or policy in question.

**410.26 PERFORMANCE OF DUTY**

Employees shall perform their duties as required or directed by law, Sheriff's Office rule, policy or order or by order of a superior officer. All lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.

**410.28 OBEDIENCE TO LAWS AND REGULATIONS**

Employees shall observe and obey all laws and ordinances, all rules and regulations of the Sheriff's Office and all General or Special Orders and Policies and Procedures of the Sheriff's Office or division thereof.

**410.34 ESTABLISHING ELEMENTS OF VIOLATION**

Existence of facts establishing a violation of a law, ordinance or rule is all that is necessary to support any allegation of such as a basis for a charge under this section. It is not necessary that a formal complaint be filed or sustained. Nothing in this Manual of Rules prohibits disciplining or charging members or employees merely because the alleged act or omission does not appear herein, in Sheriff's Office orders or in laws and ordinances within the cognizance of the Sheriff's Office.

**410.36 REPORTING VIOLATION OF LAWS, ORDINANCES, RULES OR ORDERS**

Employees knowing of other members or employees violating law, ordinances, rules of the Sheriff's Office or disobeying orders shall report same in writing to the Sheriff via official channels. If the member or employee believes the information is of such gravity that it must be brought to the immediate personal attention of the Sheriff, official channels may be bypassed.

**410.42 CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS AND ASSOCIATES**

Employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and particularly in the presence of other members, employees or the public, officers should be referred to by rank.

**410.44 CRITICISM OF ORDERS**

Employees shall not publicly criticize instructions or orders they have received.

**410.46 MANNER OF ISSUING ORDERS**

Orders from superior to subordinate shall be in clear understandable language, civil in tone and issued in pursuit of Sheriff's Office business.

**410.48 UNLAWFUL ORDERS**

No command or supervisory officer shall knowingly issue any order that is in violation of any law or ordinance or Sheriff's Office rule.

**410.52 OBEDIENCE TO UNLAWFUL ORDERS**

Obedience to an unlawful order is never a defense for an unlawful action; therefore, no employee is required to obey any order that is contrary to Federal or State law or County ordinance. Responsibility for refusal to obey rests with the employee. He shall be strictly required to justify his action.

**410.54 OBEDIENCE TO UNJUST OR IMPROPER ORDERS**

Employees who are given orders they feel to be unjust or contrary to rules and regulations, must first obey the order to the best of their ability and then may proceed to appeal as provided below. (Section 410.58)

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410.56 CONFLICTING ORDERS

Upon receipt of an order conflicting with any previous order or instruction, the employee affected will advise the person issuing the second order of this fact. Responsibility or countermanding the original instruction then rests with the individual issuing the second order. If the person, giving such order does not change it to eliminate the conflict, the order shall stand and that person shall bear the responsibility. If so directed, the latter command shall be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the Sheriff's Office.

410.58 REPORTS AND APPEALS – UNLAWFUL, UNJUST, IMPROPER ORDERS

An employee receiving an unlawful, unjust or improper order shall, at first opportunity, report in writing to the Sheriff through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. Extra Sheriff's Office action regarding such an appeal shall be conducted through the Office of the Sheriff.

410.64 GIFTS, GRATUITIES, FEES, REWARDS, LOANS, ETC., SOLICITING

Employees shall not, under any circumstances, solicit any gift, gratuity, loan or fee where there is any direct or indirect connection between the solicitation and their Sheriff's Office membership or employment.

410.66 ACCEPTANCE OF GIFTS, GRATUITIES, FEES, LOANS, ETC.

Employees shall not accept either directly or indirectly a gift, gratuity, loan, fee or any other thing of value arising from or offered because of Sheriff employment or any activity connected with said employment. Members and employees shall not accept any gift, gratuity, loan, fee or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of said employee or any other employee in any matter of Sheriff business; or which tend to cast an adverse reflection on the Sheriff's Office or any member thereof.

410.68 OTHER TRANSACTIONS

Every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to his attention or which arose out of his Sheriff's Office employment except as may be specifically authorized by the Sheriff.

410.74 DISPOSITION OF UNAUTHORIZED GIFTS, GRATUITIES, ETC.

Any unauthorized gift, gratuity, loan, fee, reward or other thing falling into any of these categories coming into the possession of any member or employee shall be forwarded to the Office of Sheriff together with a written report explaining the circumstances connected therewith.

410.76 FREE ADMISSIONS AND PASSES

Employees shall not solicit or accept free admission to theaters or other places of amusement for themselves or others except in the line of duty.

410.82 CRITICISM OF PERSONS

Employees in their official capacity shall not publicly criticize or ridicule any official act of any member or employee of this or any other Sheriff's Office or office of a City, County, State or Federal government.

410.84 CONTROVERSIAL DISCUSSION

Employees on duty shall not speak slightly of any nationality, race, sex or religion. No posters, cartoons or written material of any kind that reflect on a particular race, sex, creed or nationality in a derogatory manner are to be posted or distributed anywhere in the Sheriff's Office and/or Substations.

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420.00 GENERAL CONDUCT ON DUTY

420.02 PROHIBITED ACTIVITY ON DUTY

Employees are prohibited from engaging in the following activities while on duty; with the exceptions as noted:

- Sleeping, loafing, lingering
- Recreational reading (except meals)
- Conduct of private business
- Carrying of newspapers or other articles (except in the performance of police duty)
- Drinking intoxicating beverages (except in performance of law enforcement duty, and then only with a specific consent of a commanding officer and never in uniform)
- Gambling, unless to further a law enforcement purpose.

420.04 LOITERING

All members on duty or in uniform shall not enter taverns, theaters or other public places except to perform a law enforcement task. Loitering and unnecessary conversation in such locations is forbidden. Eating in a licensed liquor establishment, although not forbidden, is discouraged. Members and employees off duty and not on any official standby shall not loiter in Sheriff's Office areas.

420.06 MILITARY COURTESY

When meeting in public, members shall conform to normal courtesy standards and refer to each other by rank.

420.08 NATIONAL COLORS AND ANTHEM

Uniformed members will render full military honors to the National Colors and Anthem at appropriate times. Employees in civilian dress shall render proper civilian honors to the National Colors and Anthem at appropriate times.

420.14 ROLL CALL

Unless otherwise directed, employees shall report to daily roll call at the time and place specified properly uniformed and equipped. They shall give careful attention to orders and instructions avoiding unnecessary talking or movement.

420.16 RELIEF

All employees are to remain at their assignment and on duty until properly relieved by another employee or until dismissed by competent authority.

420.18 MEALS

Members may suspend their police duty for a lunch period to be taken within their beats or assigned duty areas, subject to modification by the watch supervisor. Meals shall be eaten with reasonable dispatch and in public view when in a public establishment. Uniformed members are subject to recall at any time if it is reasonable and necessary to protect the public safety and/or reasonable and necessary to effectively carry out the Sheriff's Mission of providing professional, innovative, and proactive public safety services.

420.22 REPORTING

Employees shall promptly submit such reports as are required by the performance of their duties or by competent authority.

420.24 ABSENCE FROM DUTY

Every employee who fails to appear for duty at the date, time and place specified for so doing, without the consent of competent authority, is "absent without leave." Such absences within the period of one day must be reported in writing to the Division

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Commander. Absences without leave in excess of one day must be reported in writing to the Sheriff.

**420.32 PHYSICAL FITNESS FOR DUTY**

All members of the Sheriff's Office shall maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.

**420.34 CONSUMPTION OF INTOXICANTS**

Members and employees shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that the ability to perform duty is impaired. Members shall not consume intoxicants while on duty unless necessary in the performance of a law enforcement task and then only with the specific permission of a commanding officer and never in uniform.

**420.38 INTOXICANTS ON SHERIFF'S OFFICIAL PREMISES**

Employees shall not bring into or keep any intoxicating liquor on Sheriff's Office premises except:

- When necessary in the performance of a law enforcement task.
- Packaged goods for temporary storage in locker spaces or secured personnel areas when the seals are unbroken.
- Liquor brought into Sheriff's Office premises in the furtherance of a law enforcement task shall be properly identified and stored according to current policy.

**420.42 CONSUMPTION OF DRUGS**

- (1) Employees shall not use narcotics, hallucinogens or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, members or employees shall notify their supervisor prior to reporting for duty.
- (2) Members under the influence of legal drugs and/or medication to the extent that their ability to perform their duty is impaired, shall not report for duty but shall be excused from duty either on sick time or compensatory time.
- (3) Members shall not consume drugs and/or medication while on duty or prior to duty to the extent that their ability to perform said duty is impaired.

**420.44 OFFICER-IN-CHARGE: RESPONSIBILITY**

Any member reporting for or on duty in violation of Sections 420.34, 420.36 or 420.42, or unfit for duty because of emotional instability or physical disability, shall be relieved of duty by the Officer-in-Charge. A written report shall be submitted to the Commanding Officer by said Officer-in-Charge setting forth the circumstances of the incident and a recommendation regarding possible disciplinary action if applicable.

**420.48 NEWSPAPERS – PERIODICALS: READING ON DUTY**

Employees shall not read newspapers, periodicals or similar material in the public view, except in connection with official duty or at meals.

**420.52 SMOKING WHILE ON DUTY**

Employees shall not smoke on duty while in direct contact with the public, except that smoking is permitted in public view at mealtimes where there is no rule, policy or legislation precluding said smoking. Effective, January 1, 1994, Marin County Code Section 7.70.030 prohibits smoking in any County owned facility or vehicle, except for vehicles permanently assigned to an employee.

**420.58 DUTY: SIGNING OFF**

Employees shall sign themselves off duty on the time sheet in person and at the station at the expiration of their tours of duty unless exceptional procedure is authorized by a superior officer.

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420.62 DUTY: REQUIRED

Employees on duty shall devote their entire time and energies to the duties and responsibilities of the rank, grade or position to which they are assigned, either permanently or temporarily, as specified by laws, ordinances, Sheriff's Office orders and instructions from superior officers.

420.64 DUTY: COMMUNICATIONS – MAINTENANCE OF

Members on duty or when officially on call shall be directly available by normal communication or shall keep their office, headquarters or superior officer informed of the means by which they may be reached when not immediately available.

430.00 DUTY REQUIREMENTS – MISCELLANEOUS

From time to time, the Sheriff may call for full dress inspections of the Sheriff's Office or any part thereof. Members directed to attend such inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection is chargeable as "absence without leave."

430.06 TRAINING

All employees shall attend in-service training in the theory and practice of law enforcement, administration of justice and public administration at the direction of the Sheriff or Commanding Officer. Such attendance is considered a duty assignment.

430.08 EXPENSE: SHERIFF'S OFFICIAL – INCURRING

Employees shall not knowingly and intentionally incur any unauthorized Sheriff's Office expense or liability without approval of a superior officer, except when necessary under emergency conditions.

430.12 CITIZENS: DIRECTING

Employees shall comply, whenever possible, with requests by citizens for public information. If necessary, they shall direct such persons to the nearest location where the information may be obtained.

430.14 CITIZENS: COMPLAINTS BY

Employees on duty shall be attentive to reports and complaints by citizens and either give personal attention or refer them to the proper person or agency.

430.16 IDENTIFICATION TO PUBLIC

Employees on official business shall, upon request, identify themselves immediately by giving their names and displaying their badges or official credentials unless such action is likely to jeopardize the successful completion of law enforcement assignment.

430.22 ACTS/STATEMENTS BY EMPLOYEES

Employees shall not perform any acts or say or write anything for publication or otherwise, which tend to bring the Sheriff's Office or its administrative officers into disrepute or ridicule, or which destructively criticize the Sheriff's Office or its administrative officers in the performance of their official duties and obligations of officers of the Sheriff's Office; or which tend to interfere with or subvert the reasonable supervision or proper discipline of officers of the Sheriff's Office.

430.24 SHOPPING IN UNIFORM

Members in uniform shall not shop extensively or carry large quantities of merchandise unless directly connected with their normal law enforcement activity or required in the line of duty.

430.26 SHERIFF'S OFFICE BUSINESS CARDS

Nothing will be entered on any Sheriff's Office business card that confers special consideration to the recipient. Such a card will be forwarded to the Office of the Sheriff

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should a member come into its possession, together with a report of how he obtained the card.

430.27 SHERIFF'S OFFICIAL KEYS

No employee shall possess a Sheriff's Office key for any key areas unless authorized by a command offer and issued by the key custodian. Members and employees shall obtain permission from the key custodian before lending or furnishing Sheriff's Office keys to any persons not employed by the Sheriff's Office.

430.28 PERSONNEL INFORMATION

All requests for information concerning personnel, i.e., status, salary, etc., shall be referred to the Professional Standards Section, Administration Division.

430.32 ADDRESS AND TELEPHONE NUMBERS

Immediately upon reporting for duty in a new unit, employees shall record their correct residence address and telephone number with the Commanding Officer. Employees are required to have operational telephones in the place where they reside. Changes in address or telephone numbers shall be reported to the Commanding Officer within 24 hours of the change. This shall be done in writing on the appropriate form and within the specified time whether the member or employee is working or on leave. A copy of the written notification will also be sent to the Administration Division, Attention: Business Office.

430.34 FALSE REPORTS, STATEMENTS, AFFIDAVITS

No employee of this Sheriff's Office shall knowingly or intentionally prepare, sign and/or submit a false report, statement or affidavit. No employee shall knowingly make a false oral report.

430.36 SIGNING PETITIONS

No employee of this Sheriff's Office shall sign any petition as a member of the Sheriff's Office except by authority of the Sheriff.

430.38 OFFICIAL BUSINESS, TRANSACTION OF

Every employee of this Sheriff's Office must transact official business through channels.

430.42 LEGAL OPINIONS REQUESTED

No employee of this Sheriff's Office may request a formal, written opinion from the County Counsel, District Attorney or the Attorney General except through channels. Captains and above may authorize a request for legal opinion from the County Counsel or District Attorney. Sheriff or Undersheriff must authorize a request for Attorney General opinion. *[Revised 2/10/03]*

430.44 COOPERATION – OTHER PUBLIC AGENCIES

Employees shall cooperate with all law enforcement agencies (City Police, Sheriff's Offices) and government agencies and shall give aid and information as such organizations may be entitled to receive, consistent with Sheriff's Office order and California law. *[Revised 2/10/03]*

430.46 BULLETIN INFORMATION: KNOWLEDGE OF

Members shall acquaint themselves – daily when on duty and immediately upon return from an absence – with information on the Daily Bulletin and wanted circulars, pertinent to themselves or their assignments.

430.48 OFF-DUTY RESPONSE TO EMERGENCIES

Employees' off-duty shall report for duty immediately upon receipt of and in compliance with the directions given them at the time of notification.



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430.52 COMPENSATION FOR DAMAGES ON DUTY

Members shall not seek, in any way nor shall they accept from any person, money or other compensation for damages sustained on duty without first notifying the Sheriff in writing and following legal options available.

430.52 COMPENSATION FOR DAMAGES OFF-DUTY

Members on salary from the County of Marin for illness or injury sustained off-duty shall notify the Sheriff in writing of any intent to seek, sue, solicit or accept compensation as damages for such illness or injury. This notice shall be filed before any action is taken. It shall include the facts of the claim and the name of the respondent. This shall not apply to any medical or accident insurance compensation to which the member or employee shall be entitled due to his enrollment in a health, medical and/or accident insurance plan.

430.56 SECURITY OF SHERIFF'S OFFICIAL BUSINESS

Employees shall not reveal law enforcement information outside the Sheriff's Office except as provided elsewhere in this manual or as required by law or competent authority (specifically, information contained in Sheriff's Office records and any other information ordinarily accessible only to members of the Sheriff's Office.)

430.58 IMPARTIAL ATTITUDE

All members, while charged with the vigorous and unrelenting enforcement of the law, must remain completely impartial toward all persons coming to the attention of the Sheriff's Office. Violations of the law are against the people of the State of California, not against the individual officer. All citizens are guaranteed equal protection under the law. Exhibiting partiality for or against a person because of race, creed, color or influence is conduct unbecoming an officer; similarly unwarranted interference in the private business of others, when not in the interests of justice, is also unbecoming conduct.

430.62 AVAILABILITY WHEN ON DUTY

Members shall not conceal themselves, except for some law enforcement purpose. They shall be immediately and readily available to the public during duty hours.

430.63 RESPONDING TO CALLS

Members on duty shall respond without delay to all calls for law enforcement assistance from citizens or other personnel. Emergency calls take precedence; however, all calls shall be answered as soon as possible, consistent with normal safety precaution, laws, and general orders. Failure to answer a call for law enforcement assistance without justification is misconduct. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any land wire or radio call directed to him. Communications will be informed at all times when leaving the air.

430.66 COOPERATION: PRESS

Officers shall extend full cooperation to members of the press consistent with Sheriff's Office orders and current statutes. If a request is made by a member of the press that cannot be met and the matter cannot be resolved satisfactorily by the officer, it shall be referred to a superior officer.

430.68 CONDUCT TOWARD THE PUBLIC

Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly avoiding harsh, violent, profane or insolent language, and always remain calm, regardless of provocation to do otherwise. Upon request, they are required to supply their names and star or serial numbers in a businesslike and professional manner, unless such action is likely to jeopardize the successful completion of a law enforcement assignment. They shall attend to requests from the public quickly and accurately avoiding unnecessary referral to other parts of the Sheriff's Office.

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430.69 CARING FOR LOST, HELPLESS, INJURED OR ILL PERSONS

Members shall always be alert to assist lost, helpless, injured or ill persons. Every member is strictly charged with maintaining a proficiency in First Aid and CPR techniques authorized by the American Red Cross and taught in the Sheriff's training school. Failure or inability to render First Aid or CPR competently is considered to be serious neglect of duty.

430.72 PERSONAL PREFERMENT

No employee may seek the influence or intervention of any person outside the Sheriff's Office for purposes of personal preferment, advantage, transfer or advancement.

430.74 DEPARTMENT

Employees, whether on duty or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior and shall not commit any act tending to bring reproach or discredit upon the Sheriff's Office or the County of Marin.

430.82 OFF-DUTY: SERVICE REQUIREMENTS

Officers off-duty should perform necessary Sheriff's services in the County of Marin and may perform necessary law enforcement services in other jurisdictions whenever they are aware of a serious criminal offense or there is a present threat to life and when such service can be performed without violating any existing Sheriff's Office order. When off-duty, officers' performing a Sheriff's Office action in connection with this regulation, shall advise the Watch Sergeant of the nature, location and circumstances surrounding said action. The Watch Sergeant shall immediately notify the Watch Commander who shall initiate the proper action.

440.00 PUBLIC ACTIVITIES

440.02 PUBLICITY

Employees shall not seek personal publicity in the course of their employment.

440.06 COMMERCIAL TESTIMONIALS

Employees shall not permit their names or photographs to be used to endorse any product or service that is in any way connected with law enforcement without the permission of the Sheriff. They shall not, without the permission of the Sheriff, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with this Sheriff's Office.

440.08 PUBLIC APPEARANCE REQUESTS

All requests for public appearances by Sheriff's Office personnel before any group or organization for the purpose of presenting Sheriff's Office information or knowledge of public interest in a lecture, speech, talk, demonstration or by other means, shall be referred to the Bureau Commander concerned.

440.12 APPEARANCES ON ORAL BOARDS

An employee receiving a request to participate in any type of personnel or oral interview board shall instruct the requesting party to forward a written request to the Office of the Sheriff. The Professional Standards Unit shall process such requests.

440.14 OUTSIDE EMPLOYMENT

Prior to engaging in any outside business or employment, the member or employee shall submit a request for permit to do so to the Sheriff via channels on the approved form.

440.16 ISSUANCE OF PERMIT

The decision of the Sheriff to issue or deny a permit to work outside of the Sheriff's Office is final and appeal to higher or other levels will not be considered. Sheriff's Office General Orders will govern the issuance or denial of the permit and its use.

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440.22 MEMBERSHIP IN ORGANIZATIONS

Except for the armed forces reserve components enumerated in the California Veterans Code, employees shall not affiliate themselves with any organization or group, the constitution or bylaws of which in any way exacts prior consideration or which would prevent its members from rendering proper and efficient service to the Sheriff's Office.

440.24 SUBVERSIVE ORGANIZATIONS

No employee shall knowingly become a member or be connected with any subversive organization, except when necessary in performance of duty and then only under the direction of the Sheriff.

440.26 POLITICAL ACTIVITY

Employees shall not engage in improper political activity; nor shall they engage in political activities or services of any nature during those hours in which they are employed by the Sheriff's Office; nor shall they use any county funds, supplies, property or equipment in performing any services of a political nature. Members shall not appear at any political activity in the Marin County Sheriff's Office uniform on or off duty without the written authorization of the Sheriff unless assigned there in a law enforcement capacity.

450.00 CORRESPONDENCE

450.03 OFFICIAL LETTERS

Official letters shall be written on the standard office letterhead. Use of official letterhead shall be restricted to official business.

450.07 RESTRICTIONS: EMPLOYEES SHALL NOT:

- Use Sheriff's Office letterheads for private correspondence.
- Send correspondence out of the Sheriff's Office over their signatures without the general permission of the Sheriff, Undersheriff or Captain. A copy of all such official letters shall be filed in the office of origin. *[Revised 2/10/03]*

450.12 FORWARDING COMMUNICATIONS TO HIGHER COMMANDS

Any member or employee receiving a written communication for transmission to a higher command shall, in every case, forward such communication. An employee receiving a communication from a subordinate directed to a higher command shall endorse it indicating approval, disapproval or acknowledgment. The employee shall respond to the sender within five (5) days of receipt of the communication.

450.18 SHERIFF'S OFFICE ADDRESS: PRIVATE USE OF

Employees shall not use the Sheriff's Office as a mailing address for private purposes.

460.00 EQUIPMENT – MISCELLANEOUS

460.03 TELEPHONES

Sheriff's Office telephone equipment is not to be used for the transmission of private messages without permission of a commanding officer.

460.05 RADIO DISCIPLINE / COMPUTER DISCIPLINE

All employees of the Sheriff's Office operating the Sheriff's radio and/or mobile data terminal, either from a mobile unit or in the communications section, shall strictly observe regulations for such operations as set forth in Sheriff's Office orders and by the Federal Communications Commission.

460.07 INTERRUPTION OF TELEPHONE SERVICES

Employees using the telephone system shall not interrupt a conversation in process unless required by emergency. If it is necessary to break into a conversation, the individual so doing should advise the parties talking of his name and the fact that he has an emergency transmission.

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470.00 DEATH AND INJURY NOTIFICATIONS

470.02 DEATH OR SERIOUS INJURY

When a member is killed or seriously injured either on or off duty, immediate verbal notification will be made to the Sheriff and/or Undersheriff. This will be followed by a written report no later than the following workday. Information shall include the date, location, cause, extent of injuries and property damage. Serious injury in this instance means an injury that could result in death or disability.

470.08 (Rescinded 1/30/03)

470.12 DEATH OF MEMBER OR EMPLOYEE

Any employee receiving notice of the death of an employee or retired member during regular business hours shall notify the division commander of the deceased. At other times, the Watch Commander shall be notified by telephone and he shall include the information in the next bulletin and forward such information to the Sheriff.

470.14 NOTIFICATION OF FAMILY

The family of an employee injured on duty shall be notified immediately by the senior available member of the division to which the injured member or employee is assigned.

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**CHAPTER V**  
**INVESTIGATIONS – ARRESTS AND DETENTIONS**

**510.00 INVESTIGATIONS, ARRESTS AND DETENTIONS**

**510.02 COMMAND OF CRIME SCENE**

At the scene of any crime, accident or other Sheriff's Office action, the first member arriving at the scene will be in command of the scene and responsible for the direction of Sheriff's personnel in a manner to assure the most orderly and efficient accomplishment of the Sheriff's task. The first member shall be in command of the scene until verbally told otherwise by a higher-ranking member. It is incumbent upon the ranking officer assuming such control to become acquainted with the facts and ensure the appropriate action is being taken or is initiated. Members will not abandon command of the scene upon arrival of a higher-ranking member unless relieved by the ranking member.

**510.04 GENERAL RESPONSIBILITIES OF MEMBERS AT CRIME SCENES**

The first member to arrive at the scene of a crime or other law enforcement incident is responsible for the following actions as they may apply to the situation:

- Summoning of medical assistance and the administration of First Aid as required to prevent further injury or loss of life.
- Arrest of violator(s.)
- Security of the scene.
- Initiating the Sheriff's report of the crime or incident.

**510.06 RESPONSIBILITIES OF ASSIGNED MEMBER AT CRIME SCENE**

The members officially assigned to perform the preliminary or other investigation of an alleged crime or other incident are responsible for the duties enumerated in Section 510.04, as they may be necessary and the completion of the preliminary or other investigation as directed. This shall include but is not necessarily limited to the securing of statements and other information which will aid in the successful completion of the investigation and locating, collecting and preserving physical evidence material to the issue.

**510.08 RELIEF OF MEMBER CONDUCTING PRELIMINARY INVESTIGATION**

Upon the completion of the preliminary investigation, the assigned officer shall stand relieved unless otherwise directed by a Command Officer, other member specifically assigned to the investigation or a superior officer.

**510.12 IDENTIFICATION AS DEPUTY SHERIFF**

Except when impractical or unfeasible or where the identity is obvious, officers shall identify themselves by displaying the official star or identification card before taking law enforcement action.

**510.22 ARRESTS**

In making arrests, members shall strictly observe the laws of arrest and the following provisions:

- a) Only necessary restraint to assure safe custody and the safety of the officer shall be employed.
- b) The arresting officer is responsible for the safety and protection of the arrested person while in his custody. He shall notify the transportation officers of any injury, apparent illness or other condition, which indicates the arrested person may need special care.
- c) The arresting officer is responsible for the personal property in the possession of the arrested person or under his control at the time of arrest. Except for vehicles, this responsibility transfers to the transportation officers when they accept custody of the arrested person.

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510.24 CUSTODY OF PRISONERS

Officers charged with the custody of prisoners shall observe all laws and Sheriff's Office and divisional orders regarding this activity. Prisoners shall be kept securely, treated firmly and humanely and shall not be subjected to unnecessary restraint.

510.26 TRANSPORTATION OF PRISONERS

Officers transporting prisoners shall do so in accordance with Sheriff's Office policy.

- a) Prisoners requiring medical attention shall be delivered to the appropriate emergency hospital and the transporting officers shall be responsible for the security of the prisoner until properly relieved by a guard officer, unless otherwise directed by a Superior Officer.
- b) Prisoners and their property shall be surrendered at the jail to the Sheriff's Office custodial officer or as otherwise directed by competent authority.
- c) Any prisoner transported to a hospital in a private ambulance shall be accompanied and guarded by an officer unless Sheriff exigencies dictate otherwise. In the latter case, a guard will be arranged for the prisoner as soon as possible.

510.28 USE OF PHYSICAL FORCE

Malicious assaults or batteries committed by members constitute gross misconduct. The use of physical force shall be restricted to circumstances specified by law when necessary to accomplish a Sheriff task successfully. Whenever a member – on or off duty – is required to strike or use considerable physical force against another person, he shall immediately call a superior officer to the scene or, if not practicable, contact him as soon as possible following the incident and submit a written report via normal channels without delay.

510.32 REPORTS AND BOOKINGS

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false or improper information on the books, records or registers of the Sheriff's Office.

510.34 PRESS RELATIONS AT CRIME SCENES

Insofar as is consistent with sound law enforcement practice, members in control of a crime scene shall grant access and supply information regarding the incident to the working press. Whenever a member feels that release of information or access to the scene is contrary to sound law enforcement practice, he shall refer the press to his immediate supervisor for further decision.

510.36 SECURITY OF SHERIFF'S OFFICIAL BUSINESS

Employees shall not reveal confidential information outside the Sheriff's Office except as provided elsewhere in this manual or as required by law or competent authority. Specifically, information contained in Sheriff's Office records, other information ordinarily accessible only to members and employees and names of informants, complainants, witnesses and other persons known to law enforcement are considered confidential. Silence shall be employed to safeguard confidential information. Violation of the security of this type of information reflects gross misconduct and a violation of law.

510.38 COMPROMISING CRIMINAL CASES

Employees shall not interfere with the proper administration of criminal justice.

- a) They shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur, nor participate in or be concerned with any activity which might interfere with the process of law.
- b) Except in the interest of justice, they shall not attempt to have any traffic citation or notice to appear reduced, voided or stricken from the calendar.
- c) Any member or employee having knowledge of such action and failing to inform his superior officer thereof shall be subject to charges.

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510.42 ASSISTING CRIMINALS

Employees shall not communicate in any manner, directly or indirectly, any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity or money, merchandise or other property unlawfully obtained.

510.44 RECOMMENDING ATTORNEYS AND BAIL BOND BROKERS PROHIBITED.

Employees shall not suggest, recommend, advise or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as a result of Sheriff's Office business.

- This does not apply when a relative of the member seeks such service.
- In no case may such advice be given where a fee, gratuity or reward is solicited, offered or accepted from the attorney or bail bondsman.
- Running or capping for an attorney or bail bondsman is gross misconduct and a violation of the penal code.
- Any violation of the above is gross misconduct.

510.46 ACTING AS BAILOR PROHIBITED

Employees cannot act as bailors for any person in custody except relatives and in no case where any fee, gratuity or reward is solicited or accepted.

510.48 CRIMINAL COMPLAINTS BY MEMBERS

Members will not prefer a criminal complaint against a person for injuries or damages incurred during the conduct of duty without going through established channels for criminal complaints.

510.52 PRISONERS – SUSPECTS – AVAILABILITY OF WEAPONS

Officers shall not place weapons or other objects capable of inflicting serious bodily injury or permit such weapons or objects to remain unattended in any location of the Hall of Justice or other Sheriff's workspaces accessible to a prisoner or suspect. This regulation shall not apply to fixtures or furnishings, which are part of the physical plant.

510.54 PRISONERS – SUSPECTS – TRANSACTING WITH

No employee shall buy or accept any article for personal disposition from any suspect or prisoner or from any associate of any suspect or prisoner.

510.56 PROPERTY – PERSONAL USE

Officers shall not purchase, convert to their own use or have any claim in any found, abandoned or recovered property or property held as evidence.

510.58 MONIES – ACCEPTANCE OF

Officers shall not accept money as bail or in payment of a fine except as provided in Sheriff's Office orders.

520.00 SHERIFF'S OFFICIAL RECORDS AND FILES – RESTRICTED USE

520.04 RECORDS AND INFORMATION – RESTRICTED USE OF

Employees shall not divulge to any person not connected with the Sheriff's Office information acquired by their employment if the information might discredit or imperil the efficiency of the Sheriff's Office, unless required by law, Sheriff's Office order or orders of a commanding officer. Sheriff's Office records and reports shall be exhibited/divulged/released only in conformity with Sheriff's Office orders.

520.06 INFORMATION – MISUSE OF

No employee shall knowingly permit the misuse of any law enforcement Sheriff's Office information either in one's own interest or that of another person.

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520.12 REPORTS – SUBMISSION OF

Officers shall submit written reports as required by and in conformity with Sheriff's Office orders or instructions of a superior officer.

530.00 JUDICIAL AND INVESTIGATIVE ACTIONS, APPEARANCES AND TESTIFYING

530.02 COURT APPEARANCES

Attendance at a court or quasi-judicial hearing as required by subpoena or notice to appear is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or clothing conforming to standards imposed on officers working in plainclothes shall be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance avoiding any mannerism, which might imply disrespect to the court, such as gum chewing and smoking.

530.04 COURT – MANNER OF TESTIFYING

Officers in court shall avoid any indication of bias, prejudice or anger. They shall testify in a clear, concise and distinct manner. Questions shall be answered promptly, truthfully and without trace of evasion. Personal behavior shall be exemplary both while in court waiting call and while on the witness stand.

530.06 COURT – PUNCTUALITY

Officers required to be in court by Sheriff's Office order or subpoena shall be prompt in attendance and shall remain until excused by competent authority.

530.08 TESTIFYING FOR THE DEFENDANT

Any member subpoenaed to testify for the defense in any trial or hearing or against the County of Marin or the Sheriff's Office shall notify his commanding officer upon receipt of the subpoena.

530.12 WITNESS FEES – REMUNERATION FOR

Officers shall not accept anything for appearing in civil court in any matter arising out of their official employment except overtime and expenses from the County of Marin.

535.00 CIVIL ACTIONS – BY OR INVOLVING EMPLOYEES

535.02 CIVIL ACTIONS – OFFICIAL DUTIES

Employees shall not institute any civil action arising out of their official duties without first notifying the division commander to which assigned.

535.04 CIVIL CASES – MISUSE OF POSITION

Officers shall not use their positions with the Sheriff's Office as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the officer.

535.06 CIVIL ACTION INTERVIEWS

Civil action interviews involving members that arise out of Sheriff's Office employment shall be conducted according to current directives or as directed by the Sheriff or Undersheriff.

535.08 CIVIL ACTION, COURT APPEARANCES – SUBPOENAS

Members shall not volunteer to testify and shall not testify unless legally subpoenaed in civil actions arising out of Sheriff's Office employment. Members shall accept all subpoenas legally served. If the subpoena arises out of Sheriff's Office employment or if the member is informed that he is a party to a civil action arising out of Sheriff's Office employment, he shall immediately notify his supervisor and any other party as directed by



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competent authority. Members shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with any Sheriff's Office directive, or as authorized by law. (See Section 1987, Civil Code of Procedure and Sections 68097.1 to 68097.8 Government Code.)

535.12 CIVIL DEPOSITIONS AND AFFIDAVITS

Members shall confer with their commanding officers before giving a deposition or affidavit on a civil case. If the commanding officer determines that the case is of importance to the County of Marin or the Sheriff's Office, he shall inform the Sheriff or Undersheriff before the deposition or affidavit is given.

535.14 CIVIL CASES

Members shall not serve civil process unless directed to do so as a duty assignment. Members shall avoid entering into civil disputes; particularly members while performing their official duties but shall prevent or abate a breach of the peace or crime in such cases.

535.16 ACCEPTANCE OF CIVIL SUBPOENA BY OFFICER

The member, when served personally, shall ascertain if the subpoena is stamped with the words, "\$275.00 officer fee paid on (date,) receipt #." If the subpoena is not so stamped, the officer shall bring this fact to the attention of the person serving the subpoena and request that a properly stamped subpoena be served. This procedure shall apply regardless of whether or not the appearance is to be made while on-duty or off-duty.

535.18 CIVIL CASES – PERSONAL INJURY SETTLEMENTS

Employees shall not accept or agree to accept anything as payment for personal injury incurred in the line of duty without first notifying the Professional Standards Section Officer-in-Charge.

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**CHAPTER VI  
SHERIFF'S OFFICE DISCIPLINE**

**600.00 WHO IS SUBJECT TO CORRECTIVE/DISCIPLINARY ACTION**

Any employee violating his oath and trust by committing an offense punishable under the laws or statutes of the United States, the State of California, of the ordinances of the County of Marin, or who violates any provision of the Rules and Regulations of the Marin County Sheriff's Office.

**607.00 SHERIFF'S OFFICIAL AUTHORITY TO DISCIPLINE**

Final Sheriff's Office disciplinary authority and responsibility rests with the Sheriff. Except for oral reprimands, written reprimands and emergency suspensions, all Sheriff's Office discipline must be taken or approved by the Sheriff or Undersheriff. Other supervisory personnel may take the following disciplinary measures:

- Oral reprimand
- Written reprimand (subject to approval by the Bureau Commander)
- Emergency suspension
- Written recommendations for other penalties

**610.00 EMERGENCY SUSPENSION**

The following personnel have the authority to impose emergency suspension until the next business day against a member or employee when it appears such action is in the best interest of the Sheriff's Office:

- Any command officer as defined herein
- Any supervisory officer with the concurrence of a command officer

**610.02 EMERGENCY INTER-DIVISIONAL CORRECTIVE/DISCIPLINARY ACTION**

When the improper conduct of an employee of one unit is of such a nature that immediate or emergency disciplinary action is required of a command or supervisory officer of another unit, such action may be taken at once within the following limitations:

- Oral reprimand
- Emergency suspension until the next business day.

**A. INTER-DIVISIONAL ORAL REPRIMAND**

When the command or supervisory officer of one unit orally reprimands a member or employee of another unit, he shall notify the supervisor of the member so disciplined as soon as possible. He shall also submit a written report of this action and reasons therefore to his commanding officer and the commanding officer of the member or employee.

**610.04 FOLLOW-UP ACTION ON EMERGENCY SUSPENSIONS**

An employee receiving an emergency suspension shall be required to report to the Undersheriff on the next business day at 0900 unless otherwise directed by competent authority. The command or supervisory officer imposing or recommending the suspension shall also report to the Undersheriff at the same time.

**610.06 REPORTS OF EMERGENCY DISCIPLINARY ACTION TAKEN**

When emergency disciplinary action is taken (except for oral reprimand) a written report must be submitted immediately containing the following information:

- The name, rank, serial number and present assignment of the person being disciplined.
- The date(s) and time(s) of the misconduct and location(s.)
- The section number(s) of this manual violated or common name of the infraction.
- A complete statement of the facts of the misconduct.
- The action taken.
- The written signature, serial number and rank of the preparing officer and his position in relation to the member being disciplined.

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A. DISTRIBUTION OF REPORTS OF EMERGENCY DISCIPLINARY ACTION

The report shall be distributed as follows by the officer imposing disciplinary action:  
(NOTE: See requirement of Section 610.02A for oral reprimand levied against a member or employee of another unit.)

- Original to the Bureau Commander
- Copy to subject's Commanding Officer
- Copy retained by officer recommending this action
- Copy to offending officer/employee

B. ENDORSEMENT AND FORWARDING OF DISCIPLINARY REPORTS

Each level in the chain of command must endorse and forward reports bearing on disciplinary matters received. Such endorsement may be one of approval, disapproval or modification. No member or employee shall alter or cause to be altered or withdrawn any disciplinary report. Disciplinary reports in transit through the chain of command shall not be delayed but must be reviewed, endorsed and forwarded as soon as possible. Disciplinary reports shall be filed in accordance with current Sheriff's Office directives.

640.00 INFORMING THE PERSON BEING DISCIPLINED.

A. ORAL OR WRITTEN REPRIMAND:

1. Where the disciplinary action involves a written reprimand, the employee shall receive a copy of the written reprimand and be entitled to file a rebuttal.
2. (Rescinded 1/30/03)

B. TERMINATION, SUSPENSION, DEMOTION, REDUCTION IN PAY:

1. Any and all disciplinary action initiated against peace officers/members shall be in accordance with the provisions of Government Code Sections 3300 through 3311.
2. The member or employee being disciplined shall be notified of the proposed disciplinary action and shall be provided with a copy of the charges and all materials upon which the action is based.
3. The employee or member will then be given a reasonable time to respond to the charges and proposed discipline either orally or in writing. The amount of time given will be determined by the complexity and gravity of the incident.
4. The employee or member's response will be forwarded and distributed as was the report or disciplinary action recommended in accordance with Sections 610.06 A & B.

642.00 APPEALS FROM PENALTIES

Appeals from penalties imposed as disciplinary measures may be taken as provided in the Marin County Code and in accordance with the Rules and Regulations of the Personnel Commission.

646.00 MISCONDUCT OBSERVED BY SHERIFF PERSONNEL

Whenever any command or supervisory officer observes or is informed of the misconduct of another employee that indicates the need for disciplinary action, he shall take authorized and necessary action and render a complete report of the incident and his action to his Commanding Officer who shall forward it as provided in Sections 610.06 A & B.

648.00 CITIZEN COMPLAINTS AGAINST SHERIFF PERSONNEL

Complaints by citizens against employees of this Sheriff's Office shall be processed in accordance with state and federal laws, and the Sheriff's Office's General Order regarding Citizen Complaints.

648.03 (Rescinded 1/30/03)

648.07 (Rescinded 1/30/03)

650.00 SERIOUS COMPLAINTS OR ALLEGATIONS

If, in the opinion of the Division Commander, the incident is of sufficient gravity, he shall notify the appropriate Bureau Commander, regardless of the hour. In addition, the Division Commander

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shall take any immediate action necessary to preserve the integrity of the Sheriff's Office until relieved by other competent authority.

660.00 INVESTIGATION OF ALLEGED MISCONDUCT

The officer assigned the investigation of an alleged act of misconduct on the part of a member or employee of this Sheriff's Office shall conduct a thorough and accurate investigation. Such investigation shall include formal statements from all parties concerned, when necessary and pertinent; the gathering and preservation of any physical evidence pertaining to the case; and all other information bearing on the matter.

660.02 (Rescinded 1/30/03)

660.04 (Rescinded 1/30/03)

660.10 COMMANDING OFFICER'S DUTIES – MINOR CENSURABLE CONDUCT WITHIN THE UNIT.

The Commanding Officer has the primary responsibility for investigation of misconduct. When the conduct is such that it only affects the internal operation of his unit, he may, in lieu of initiating formal disciplinary action:

- Warn the employee
- Administer a Commanding Officer's admonishment

This shall not preclude the Sheriff or Undersheriff from directing any additional investigation nor shall it be construed to deny the rights of the employee to a formal review of his case by the Sheriff or Undersheriff.

665.20 ADJUDICATION BY COMMANDING OFFICER

Adjudication by the Commanding Officer is a permissive procedure. Examples of minor censurable conduct that may be adjudicated by the Commanding Officer:

- Tardiness
- Uniform defects
- Minor mishandling of equipment
- Violation of unit orders of an internal nature
- Violation of standard operating procedures of an internal nature.

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**CHAPTER VII  
UNIFORMS – EQUIPMENT**

**700.00 AUTHORITY OF THE SHERIFF**

The Sheriff shall be the final authority on matters pertaining to official uniforms, equipment and identification items.

**710.00 UNIFORMS**

**710.01 POSSESSION OF UNIFORMS**

All Members shall possess and have at all times available a serviceable uniform when reporting for duty, and the necessary equipment and identification to perform uniformed field duty. Those assigned to duty requiring special apparel or equipment shall also possess such apparel and equipment.

Deputies are required to maintain three levels of uniforms.

- Dress Uniform (Class A) – refer to Section 730.01
- Standard Uniform (Class B) – refer to Section 730.02
- Utility Uniform (Class C) – refer to Section 730.03

Optional/special assignment Uniforms:

- Specialty Uniforms..... (Class D) refer to Section 730.02 to 732.25

Professional staff assigned full time in uniformed positions (refer to Section 730.14 and 730.15) shall possess, at all times, a serviceable uniform and the necessary equipment and identification to perform their assigned duties.

All uniform and equipment items referred to in this order shall meet the official specifications outlined in the department's Uniform and Personal Equipment Specifications maintained by the Professional Standards Unit.

Uniforms shall be kept neat, clean and well pressed at all times. While wearing the uniform, all uniformed staff shall maintain a military bearing avoiding mannerisms such as slouching, shuffling or hands in the pockets.

**710.02 WEARING OF UNIFORM**

Members and professional staff, unless otherwise exempted, shall wear the uniform, equipment and identification items prescribed for their rank and assignments during their tour of duty.

The following personnel are exempted from wearing the prescribed uniforms:

- Sheriff
- Undersheriff
- Captains
- Personnel assigned to the Investigations Division
- Deputies detailed to undercover duty wherein it is mandatory that their identity as Deputy Sheriffs be concealed and where their Division/Station Commander has granted prior written exemption.
- Employees whose assignment does not require the wearing of a uniform

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710.03 MANNER OF WEARING

Official uniforms shall be worn in a military manner.

Uniform buttons shall be secured at all times unless otherwise directed.

Uniforms shall be kept neat, clean and well pressed at all times. With the exception of the , pen/pencil and the badge case, nothing shall be carried in the pocket of any uniform that might produce an obvious bulge or protrusion.

Hats or helmets, when worn, shall be worn squarely upon the head. The helmet chinstrap shall be fastened. The uniform regulations do not require the wearing of the headgear as an absolutely necessary part of the Deputy uniform. Uniformed personnel are not required to wear headgear on routine public appearances or assignments such as court, in service training, patrol duty or other similar assignments. Hats and helmets shall always be available at the place of the member's duty assignment.

710.04 WEARING OF DRESS UNIFORM ON FORMAL OCCASIONS

Unless otherwise directed, the Dress Uniform, including hat or helmet, shall be worn by uniformed personnel officially representing the Department on formal occasions, etc.

Formal occasions include, but are not limited to the following:

- Building or Station dedications
- Department Graduations
- Parade Duty
- Parade Participation
- Ceremonial functions
- Flag Day
- Memorial Day
- Veterans' Day
- Funerals

Exceptions: Deputies may be excused from wearing certain items of uniform and equipment by the officer-in-charge of a detail when the removal of those items may protect the Deputy from possible injury.

710.10 MIXED CLOTHING

Uniformed personnel shall wear the full uniform specified for their particular rank or assignment and not part of any other. Civilian clothing shall not be worn with any distinguishable part of the uniform when in public view.

Exception: When wearing the approved Raid Jacket.

710.11 JEWELRY

Visible jewelry worn by uniformed Sheriff's Office members or employees shall be limited to no more than two (2) rings and one (1) watch, providing those items are not of a design that detracts from a professional appearance, or are offensive, distasteful, in conflict with prevailing community standards, or likely to bring discredit to the Sheriff's Office. For the purposes of this policy, a wedding / engagement ring set is considered to be one (1) ring.

In addition to the above jewelry restrictions, personnel assigned to a non-uniformed position may wear necklace(s), bracelet(s), and/or earrings(s) at the discretion of the employee or member's work unit commander, provided the additional jewelry does not

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interfere with the reasonable and orderly function of the work unit, is consistent with approved work safety standards, and is not of a design that detracts from a professional appearance, is offensive, distasteful, in conflict with prevailing community standards, or likely to bring discredit to the Sheriff's Office.

The commander of any work unit may, at their discretion, place a restriction on the number of otherwise approved jewelry items worn by an employee or member assigned to a non-uniformed position when that unit commander feels the jewelry worn detracts from a professional appearance.

**710.12 BODY PIERCING**

Visible body piercing jewelry, including the jewelry worn in the piercing of an ear, is not authorized at anytime by any uniformed member or employee engaged in a Sheriff's Office related activity. Members or employees assigned to undercover positions may display visible body piercing jewelry at the discretion of their work unit commander, providing the piercing is appropriate to the assignment or mission of the undercover member or employee.

Members or employees who are assigned to non-uniformed non-sworn positions may display body piercing jewelry that is limited to the earlobe, provided the piercing does not interfere with the reasonable and orderly function of the work unit, is consistent with approved work safety standards, and is not of a design that detracts from a professional appearance, is offensive, distasteful, in conflict with prevailing community standards, or likely to bring discredit to the Sheriff's Office.

**710.13 TATTOOS**

The visible display of tattoos and/or body branding by any member or employee engaged in a Sheriff's Office related activity is not authorized, except that members or employees assigned to undercover positions may display visible tattoos and/or body branding at the discretion of their work unit commander, providing the tattoo or body branding is appropriate to the assignment or mission of the undercover member or employee. Under no circumstances shall the display of tattoos and/or body branding be permitted if that tattoo or body branding is offensive, distasteful, in conflict with prevailing community standards, or likely to bring discredit to the Sheriff's Office. Examples of offensive tattoos would include, but not be limited to that which depicts racial, sexual, discriminatory, gang related, or obscene language.

Members or employees who have had "permanent make-up" tattooed on their face are exempt from this Rule and Regulation, provided the "permanent make-up" is worn in a manner that does not detract from a professional appearance, is offensive, distasteful, in conflict with prevailing community standards, or likely to bring discredit to the Sheriff's Office.

**710.14 HAIR GROOMING STANDARDS**

While on-duty, members and employees shall keep their hair neat, clean, and well groomed. Use of hair dyes shall be limited to dyes of a single natural color that do not detract from a professional appearance or bring discredit to the Sheriff's Office. Hair highlights and/or lowlights are acceptable as long as they too are of a natural color and do not detract from a professional appearance or bring discredit to the Sheriff's Office.

Male personnel assigned to uniformed duty shall not allow their hair to extend below the top of the shirt collar, nor extend below the midpoint of the ear. Sideburns shall not extend beyond a point even with the midpoint of the ear. The terminal point of the sideburns shall not exceed the width of the main portion of the sideburn. Mustaches shall not extend below the upper lip or the corners of the mouth and may not extend to the side

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more than ¼ inches beyond the corners of the mouth. Beards, goatees, "soul patches", etc. are not authorized for wear by any Sheriff's Office sworn staff member, subject to the exceptions listed in this Section below.

Female personnel assigned to uniformed duty shall wear their hair in such a way that it does not extend below the top of the shoulder.

Members assigned to undercover operations are exempt from adherence to Section 710.14, as long as their deviation from this standard is done in furtherance of their particular work assignment and is approved by their commanding officer.

Employees assigned to non-uniformed, non-sworn duties shall wear their hair, beard, and/or mustache in a manner that does not detract from their professional appearance, or that is offensive, distasteful, in conflict with prevailing community standards, or is likely to bring discredit to the Sheriff's Office.

**715.00 MAINTENANCE**

**715.01 AVAILABILITY FOR USE**

All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use. They shall be replaced when they are so worn or damaged as to present an unacceptable appearance or fail to meet current specifications.

**715.02 LEATHER EQUIPMENT MAINTENANCE**

Leather equipment shall be kept dyed and shined, and shall be replaced when it is cracked or worn out.

**720.00 OFFICIAL INSPECTIONS**

**720.01 DEPARTMENTAL INSPECTIONS**

The Department, or any part of it, may expect an inspection by the Sheriff or his designee at any time.

**720.02 PERIODIC INSPECTIONS**

Bureau Commanders shall make periodic inspections to determine that uniforms and equipment are maintained in conformance with Department requirements.

**720.03 DIVISIONAL INSPECTIONS**

Division Commanders shall cause detailed, individual inspections to be made of the uniforms and personal equipment of all members assigned to their command. These inspections shall be made at intervals not to exceed every six months.

**720.05 INSPECTIONS REPORTS**

Inspection personnel shall report violations of Uniform and Equipment Regulations through channels to the Bureau Commander to which the concerned employee is assigned.

Unsatisfactory uniform conditions shall be called to the attention of the concerned employee for the purpose of correction. Commanding Officers shall require that unsatisfactory conditions be corrected and, when necessary, shall institute such



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proceedings that are required to ensure conformance with Department Rules and Regulations.

Commendations: Employees who achieve a rating of excellent as a result of an inspection shall be given an oral commendation by the supervisor concerned. When warranted, a written supervisors review (SRF) shall also be given.

**720.10 WATCH INSPECTIONS**

Watch Commanders and/or Watch Supervisors shall conduct daily inspections of the watch to ensure that the prescribed uniforms and equipment are in clean, serviceable condition and that they are worn in the proper manner. Inspections may be formal or information in nature.

**730.00 DUTY UNIFORMS**

The Sub-Sections that follow contain a listing of the allowable items that constitute authorized uniforms and civilian attire. All department personnel are reminded that a professional appearance is required while on-duty, whether wearing a uniform or civilian attire. All members and employees shall dress in a manner that conveys a businesslike and professional image.

A brief description of each item, any special information, and the manner of wearing certain items will be found in the alphabetical portion of this Chapter, beginning with Section 730.01

**730.01 CIVILIAN ATTIRE – ALL ASSIGNMENTS**

Consistent with the Mission of the Marin County Sheriff's Office, and in accordance with Marin County Personnel Management Regulation 20.1, "Business Casual" is the standard of dress that shall be worn by all department members and employees not working in a uniformed or undercover / plain clothes assignment.

This dress standard applies anytime a member or employee is engaged in a Sheriff's Office related activity, including when at his/her regular duty assignment or when attending an on or off-site training course.

"Business Casual" attire includes, but is not limited to:

- Wool, cotton, khaki, polyester blend "Dockers" style slacks, or other similar business casual pant. Denim pants are specifically excluded from the list of acceptable attire. Shorts are not acceptable attire.
- Men's collared "Polo" style or button down shirt. T-shirts are not acceptable attire.
- Women's blouses, sweaters, turtlenecks, or cotton knit shirts of a length sufficient to cover the midriff. Men's t-shirts are not acceptable attire.
- Women's dresses or skirts of a conservative length, generally no shorter than 2" above the knee.
- Corresponding and appropriate footwear.

Athletic and/or Active Wear items of apparel, including hooded sweatshirts are not acceptable attire.

Exemptions from this dress standard may be made by supervisory staff for the purposes of completing specific, short term job assignments that are not suitable for "Business Casual" attire.

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**730.02 DEPARTMENT "POLO" SHIRT, EXCEPT MARINE PATROL**

A standard "Polo" style uniform shirt may be worn by department employees if appropriate to their assignment and approved by a Commanding Officer.

All standard "Polo" style uniform shirts shall be tan in color, regardless of the assignment or task of the employee wearing the shirt. The shirt will display the department's authorized star in the area of the left breast pocket. The employee / member's first initial and last name shall be centered in the area of the right breast pocket and consist of black embroidered block letters that are ½ inch in height.

Employees and members assigned to the below listed specialty units may be issued a variation of the standard "Polo" style uniform shirt for wear only while actually engaged in the duties of that specialty work unit. The only variation allowed from the design of the standard "Polo" style shirt is the color of the material used. All other design standards shall be adhered to.

- Investigations Division: Green
- Hostage Negotiation Team: Green
- Dive Team: Red
- Rangemasters: Red
- EVOC Instructors: Red

Deputies assigned to the Marine Patrol are also authorized to wear a "Polo" style uniform shirt, the design of which is described in Sections 730.02 and 730.13 below.

Polo shirts worn by professional staff members shall not have the words "Deputy Sheriff" contained in the star.

To assure uniformity of design, approved "Polo" style uniform shirts, regardless of color, will be made available by the department for purchase by its members and employees. No other "Polo" style uniform shirts are authorized for wear, except by those deputies assigned to Marine Patrol duties. No other additions to the department approved "Polo" style uniform shirt are approved.

**730.03 DRESS UNIFORM (Class A Dress)**

The Dress Uniform shall consist of the following items of apparel, identification and equipment.

- Belt-Trousers
- Dress Eisenhower Jacket
  - o American Flag Pin
  - o Badge
  - o Name Plate
  - o Rank Insignia
  - o Shoulder Patches
  - o Service Stars
  - o Sleeve braid (Section 735.19)
  - o Department Commendation/Shooting Medals
  - o Authorized insignia (optional)
- Gloves (by direction)
- Gun Belt and Keepers
  - o Holster
  - o Service Pistol

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- Hat
- Identification Card
- Shirt – Long Sleeve Elbeco Classic Duty Maxx
  - o American Flag Patch
  - o Rank Insignia
  - o Shoulder Patches
  - o Service Stars
- Shoes – black
- Socks – Black
- T-shirt – White crewneck
- Tie and Brass Tie Holder
- Trousers

730.04 STANDARD UNIFORM (Class B)

The standard uniform shall be worn whenever performing uniformed duty and shall consist of the following items:

- Belt-Trousers
- Identification Card
- Shirt (long or short sleeve) Elbeco Classic Duty Maxx
  - o Badge
  - o American Flag Patch
  - o Name Plate
  - o Rank Insignia
  - o Shoulder Patches
  - o Service Stars (long sleeve shirt only)
  - o Department Commendation/Shooting Medals (optional)
  - o Authorized Insignia (optional)
- Shoes or boots – Black
- Socks – Black with low quarter shoes or if color exposed
- T-shirt – White crewneck, Black turtle neck or mock turtle neck (optional with long sleeve)
- Trousers
- Time Piece

Additional uniform and equipment items to be worn/carried with the above uniform when performing field duty are as follows:

- Flashlight (when required)
- Gloves (optional)
- Gun Belt and Keepers
  - o Magazine case with magazines
  - o Baton and Holder
  - o Flashlight Holder (optional)
  - o Handcuffs and case (second pair optional)
  - o Holster
  - o Key Ring holder
  - o OC spray and holder
  - o Portable Radio Holder
  - o Service Pistol
- Helmet (available when necessary)
- Hat (available when necessary)
- Jacket – Black (when required)
  - o Badge – Cloth
  - o American Flag Patch
  - o Name Plate
  - o Rank Insignia

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- Shoulder Patches
  - Service Stars (optional)
- Memorandum Book
- Pen/Pencil
- Protective Vest
- Rain Clothing (when required)
- Tie and Brass Tie Holder (when required)

**ALTERNATIVE STANDARD UNIFORM (LOAD BEARING VEST):**

The alternative standard uniform can be worn by sworn personnel assigned to the Field Services Bureau and Jail Transportation whenever performing uniformed duty. The Alternative Standard Uniform shall consist of the following:

- Load Bearing Vest (Point Blank Guardian Outer Carrier)
  - Cloth Badge
  - Black Name Tape
  - SHERIFF written in black on rear of vest
  - Three rows of green molle cloth
- The following Point Blank Molle Pouches are optional equipment for the Outer Carrier
  - Flashlight
  - Pepper Spray
  - ASP Baton
  - Radio
  - Handcuff (Double or Single)
  - Duty Pistol Magazine
  - Small Utility
- Optional Shirt (Long or short sleeve) **Flying Cross Hybrid Patrol Shirt**
  - **Shoulder Patches**
  - Service Stars (long sleeve shirt only)

The below equipment items must be worn/carried on a duty belt with the above uniform when performing field duty as follows:

- Gun Belt and Keepers
  - Taser
  - Service Pistol

Additional uniform and equipment items to be worn/carried with the above uniform when performing jail duty are as follows:

- Flashlight (when required)
- Gun Belt – (Nylon) and Keepers
  - Flashlight Holder (optional)
  - Handcuffs and case (second pair optional)
  - Key Ring holder
  - OC spray and holder
- Portable Radio Holder
- Memorandum Book
- Pen/Pencil
- Protective Vest (optional)

Jail Transportation Officer is considered an outside duty and will wear the additional uniform and equipment items listed above for field duty.

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730.05 UTILITY UNIFORM (Class C) (Riot Uniform)

The Utility Uniform shall be worn only at the specific direction of a lieutenant of higher authority, and only when the principal duty being performed makes the wearing of a Standard Field Uniform impracticable, such as when responding to a planned demonstration or mass act of civil disobedience. The Utility Uniform is provided to each uniformed deputy by the Department and shall be returned to the Professional Standards Unit upon separation or assignment to a unit where the uniform is no longer required.

- 5.11 Tactical Dress Uniform green long sleeve top
  - o Badge (Cloth)
  - o Name Tape
  - o Rank Insignia
  - o American Flag Patch
  - o Sheriff Patch
- 5.11 Tactical Dress Uniform green trousers
- Identification Card
- Shoes or Boots – Black
- Socks – Black
- T-shirt – White crewneck.

Additional uniform and equipment items to be worn/carried with the above uniform are as follows:

- Flashlight (when required)
- Gloves (optional but recommended)
- Gun Belt
  - o Magazine case and magazine
  - o Duty Baton (ASP or Straight Stick) and holder
  - o Flashlight Holder (optional)
  - o Handcuffs and case (second pair optional)
  - o Holster
  - o Key Ring holder
  - o OC Spray and Holder
  - o Portable Radio Holder
  - o Service Pistol
  - o TASER ECD Device (if available)
- Helmet
- Gas Mask/Filter and Carry Case
- Riot Baton
- Jacket – Black (when required)
  - o Badge – Cloth
  - o American Flag Patch
  - o Name Plate
  - o Rank Insignia
  - o Shoulder Patches
  - o Service Stars (optional)
- Memorandum Book
- Pen/Pencil
- Protective Vest
- Rain Clothing (when required)

730.06 INDOORS UNIFORM

The indoor uniform may be worn whenever performing uniformed duty indoors and approved by the member's commanding officer. However, members shall have the required items for a Class B uniform available for immediate use. The indoor uniform

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shall consist of such items of apparel, identification and equipment of the Standard Field Uniform as directed by Bureau Commanders. At minimum this uniform shall consist of:

- Belt – Trousers
- Identification Card
- Name Plate
- Shirt (long or short sleeve)
  - o Badge
  - o American Flag Patch
  - o Rank Insignia
  - o Shoulder Patches
  - o Service Stars (long sleeve shirt only)
  - o Department Commendation/Shooting Medals (optional)
  - o Authorized Insignia (optional)
- Shoes or boots – Black
- Socks – Black
- T-Shirt – White crewneck
- Trousers
- Belt Holster – Black
  - o Service Pistol

**730.07 PLAIN-CLOTHES DUTY EQUIPMENT**

The items of equipment to be carried by Deputies on plain-clothes duty in the field shall consist of the following:

- Badge and Identification Card
- Handcuffs and key
- Pen/Pencil
- Revolver or Pistol (Department issued or approved – the barrel shall not extend below lower coat line)
- Memorandum Book
- Protective Vest (available/recommended)

**730.08 PARKING ENFORCEMENT UNIFORM**

The Parking Enforcement Officer Uniform shall be worn whenever performing uniformed duty as a Parking Enforcement/Traffic Enforcement Officer.

- Belt – Trousers
- Identification Card
- Name Plate
- Shirt – White (Long or short sleeve)
  - o American Flag Patch
  - o Badge - Cloth
  - o Shoulder Patches
  - o "Parking Enforcement" Rocker Patch
  - o Service Stars (long sleeve shirt only)
- Shoes or boots – Black
- Socks – Black
- T-shirt – White crewneck
- Trousers

Additional uniform and equipment items to be worn/carried with the above uniform are as follows:

- Flashlight (when required)
- Portable Radio Holder (when required)

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- Whistle
- Hat (available when necessary)
- Jacket – Black (when required)
  - o Badge – Cloth
  - o American Flag Patch
  - o Name Plate
  - o Rank Insignia
  - o Shoulder Patches
  - o Service Stars
- Memorandum Book
- Pen/Pencil
- Rain Clothing (when required)
- Tie and Holder (when required)

**730.09 SHERIFF'S SERVICE AIDE/ASSISTANT/SENIOR SHERIFF'S ASSISTANT UNIFORM**

The Sheriff's Aide Uniform shall be worn whenever performing uniformed duty as a Sheriff's Service Aide/Service Assistant/Senior Sheriff's Service Assistant.

- Belt – Trousers
- Identification Card
- Name Plate
- Shirt – White (long or short sleeve)
  - o American Flag Patch
  - o Badge – Cloth
  - o Shoulder Patches
  - o "Detention Services", "Administrative Services" or "Patrol Services" Rocker Patch as appropriate for assignment
  - o Service Stars (optional on long sleeve only)
- Shoes or boots – Black
- Socks – Black
- T-shirt – White crewneck
- Trousers

Additional uniform and equipment items to be worn/carried with the above uniform are as follows:

- Flashlight (when required)
- Portable Radio Holder (when required)
- Jacket (when required)
- Memorandum Book
- Pen/Pencil
- Rain Clothing (when required)
- Tie and Holder (when required)

**732.00 SPECIALIZED UNIFORMS**

**732.01 HONOR GUARD**

Dress Uniform (Class A) with the following conditions: the gun belt will be worn with only the holster, duty weapon and keepers when acting as an honor guard member at funerals or religious ceremonies. A gold ascot, gold braided lanyard worn on right shoulder, gold piping on out seam of trousers, black Corcoran boots and campaign uniform hat. White gloves will be worn when acting as a pallbearer or usher. The nameplate will have the Honor Guard plate attached. Personnel shall wear hat and ascot and lanyard. The Honor Guard Coordinator, because of weather and/or type of ceremony, may eliminate the dress jacket. If the dress jacket is not worn, then the gold braided lanyard will be transferred to the right shirt shoulder.

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**732.02 PATROL BOAT UNIFORM**

This uniform may be worn in place of the Standard Field Uniform whenever performing full time duty on the Sheriff's Patrol Boat.

- Belt-Trousers
- Identification Card
- Shirt Tan Polo style
  - o American Flag Patch – left side above name
  - o Badge – embroidered on left side
  - o Name – embroidered on right side
  - o Marin County SHERIFF – stenciled in Black on back
- Shoes or boots – Black (deck or rubber sole)
- Socks – Black
- T-shirt – White crewneck or Black short sleeved turtleneck
- Trousers – Green BDU style

Additional uniform and equipment items to be worn/carried with the above uniform are as follows:

- Flashlight (when required)
- Portable Radio Holder (when required)
- Whistle
- Gun Belt and Keepers – Black Nylon
  - o Cartridge case and ammunition or magazine case with magazines – Black Nylon
  - o Baton Holder – Black Nylon
  - o Flashlight Holder (optional)
  - o Handcuffs and case (second pair optional) – Black Nylon
  - o Holster – Black Nylon
  - o Key Ring holder – Black Nylon
  - o OC spray and holder – Black Nylon
  - o Portable Radio Holder
  - o Service Pistol
- Hat – Black baseball style with gold SHERIFF (available when necessary)
- Jacket – Black (when required)
  - o Badge – Cloth
  - o American Flag Patch
  - o Name Plate
  - o Authorized Insignia
  - o Shoulder Patches
- Memorandum Book
- Pen/Pencil
- Rain Clothing (when required)

The Commander, Bureau of Field Services, shall specify other articles of apparel, identification and equipment to be worn or carried with this uniform.

**732.03 OPEN SPACE DISTRICT DEPUTY**

This uniform may be worn in place of the Standard Field Uniform whenever performing full time duty as the Open Space District Deputy Sheriff.

The Commander, Bureau of Field Services, shall specify the articles of apparel, identification and equipment to be worn or carried with this uniform.

**732.04 SPECIAL ENFORCEMENT TEAM**



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The uniform to be worn whenever performing a Special Enforcement Team operational duty shall be a Class B uniform unless the Commander, Bureau of Field Services specifies differently for a specific operation or assignment.

732.05 (Rescinded 09/20/2017)

732.06 SHERIFF'S DIVE TEAM

The uniform to be worn whenever performing a Sheriff's Dive Team operational duty shall be specified by the Commander, Bureau of Field Services.

732.07 SHERIFF'S SPECIAL RESPONSE TEAM

The uniform to be worn whenever performing a Sheriff's Special Response Team operational duty shall be specified by the Commander, Bureau of Field Services. The shoulder patch for the team uniform will be a subdued version of the department patch (Section 735.17.)

732.08 HOSTAGE NEGOTIATION TEAM

The uniform to be worn whenever performing a Sheriff's Hostage Negotiation Team operation will consist of a Sheriff's jersey or jacket with the wording "NEGOTIATOR" emblazoned upon the jersey or jacket in plain view.

732.09 SHERIFF'S PATROL RESERVES (Volunteers)

The uniform to be worn by the Sheriff's Patrol Reserves is the Class A, B and C uniforms.

732.10 SHERIFF'S SEARCH & RESCUE UNIFORM (Volunteers)

This uniform shall be worn by members of the Sheriff's Department Search and Rescue Unit.

The Search and Rescue Coordinator shall specify the articles of apparel, identification and equipment to be worn or carried at searches with this uniform. The Commander, Bureau of Field Services, shall specify other articles of apparel, identification and equipment to be worn or carried with this uniform at non-search functions.

732.11 SHERIFF'S AIR PATROL (Volunteers)

This uniform shall be worn by members of the Sheriff's Air Patrol whenever performing uniformed duties for the Department or representing the Department at a public function.

The Commander, Bureau of Field Services, shall specify the articles of apparel, identification and equipment to be worn or carried with this uniform.

732.12 SHERIFF'S MOUNTED POSSE (Volunteers)

This uniform shall be worn by members of the Sheriff's Mounted Posse whenever performing uniformed duties for the Department or representing the Department at a public function.

- Belt-Trousers
- Identification Card
- Name Plate
- Shirt

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- o American Flag Patch
  - o Badge
  - o Shoulder Patches
- Shoes or boots – Black
- Socks – Black
- T-Shirt – White crewneck
- Trousers

Additional uniform and equipment items to be worn/carried with the above uniform are as follows:

- Flashlight (when required)
- Portable Radio Holder (when required)
- Whistle
- Hat – western style (available when necessary)
- Jacket – Black (when required)
  - o Badge – Cloth
  - o American Flag Patch
  - o Name Plate
  - o Authorized Insignia
  - o Shoulder Patches
- Memorandum Book (available when necessary)
- Pen/Pencil
- Rain Clothing (when required)
- Tie and Holder (when required)

The Commander, Bureau of Field Services, shall specify other articles of apparel, identification and equipment to be worn or carried with this uniform.

**732.13 SHERIFF'S MARINE PATROL (Volunteers)**

This uniform shall be worn by members of the Sheriff's Marine Patrol whenever performing uniformed duties for the Department or representing the Department at a public function.

- Belt – Trousers
- Identification Card
- Shirt Tan Polo style
  - o American Flag Patch
  - o Badge – embroidered on left side
  - o Name – embroidered on right side
  - o Marin County SHERIFF – stenciled in Black on back
- Shoes or boots – Black (deck or rubber sole)
- Socks – Black
- T-shirt – White crewneck or Black short sleeved turtleneck
- Trousers – Green BDU style

Additional uniform and equipment items to be worn carried with the above uniform are as follows:

- Flashlight (when required)
- Portable Radio Holder (when required)
- Whistle
- Gun Belt – Nylon and Keepers
  - o Flashlight Holder (optional)
  - o Handcuffs and case (second pair optional)
  - o Key Ring holder
  - o OC spray and holder

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- Portable Radio holder
- Whistle
- Gun Belt – Nylon and Keepers
  - Flashlight Holder (optional)
  - Handcuffs and case (second pair optional)
  - Key Ring holder
  - OC spray and holder
  - Portable Radio Holder
- Hat – Black baseball Style with gold SHERIFF (AVAILABLE WHEN NECESSARY)
- Jacket – Black (when required)
  - Badge – Cloth
  - American Flag Patch
  - Name Plate
  - Authorize Insignia
  - Shoulder Patches
- Memorandum Book
- Pen/Pencil
- Rain Clothing (when required)

The Commander, Bureau of Field Services, shall specify other articles of apparel, identification and equipment to be worn or carried with this uniform.

732.14 SHERIFF'S CHAPLAIN (Volunteers)

The uniform to be worn is the appropriate attire for the religious denomination that the Chaplain represents. The Chaplain will also wear a department furnished Sheriff's Chaplain windbreaker.

Other article of apparel, identification and equipment to be worn or carried with this uniform shall be specified by the Commander, Bureau of Field Services.

732.15 SHERIFF'S CORONER

The uniform to be worn by members assigned to the Sheriff's Coroner consist of:

- Shirt Green Polo style (long or short sleeve)
  - Badge - embroidered on left side
  - Name – embroidered on right side
- T-Shirt – Black crewneck
- Trousers - Tan BDU style
- Trouser belt - black
- Black boots
- Belt Holster – Black
  - Service Pistol
  - Badge

732.16 SHERIFF'S CADET




The uniform to be worn by members assigned to the Sheriff's Cadet consist of:

- Shirt Green Polo style (long or short sleeve)
  - Badge - embroidered on left side
  - Name – embroidered on right side
  - Sheriff's Cadet stenciled in gold on back
- T-Shirt – Black crewneck

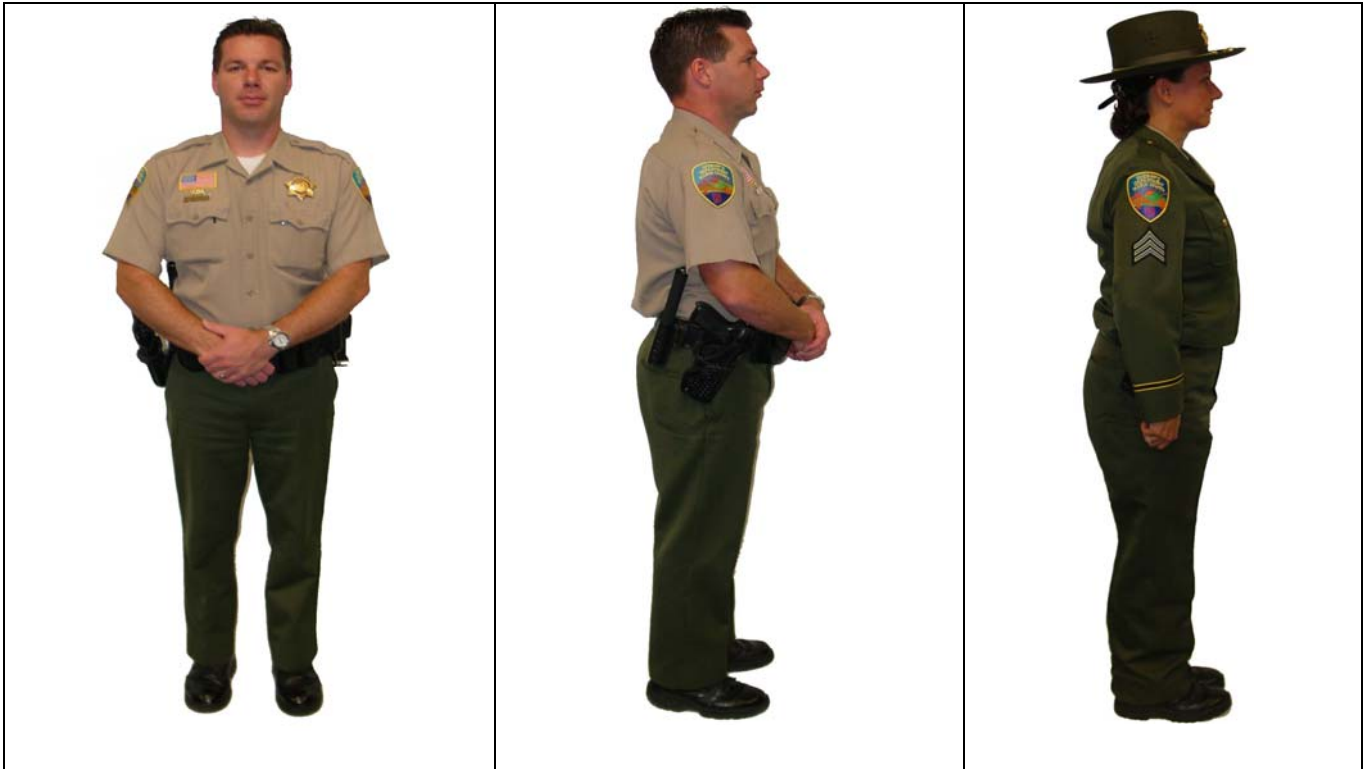
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- Trousers - Tan BDU style
- Trouser belt - black
  - o Key Ring Holder
  - o Portable Radio Holder
- Black boots

The following are photographic representations of various uniforms worn by Sheriff's Personnel

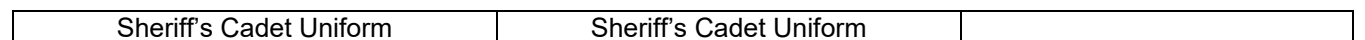
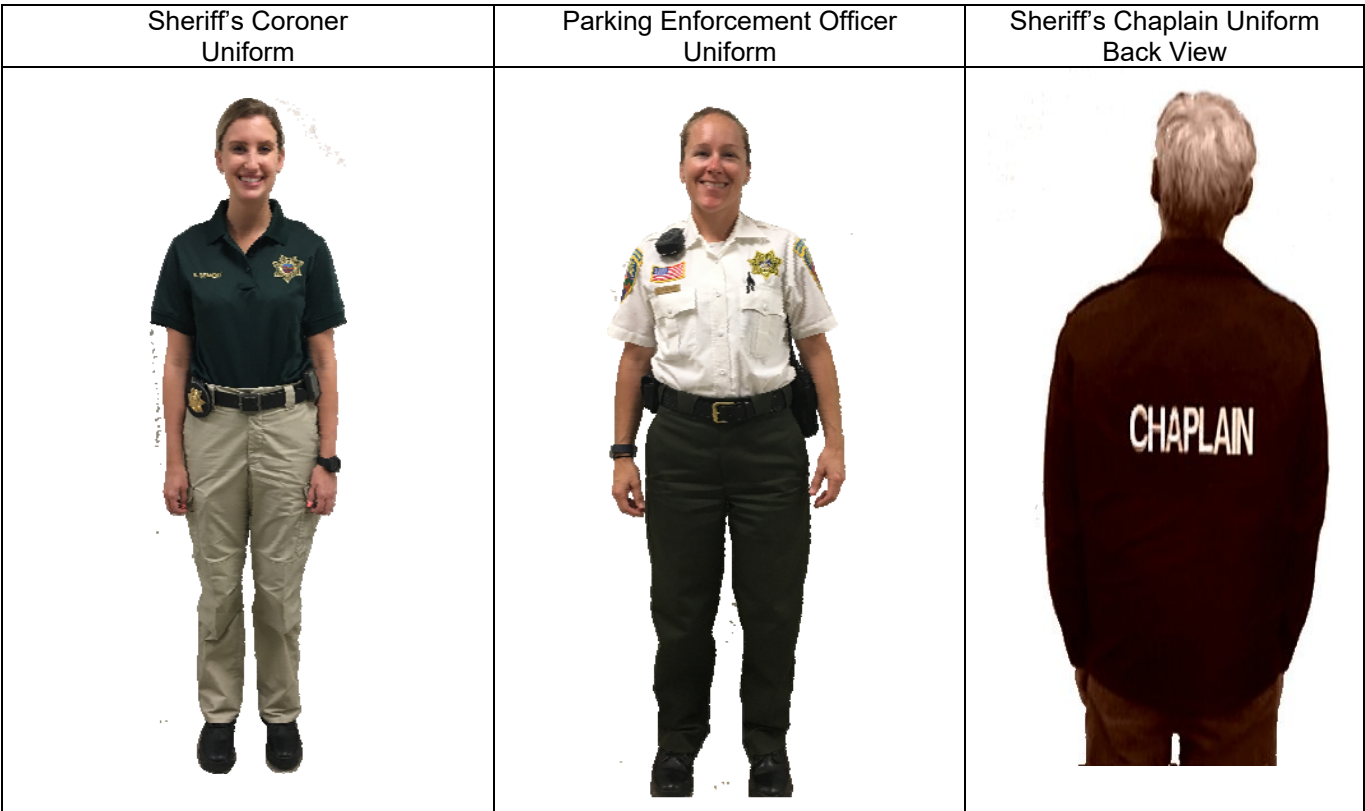
Dress Uniform (Class A)	Dress Uniform (Class A) Side View	Standard Uniform Long Sleeve (Class B)
		
Standard Uniform Short Sleeve (Class B)	Standard Uniform Short Sleeve Side View	Sergeant's Dress Uniform (Class A) Side View

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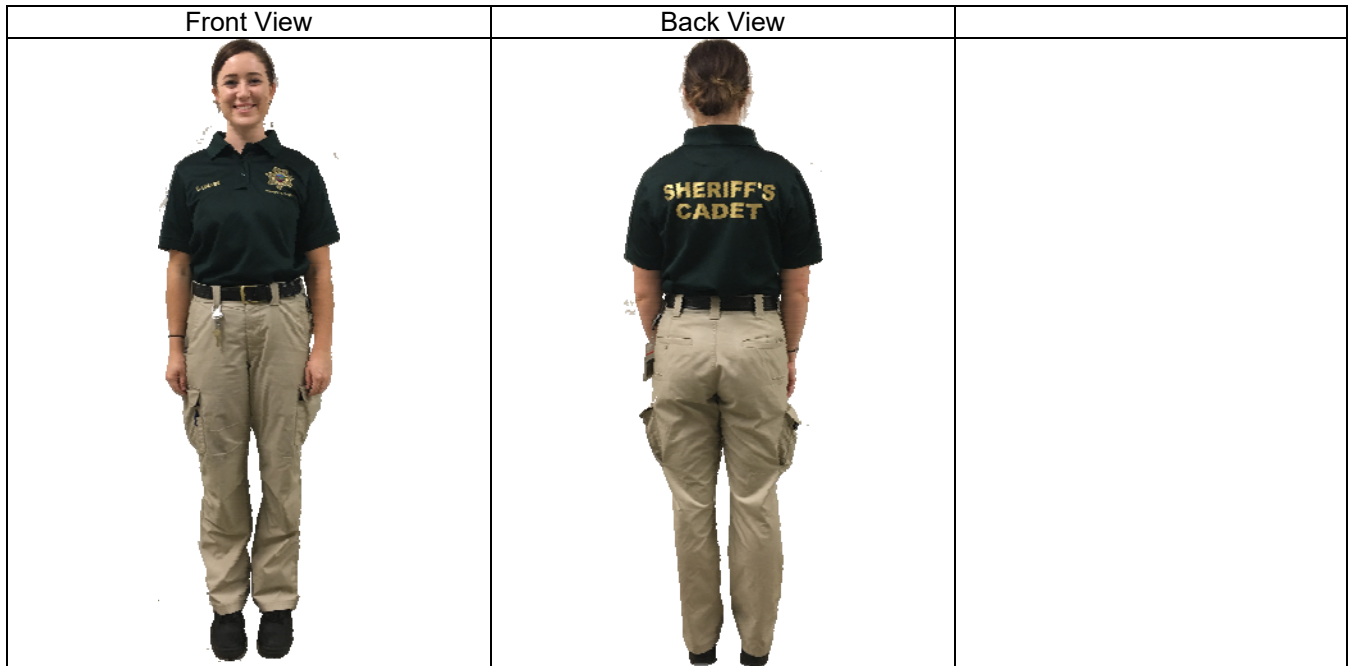


Honor Guard Uniform	Honor Guard Uniform Side View	Command Staff Standard Uniform (Class B)
		
Patrol Boat Uniform	Dive Team Uniform Front View	Dive Team Uniform Back View

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**733.00 COURTROOM ATTIRE**

Civilian clothing worn by Department personnel, including employees in "low visibility" assignments while appearing in court, shall present a businesslike appearance. Acceptable attire shall conform to the following:

- Male Employees: A business suite, or sport coat and trousers, with a dress shirt and necktie
- Female Employees: A dress, suit or pants suit; or a skirt or pants with a blouse, sweater or jacket.

On duty uniformed members shall appear in Class A or B uniform.

Exception: On duty employees summoned to court without advance notice may appear in their normal attire. Deputies assigned to Investigations Division or a plain-clothes assignment may appear in their normal duty attire.

**735.00 UNIFORM ITEMS/INSIGNIA**

No insignia or other items shall be worn on the uniform that are not authorized in this chapter of the Rules and Regulations or by special order of the Sheriff.

**735.01 BADGE**

The Marin County Sheriff's Office star badge issued to the individual or a privately purchased star conforming to the regulations and bearing the individual's Sheriff's Office identification number. Members in non-uniform assignments shall carry the star issued to them or a privately purchased star conforming to the regulations and bearing the individual's Sheriff's Office identification number.

A Captain or above must approve the purchase of any privately owned Marin County Sheriff's Office badges. A notation of the approval will be made in the member's equipment file.

- a) Members and professional staff shall not use another member's or professional staff's department issued badge without the permission of a superior officer.

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- b) Members and professional staff shall not knowingly permit any person not appointed by the Sheriff to use a Marin County Sheriff's Office badge at any time.
- c) The badge shall be worn on the uniform attached to the badge holder on the outermost garment, unless a cloth badge had been authorized for that garment.

**735.02 BADGE – VOLUNTEERS**

The Marin County Sheriff's Office star badge issued to the individual or an authorized privately purchased star conforming to the regulations and bearing the individual's Sheriff's Office identification number.

A Captain or above must approve the purchase of any privately owned Marin County Sheriff's Office badges. A notation of the approval will be made in the volunteer member's equipment file.

- a) Volunteers working in a uniformed assignment shall wear the badge on the uniform attached to the badge holder on the outermost garment, unless a cloth badge has been authorized for that garment.
- b) Volunteers in non-uniform assignments shall carry the badge with them while working that assignment.
- c) Volunteers shall not use the badge to imply they are a peace officer unless performing a Sheriff's Office assignment.
- d) Volunteers shall not use another member's or professional staff department issued badge without the permission of a superior officer.
- e) Volunteers shall not knowingly permit any person not appointed by the Sheriff to use a Marin County Sheriff's Office badge at any time.



**735.03 BADGE – CLOTH**

The Marin County Sheriff's Office cloth star badge issued to an individual for attachment to a windbreaker, car coat or Sheriff's utility coverall uniform.

- a) Sworn staff – Deputy Sheriff Marin County.



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- b) Professional staff and Volunteers – assignments requiring a uniform. Sheriff's Office Marin County.



735.04 BADGE – LINE OF DUTY DEATH

When the Sheriff, Attorney General, Governor or President of the United States formally declare a day(s) of mourning for law enforcement officer(s) who died in the line of duty, a black band may be worn on the Sheriff's Office star badge for the period of mourning. The band should be ½ inch black elastic band material.

As you face the badge, the black band goes from the top right to the left of the star badge.



735.05 IDENTIFICATION CARD [CREDENTIALS]

Members and employees shall carry the identification card issued by the Marin County Sheriff's Office while on duty. Members and employees should carry the identification card at all times.

- a. Members and employees shall not use another member or employee's department issued identification card without the written authorization of a Captain or above.

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- b. Members and employees shall not knowingly permit any person not appointed by the Sheriff to use a Marin County Sheriff's Office Identification Card at any time.

735.06 NAME PLATE

The nameplate will be centered above the right breast pocket with the bottom edge of the nameplate parallel with and touching the pocket seam. The nameplate must contain the first initial and last name of the member or employee.



Metal Name Plate

735.07 NAME PLATE - BACKPLATE

Sworn staff assigned to a specialty unit may wear a back plate to the nameplate with the specialty unit designation as shown below. If an individual is a member of more than one specialty unit, they may pick the unit back plate they want to wear. Field Training Officers will wear the Training Office back plate.

735.07.01 DIVE TEAM



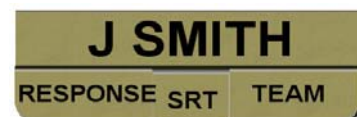
735.07.02 HONOR GUARD



735.07.03 HOSTAGE NEGOTIATIONS TEAM



735.07.04 SPECIAL RESPONSE TEAM



735.07.05 FIELD TRAINING OFFICER



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735.07.06 CANINE OFFICER



735.07.07 MARINE PATROL OFFICER



735.08 NAMETAPE

A nametape will be worn on the Utility Uniform (Class C,) black windbreaker jacket and the car coat. The nametape will be centered above the right breast pocket with the bottom edge of the nametape parallel with and touching the pocket seam. The nametape must contain the first initial and last name of the member or employee in gold embroidered block letters. The nametape will be 1" in height with the block letters  $\frac{3}{4}$ " high. The tape color for the jail uniform and utility uniform will be the same dark green as the uniform. The tape color for the windbreaker jacket and car coat will be black.



Nametape example (black windbreaker & car coat)

735.09 MEDALS – COMMENDATION and SHOOTING

Medals, ribbons and other Sheriff's Office awards shall be worn on the Dress Jacket (Class A) and may be worn on the tan shirt (long or short sleeve.) The awards shall be worn on the left front side in the following manner:

Highest to lowest award – Medal of Valor, Medal of Merit, Medal of Commendation, Lifesaving Medal

735.10 INSIGNIA-OTHER

735.10.01 American Flag Pin – Members will wear a department issued American Flag pin on their Class A dress coat. The pin will be worn on the left lapel (centered.)

735.10.02 Air Patrol Wings – Members and Volunteers may wear the Marin County Sheriff's Office Pilot wings if they are a FAA certified pilot, and an active member of the Sheriff's Air Patrol or a full time deputy with a supplementary assignment that requires flying.

735.11 RANK – SERGEANT

Sergeants shall wear cloth sergeant stripes on the sleeves of the short sleeve and long sleeve shirts, dress uniform jacket, car coat and windbreaker. The top point of the stripes shall be touching the bottom point of the Office patch. Metal chevrons will not be worn.

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735.12 RANK - LIEUTENANT

A single gold bar shall be affixed to the center of each side of the collar of the uniform shirt worn by Lieutenants. The front edge of the bar shall be  $\frac{3}{4}$  inch from and parallel with the front edge of the collar. On each shoulder of the dress uniform jacket, car coat or windbreaker, a single gold bar shall be placed with the outer edge  $\frac{5}{8}$  inch above the sleeve seam. The bar shall be centered over the shoulder seam and shall be parallel to the sleeve seam.

735.13 RANK – CAPTAIN

Two gold bars shall be affixed to the center of each side of the collar of the uniform shirt worn by Captains. The front edge of the bars shall be  $\frac{3}{4}$  inch and parallel with the front edge of the collar. On each shoulder of the dress uniform jacket, car coat or windbreaker, a two gold bar insignia shall be placed with the outer edge  $\frac{5}{8}$  inch above the sleeve seam. The bars shall be centered over the shoulder seam and shall be parallel to the sleeve seam.

735.14 RANK – UNDERSHERIFF

Two gold stars shall be affixed to the center of each side of the collar of the uniform shirt worn by Undersheriff. On a short sleeve shirt, one point of each star shall point upwards in such a manner that a line dissecting this point shall be parallel to the front edge of the collar. On a long sleeve shirt one point of each star shall point upwards in such a manner that a line dissecting this point shall be perpendicular to the front edge of the collar. The center of the stars shall be 1 inch above the sleeve seam and centered directly over the shoulder seam.

735.15 RANK – SHERIFF

Three gold stars shall be affixed to the center of each side of the collar of the uniform shirt worn by Sheriff. On a short sleeve shirt one point of each star shall point upwards in such a manner that a line dissecting this point shall be parallel to the front edge of the collar. On a long sleeve shirt one point of each star shall point upwards in such a manner that a line dissecting this point shall be perpendicular to the front edge of the collar. The center of the stars shall be 1 inch from the front edge of the collar. On the dress uniform jacket, car coat or windbreaker, three gold stars shall be worn on each shoulder so that one point of the star points to the rear. The center of the stars shall be 1 inch above the sleeve seam and centered directly over the shoulder seam.

735.16 SERVICE STARS

One gold embroidered service star for each 5 years of full time law enforcement service shall be worn on the long sleeve shirt and dress jacket left sleeve.

Optional on black jacket, sheriff's aide long sleeve shirt and jail uniform shirt. On the uniform shirt and black jacket, the bottom edge of the stars will be  $\frac{3}{4}$ " above the top seam of the sleeve cuff. On the Dress Jacket, the bottom edge of the stars will be  $\frac{3}{4}$ " above the sleeve strip.

735.17 SHOULDER PATCHES

The Office shoulder patch will be affixed to both the left and right shoulders of the uniform shirts, windbreakers, dress jackets and utility uniforms.

The Special Response Team will wear a subdued version of the department patch on their team uniform (section 732.07.) The patch will have the letters SRT centered in the lower area of the patch.

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Rockers – worn above the Office shoulder patch by uniformed professional staff and volunteers on their Sheriff's Office uniform(s.) The rocker will indicate the Division or unit assigned to.

1) Detention Services



2) Court Services



3) Search and Rescue



4) RACES – OES Radio Amateurs







735.18 AMERICAN FLAG PATCH

American flag patch will be worn above the right pocket on all uniform shirts. The patch will be centered to the width of the pocket and the bottom edge of the flag shall be 1" above the top seam of the pocket. The patch will also be worn on the windbreaker jacket and car coat in the same location as the shirt. The flag patch will not be worn on the dress jacket.

735.19 SLEEVE STRIPE – DRESS JACKET

The Class A Dress Jacket will have sleeve stripes/braid on each sleeve as indicated in diagram.

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Deputy, Sergeant Volunteers	Lieutenant	Captain, Undersheriff, Sheriff

Deputy, Sergeant, Volunteers strip shall be  $\frac{3}{4}$  inch wide black braid with gold-colored trim. The stripe will be 3 inches above the bottom edge of the sleeve and extend one-half way around the sleeve from seam and set into the seam at both sides.

Lieutenant stripe shall be one gold braid  $\frac{3}{4}$  inch wide. The stripe will be 3 inches above the bottom edge of the sleeve and extend one-half way around the sleeve from seam and set into the seam at both sides.

Captain, Undersheriff, Sheriff shall have two  $\frac{3}{4}$  inch wide gold braid stripes. The first stripe will be 3 inches above the bottom edge of the sleeve and extend one-half way around the sleeve from seam to seam and set into the seam at both sides. The second strip will be  $\frac{3}{4}$  inches above the first stripe.

**740.00 DESTRUCTION OR LOSS OF DEPARTMENT OWNED UNIFORM AND EQUIPMENT ITEMS**

Members, professional staff and volunteers are responsible for the proper care of Department owned uniforms and equipment assigned to them. Damaged or lost uniform(s) or equipment may subject the responsible individual to reimbursement charges and appropriate disciplinary action.

**740.01 REPORTING STOLEN OR LOST DEPARTMENT OWNED UNIFORM AND EQUIPMENT**

Members, professional staff or volunteers who have Department owned uniform or equipment items stolen or lost on duty or off duty shall:

- Submit a written report to the Division Commander detailing the circumstances.
- Complete a Crime or Incident Report.

Note: Field personnel desiring immediate temporary replacement of safety equipment items shall have their Division Commander direct a memo to the Professional Standards Unit requesting such a replacement. The memo should

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state that this is a temporary replacement pending an investigation of the incident by the Division Commander.

The Division Commander shall make a determination as to the degree of responsibility on the part of the employee for this theft or loss.

If the Division Commander determines that the employee was not negligent in the loss of the items, he shall complete and sign a memorandum requesting replacement be issued.

If the Division Commander determines that the employee was negligent and/or the loss could have been prevented had the employee exercised reasonable judgment and precaution, the Division Commander shall recommend appropriate remedial or disciplinary action in accordance with existing Departmental guidelines and forward the recommendations to the Bureau Commander for approval. This recommendation shall include a statement that, in case of negligence, the employee can be held accountable for the replacement costs, and that the Department shall request the employee to reimburse the Department for replacement. Consideration should be given if there are previous incidents where the employee has been negligent.

When the reported items are found or recovered, and unless the items are required as evidence in a case, they shall be turned over to the Professional Standards Unit. The Professional Standards Unit shall notify the Bureau and Division Commander of the employee's assignment.

**745.00 DEPARTMENTAL PROPERTY**

**745.01 SURRENDER OF DEPARTMENT PROPERTY**

Members and professional staff are required to surrender all department property in his/her possession upon separation from service. Failure to return non-expendable items may cause the person to reimburse the department for the fair market value of the article(s.)

**745.02 PRESUMPTION OF RESPONSIBILITY**

In the event that Sheriff's Office and/or County property or vehicle is found bearing evidence of damage, which has not been reported, it shall be prima facie evidence that the last person using the property or vehicle was responsible.

**745.03 MANUALS' MAINTENANCE**

All members and employees issued manuals are responsible for their maintenance and will make appropriate changes or inserts as they arise.

**745.04 DEPARTMENTAL PROPERTY – LOCATION – MOVING FROM**

Employees shall not move office equipment or furnishings outside of the division to which the equipment is assigned without the permission of the commanding officer or the division concerned.

**745.05 CARE OF DEPARTMENT BUILDINGS**

Members and employees shall not mar, mark or deface any surface in any departmental buildings without specific authorization from a commanding officer.

**745.06 NOTICES**

Members and employees shall not mar, mark, alter or deface any posted notice of the department. Notices of announcements shall not be posted on bulletin boards without permission of a supervisor or above. Notices of a derogatory nature shall not be posted at any time.

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745.07 DEPARTMENT VEHICLES – USE

Members shall not use any departmental vehicles without the permission of a supervisor or commanding officer. Departmental vehicles shall never be used for personal business or pleasure.

745.08 REPORTING ACCIDENTS

Accidents involving County personnel, property and/or equipment must be reported in accordance with uniform procedures adopted by the Sheriff's Department and County Administration.

746.00 RETURNING SHERIFF'S DEPARTMENT AND/OR COUNTY OWNED PROPERTY

An employee shall return all Sheriff's Office and/or County owned property in his/her possession under the following circumstances.

746.01 RESIGNATION OR TERMINATION

An employee who resigns or is terminated from the Department shall deliver all Sheriff's Office and/or County owned property in his/her possession to the Professional Standards Section.

Exception: Any supervisor may take possession of the property from a terminated or separated employee when circumstances indicate that it would be in the best interest of the Department.

746.02 LEAVE OF ABSENCE

An employee granted a leave of absence without pay that exceeds thirty days, but is less than one year, shall, prior to the effective date of the leave, surrender all Sheriff's Office and/or County owned property in his/her possession to the Professional Standards Unit. The Professional Standards Unit shall insure that all Sheriff's Office and/or County owned property in the possession of the employee is surrendered and held for safekeeping pending the return of the employee.

An employee granted a leave of absence without pay of one year or longer shall, prior to the effective date of the leave, surrender all Sheriff's Office and/or County owned property in his/her possession to the Professional Standards Unit. The equipment shall be available for reissue.

746.03 RELIEVED FROM DUTY

An employee who is relieved from law enforcement duties by a Captain, Undersheriff or Sheriff for a violation of county, state or federal laws shall surrender all Sheriff's Office and/or County owned property in his/her possession to the officer executing the order of relief from duty. The officer executing the order shall ensure that all property is delivered to the employee's commanding officer for safekeeping.

747.00 CARE AND USE OF FIREARMS

747.01 FIREARMS – USE OF BY OFFICERS

- a. The term "display" shall be used to describe the un-holstering and exhibiting of a lethal firearm during the conduct of police business.
- b. The term "lethal firearm" shall be used to describe a firearm that is designed to kill whether loaded or unloaded.
- c. Lethal weapons shall be displayed only in accordance with General Orders. Members shall not carelessly handle a firearm at any time.



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747.02 FIREARMS – WEAPONS – STORAGE OF

Members and employees shall not place or store any firearms in the Hall of Justice or any substation except when the place of storage is locked.

747.03 FIREARMS – WEAPONS – STORAGE AT HOME AND IN VEHICLE

Any County issue firearm that is taken home or stored in a vehicle according to policy shall be locked in such a fashion as to prevent theft or accidental discharge by children as defined by Penal Code Section 12035.

747.04 FIREARMS – SELLING – RESTRICTIONS

Members and employees shall not lend, give or sell any firearm to any persons who do not have a legal right to possess such firearm. Any sale of a firearm shall be done in accordance with current State and Federal laws.

747.05 AMMUNITION – REPLACEMENT – SECURITY OF

Members shall be issued normal replacement ammunition by their superior officer. No ammunition for replacement purposes shall be obtained from the arms locker, except for emergency conditions.

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