

V.R.U. VOLUNTEER RESPONSE UNIT



YAMHILL COUNTY SHERIFF'S OFFICE VOLUNTEER PROGRAM

STANDARD OPERATING GUIDELINES MANUAL

APPROVED: JANUARY 18, 2011

TABLE OF CONTENTS

Section 1: Administrative	Page
General Provisions	1
Introduction	1
Location of Sub-Stations	1
Detail Observation Report Form	1
Volunteer Time Sheet	2
Standby/Activation Response	2
Section 2: Equipment	Page
County Shops VRU Storage	4
Supply Quartermaster	4
Checking Out Equipment	4
Radio Procedures	5
Radio Channels	6
Phonetic Alphabet/Disposition Codes	6
L.E.D.S.	7
P158 VRU Trailer Transport	7
P158 VRU Trailer Display Setup/Teardown	8
Canopy Display Setup/Teardown	9
P159 Response Van Transport	9
P159 Response Van Setup/Teardown	9
P30 Radar Trailer Transport/Setup	10
County Shops Fuel Station/Card	12
County Shops Wash Rack	13
Keys	13
Section 3: Duty Operations	Page
Participating in Parades	14
Community Event Booth Detail	14
Crime Scene Containment	15
Crime Scene Security Detail	15
Client Security Detail	16
Marine Patrol	17
Park Patrol	17
Boat Launch Voucher Checks	17
Traffic Control	18
Traffic Monitoring	18
Fingerprinting	19
Section 4: Aid to the Public	Page
Lost/Found Property	21
Citizen Contacts	21
Animal Complaints	21
Assistance Calls	21

YAMHILL COUNTY SHERIFF'S OFFICE
VOLUNTEER RESPONSE UNIT – S.O.G. MANUAL

Nuisance Complaints	22
Area Check	22

Section 5: Sample Forms/Documents	Page
Volunteer Time Sheet	25
Detail Observation Report Form	26
Volunteer Program Vehicle Log	27
Uniform & Equipment List	28
Duty Bag Suggested Supplies List	39
Quartermaster Form	30
Agreement of Security Services Form	31
YCSO 450 Conventional Radio Template	32
P159 Response Van Available On-Board Equipment	33
P159 Activation Deployment Checklist	34
Unit Sign-In Log	35
Incident Pass-Down Log	36
Secured Scene Personnel Log	37
D.I.D. Voicemail Numbers for VRU	38
VRU Meeting Sign-In Sheet	39
Vehicle Equipment Defect Report	40
Detail Authorization Form	41

Section 6: Amendments (Write In)	Page
_____	_____
_____	_____
_____	_____
_____	_____

Section 1: Administrative

General Provisions

A. Title

This manual shall be known as the Yamhill County Sheriff's Office Volunteer Response Unit Standard Operation Guidelines Manual.

B. Purpose

The information contained in the pages of this manual is the foundation for the operation of the Yamhill County Sheriff's Office Volunteer Response Unit (VRU), and guidance of each volunteer member. This manual is intended to be supplemental to any and all applicable volunteer guidelines in place, and documented in Yamhill County Sheriff's Office Policies and Procedures Manuals. Operational methods and guidelines outlined herein are subject to change with the issuing of "General Orders" of the Sheriff. When the "General Orders" are issued, they shall be properly inserted into this Standard Operating Guidelines Manual.

Introduction

All VRU members shall obey the orders of the Sheriff, all supervisory personnel, and all Standard Operating Guidelines, Directives, etc., of this Manual, and shall further abide by the additional guidelines set forth herein.

This manual is intended to be user-friendly, answer questions and describe possible scenarios you may encounter during your tour of duty. All volunteers are expected to be knowledgeable of this manual's contents and sign off on their review of, annually.

Locations of Substations

- A. Dayton: 416 Ferry Street, Dayton, OR 97114; 503-864-3539
- B. Lafayette: 486 Third Street, Lafayette, OR 97111; 503-864-2646
- C. West Valley: 120 SW Mill Street, Sheridan, OR 97378; 503-843-2431
- D. Willamina: 411 C Street, Willamina, OR 97396; 503-876-5602

All Substations may have volunteers assigned, as needed, along with equipment and paper-work. This does not preclude the possibility that, as the VRU gains more participants; vehicles may be assigned to specific outlying communities or areas.

Detail Observation Report Form

After each detail and/or event, a Detail Observation Report Form must be completed to allow for future reference of important details and public contact information. The form may be completed on the computer or hand written. A copy of this form is available in Section 6 of this manual.

Spaces on the form are available for entry of the detail date(s), time(s), type of detail, and assisting personnel or volunteers. The body of the form should be used to describe critical events and important information. This form should be given to the Volunteer Coordinator to be filed.

Volunteer Time Sheet

Due every month, the Volunteers Monthly Log of Volunteer Services time sheet provides the Sheriff's Office a total list of hours each member has provided, supplemental to the event sign-in sheets. It is important to submit these every month if you participated in an event or detail because volunteers are provided worker's compensation and damage claim coverage, if ever needed. Occasionally, the Volunteer Coordinator is audited to determine if members are providing this information regularly. Volunteer timesheets are available from the Volunteer Office. Below are basic (required) information needed on each timesheet that is turned in, neatly printed.

- A. Name and current month/year.
- B. List each activity/event in the appropriate column.
- C. If you desire, you may calculate the total hours for the month and write the value near the bottom right side of the page.
- D. See Section 6 of this manual for a copy of the Volunteer Timesheet.

Please supply completed timesheets to the Volunteer Coordinator by the 10th of each month. Total hours for the month will be entered into the database, and then put into the timesheet file for future reference.

Standby/Activation Response

When VRU receives a standby or activation request from YCOM or the Sheriff's Office, it is the responsibility of the Volunteer Coordinator to alert VRU Board Members of this request. The Board Members will meet with the Volunteer Coordinator or YCSO Supervisor to determine the best way to meet the activation request. Unless a member has specifically requested not to receive notices to standby or activate, expect to receive notices via telephone or wireless device text, any time of the day.

In most cases, notices will be sent out in the evening until early morning. Such call-outs usually require members to secure a crime scene overnight, until officials return to investigate the following day.

A. If you receive a telephone call or text alert stating that VRU members have been placed on Standby Status, do the following:

1. Prepare yourself for any type of activation. The Board Members are working with the Sheriff's Office, determining what level of response is needed. Expect little to no description of the details to be included with this notice. Please remember that in most cases, only one or two individuals are conducting the callout and lengthily conversation should be avoided to help expedite the calls to the remaining membership.

2. Ensure that your duty bag is well-stocked. Especially with items such as food and water.

3. Ensure that your duty belt and uniform is ready. If you have been assigned equipment, make sure it is prepared.

B. If you receive a telephone call stating that VRU members have been activated, do the following:

1. Expect to be asked to fill a shift that is typically four hours in length.
2. If the activation requires individuals with special training, members that meet such requirements will be contacted first.

3. If you are not contacted, do not attempt to call the Sheriff's Office or Board Members for information immediately after the activation. Either the activation requires specially trained response, or the positions have already been filled. Furthermore, the Volunteer

YAMHILL COUNTY SHERIFF'S OFFICE
VOLUNTEER RESPONSE UNIT – S.O.G. MANUAL

Coordinator and/or VRU Board is extremely busy with the management of the response, so calling-in is discouraged, unless highly necessary.

C. If you are requested to cover the first shift, you will likely be expected to transport equipment and vehicles to the scene. Typically the P-28 Colorado pickup and the P-159 Response Van will be utilized for transport.

1. First arrive at the Sheriff's Office to acquire necessary keys and/or other needed equipment.
2. The county shops accommodate a variety of other equipment not available at the Sheriff's Office. Larger items and vehicles are typically staged there.
3. Section 3 of this Standard Operating Guidelines Manual explains response techniques/instructions in further detail.

D. If you are requested to cover a subsequent mid-shift, you will most likely be informed to arrive directly at the scene. Use your personally operated vehicle (POV), unless advised otherwise.

E. If you staff the final shift on scene, you may be requested to retrieve the recently returned P-28 Colorado pickup (from the first shift), located at the Anex parking lot, on your way, so upon completion of the detail you can assist with returning the on-scene equipment and vehicles. It is necessary to clean and re-fuel vehicles used when returning to the County Shops.

F. In most cases, unless otherwise stated, standby and activation notices will expire in 24 hours from the time sent.

G. Detailed information on standby/activation procedures can be reviewed in the VRU Member Activation Plan.

Section 2: Equipment

County Shops VRU Storage

Located at the County Shops, the storage room for VRU members contains all extra supplies for event details as well as activation responses. Below is a brief list of available gear. This facility is located in the boat shed on the South side of the county shops lot. Keys for access can be obtained from the Volunteer Coordinator and/or the Sheriff's Office.

- A. Member Supplies
 - 1. Duty Bags
 - 2. Ballistic Vests
 - 3. Radios
 - 4. Bottled Water
- B. Events
 - 1. Canopies
 - 2. Handouts/Publications
 - 3. Stickers
 - 4. Stuffed animals
- C. Traffic Control/Security Details
 - 1. Safety Cones
 - 2. Flares
 - 3. Stop/Slow Signs
 - 4. High-Visibility (Reflective) Safety Vests

Supply Quartermaster

All equipment, supplies and uniforms issued by the Sheriff's Office must be documented on a Quartermaster form. These are to be filled out accordingly and then submitted to the Volunteer Coordinator.

- A. Fill out your name and the date. Check off the items being authorized to you. If the item is not listed, write it in a blank field. Initial to the right of all items issued. Sign the bottom of the form.
- B. No uniform or related items may be ordered without the approval of the Sheriff's Office.
- C. See Section 6 of this manual for a copy of the Quartermaster form.

Checking Out Equipment

Upon arrival to an event or scene, log in, and check out the necessary and/or available equipment you will require for your shift. You must sign off the return of your checked out equipment upon end of shift. You will be responsible for the items checked out to you. Any operation failures and/or damages that occur to the equipment, while in your possession, must be reported to the on-site supervisor or board member as soon as possible. This information must be noted on the check-out log as well.

- A. Vehicle –
 - 1. All fluid levels on the vehicle should be checked. If oil, power steering fluid or transmission fluid is required, it can be obtained at the Public Works Maintenance Shop.

2. Check the vehicle tires to ensure they are not severely worn, and for proper inflation. If air is required, this should be obtained at the Public Works Maintenance Shop as soon as you leave the substation. If you feel that tires are in need of replacement, advise the Shift Supervisor who will check.

3. Check the vehicle for damage and faulty equipment. If you note damage on the vehicle, check the previous shift log to ascertain if the damage had already been reported. If you find no entry of the damage on the log, or if faulty equipment is discovered during your inspection or duty, contact the on-duty Shift Supervisor. Additionally, if necessary, complete and submit to the Volunteer Coordinator a Vehicle Equipment Defect Report Form. See Section 6 of this manual for a sample of the form.

4. Check your vehicle for equipment and paperwork. Be sure that all necessary blank report forms are on board.

5. A Vehicle Log book will be carried in each volunteer operated vehicle. This log will be completed each time the vehicle is taken on duty, utilizing the next available space on the log until it is full. At this time, it will be forwarded to the Volunteer Coordinator and a new log sheet will be started. A copy of the Volunteer Vehicle Log can be reviewed in Section 6 of this manual.

6. A pre-operation checklist for the P159 Response Van is located in the vehicle and in Section 6 of this manual.

B. Flashlight –

1. They are black metal 3 cell battery lights. When not in use they will be kept in the Boat Shed Office and/or the P159 Response Van.

C. Portable Radio –

1. This radio is a rechargeable unit. It will be obtained from and returned to a charging bracket within the Sheriff's Office, VRU Storage Room, or the VRU Event Trailer when not in use.

D. Keys –

1. The last item you will log out will be the vehicle keys. These are located inside the Sheriff's Office or the Substation.

E. Additional Equipment –

1. No extra or unauthorized equipment will be carried or put in volunteer operated vehicles.

Radio Procedures

A. Portable Radio –

1. To operate the radio, simply put the ON/OFF switch located at the top of the radio, to the ON position. Set the channel selector switch to the channel your Shift Supervisor or Person of Contact has advised.

2. On the left side of the radio, you will observe a push button bar. This is the switch that will key the radio, allowing you to transmit. Remember, when transmitting, keep the radio approximately six (6) inches away from your mouth, and speak clearly and slowly. When your transmission is complete, release the microphone (push button bar) button. If you keep the button depressed, you will continue to transmit, not allowing you to receive a response.

3. A complete instruction pamphlet is available for review on use of the portable radios. These are normally kept with the radios near their charging docks.

B. Mobile Radio –

1. This type of radio operates very similar to the portable versions. However, mobile radios use an external microphone that is usually kept on a bracket located on the vehicle dash or radio console. Mobile radios transmit at a higher power level, which means they send your signal much farther than portable radios can. If you are experiencing difficulty in contacting your receiving party, try the mobile radio. Remember to return the microphone to the appropriate bracket when finished. This prevents accidental transmission when the microphone inadvertently becomes keyed in-between the seat or on the floorboard.

2. Volunteer vehicles typically have more than one mobile radio, each serving a different purpose. In most cases, in order to contact YCOM, or other Patrol personnel, use the Tait brand radio. Other radios included are VHF High-band for Search & Rescue, and sometimes CB (Citizens Band) and scanner radios.

C. Base Station radios are available at the Sheriff's Office and at the Sub-Stations. These are usually mobile radios hooked up to a DC power supply. These operate the same as the vehicle mobiles. In the event that the radio is not receiving power, check for a red power switch located on the DC power supply, however, these are usually always on.

Radio Channels

See section 6 for YCSO 450 Conventional Radio Template (current channel list) for the Tait and Kenwood mobile/portable radios used for YCOM; law enforcement radio traffic.

Phonetic Alphabet/Disposition Codes

When supplying information over the radio, using the phonetic alphabet will greatly reduce mistakes. The following is the standard list for law enforcement use.

A – Adam	J – John	S – Sam
B – Boy	K – King	T – Tom
C – Charlie	L – Lincoln	U – Union
D – David	M – Mary	V – Victor
E – Edward	N – Nora	W – William
F – Frank	O – Ocean	X – X-ray
G – George	P – Paul	Y – Yellow
H – Henry	Q – Queen	Z – Zebra
I – Ida	R – Robert	

These codes are frequently used to quickly describe how a report, call, follow-up, etc. is cleared. The following is the standard for Yamhill County use.

R: (Robert) – Report will be written.	S: (Sam) – Unable to locate.
(1) Original.	(1) UTL person.
(2) Supplemental.	(2) No such address.
(3) Misc. Service Report.	(3) Complaint does not exist.
T: (Tom) – Premise check.	W: (Willie) – Call for service.
(1) False alarm.	(1) Assignment completed.
(2) Found secure.	(2) Person assisted.
(3) Made secure.	(3) Person advised/referred.
	(4) Hazard corrected/removed.

YAMHILL COUNTY SHERIFF'S OFFICE
VOLUNTEER RESPONSE UNIT – S.O.G. MANUAL

- | | | |
|-----------------------------------|-----|---|
| X: (X-Ray) – Suspicious activity. | (5) | Delivered person/message/package. |
| (1) Person checked – OK. | (6) | Peace restored. |
| (2) Vehicle checked – OK. | (7) | Nuisance abated. |
| | (8) | Arrested/investigation by other officer/agency. |

- Y: (Yellow) – Action taken.
- (1) F.I. (Field Interview) Card completed.
 - (2) Warning given.
 - (3) Citation/tag issued.

- Code (4) – Everything OK.
Code (7) – Lunch or break.
Code (11) – Is radio secure? Officer safety report will follow.
Code (99) – Officer needs assistance immediately.

L.E.D.S. – Law Enforcement Data System

This is used by YCOM, deputies and most other Sheriff's Office personnel. LEDS is a statewide database that allows the Sheriff's Office to determine if a suspect has any outstanding warrants, whether an individual carries a concealed handgun permit, if a piece of found property has been reported lost or stolen, and many more useful functions. Access to LEDS is available at YCOM through a dispatcher, at the Sheriff's Office, and by use of MDT's (mobile data terminals). LEDS is not meant for personal inquiries. This training must be completed before YCOM is allowed to respond to volunteer DMV inquiries. Note: national inquiries are made with the N.C.I.C. – National Crime Information Center.

Volunteers are encouraged to take training in LEDS. In most cases, you will be allowed to use LEDS for inquiring results on goods recently acquired in local pawn shops. Pawn slips are frequently given to the Sheriff's Office for review. Training for LEDS may easily take 30+ hours to complete. It is offered by the designated L.E.D.S. representative, in the Sheriff's Office Records Division. Currently, the training is completed through a computer-aided tutorial, followed by a written exam.

P158 VRU Trailer Transport

Meant for community awareness displays, the P158 VRU trailer is typically taken to various events through-out the year. It features custom built display cabinets and also allows for hidden storage of materials underneath. The preferred vehicle designated for transporting the trailer is the P159 Response Van. The P158 VRU Trailer is not authorized to be towed with a personally-owned vehicle.

- A. Preparation –
 - 1. Raise leveling jacks. The wrench is located inside the cabinets at the front of the trailer. Return the wrench when finished. Note: the jacks should not be lowered for storage.
 - 2. Check the inside of the trailer to ensure all items inside are either secure and/or safe for travel. Make certain all cabinet doors are locked, as materials are kept inside. Check for open ceiling vents, these should be closed down tight for travel.
 - 3. Secure the awning.
 - 4. Lock both doors for travel. Keep in mind, while the leveling jacks are up, it may be difficult to lock the doors.

5. Remember to unplug the AC power cable from AC receptacle in its parked location.

B. Hookup –

1. Drop the trailer tongue on the ball of the pickup. Ensure that the trailer is secure to the pickup. The lock down latch should be pushed down and secured with a clevis pin or padlock.

2. Install the trailer lights plug into the appropriate receptacle. Ensure that the brake, running and turn signal lights are operating correctly.

3. Fasten the safety chains to the pickup receiver hitch.

4. Remove the chocks securing the trailer wheels. Take these with you to your destination, as they should be used to secure the trailer at that location.

5. Bring along the pair of wood steps used for entry inside the trailer.

C. Transporting –

1. You are encouraged to have another VRU member follow the trailer for travel and to act as a spotter for event/storage parking.

2. If the trailer is located and left unsecured (staffed), it is necessary to use the supplied padlock in cabinet #1 to lock the tongue.

P158 VRU Trailer Display Setup/Tear Down

This trailer is used for many community events. Carried on-board is most of the informational displays and handouts. Prior to event opening, the trailer must be setup inside and out.

A. Setup outside the trailer –

1. Secure the trailer with the wheel chocks and by lowering the leveling jacks. The wrench for the jacks is located in storage cabinet #1 inside the trailer.

2. Place one of the pair of wood steps in front of each doorway of the trailer.

3. If electricity access is available, use the extension cord(s), also located in cabinet #1. A special adapter is needed for hookup to the trailer power cord. This is usually kept in cabinet #1. If P159 Response Van is also on scene, hookup for electricity can be accessed from the generator compartment (if AC power is supplied to it also). Review the P159 Response Van Setup article under this section for more information.

4. Lower the awning.

5. Located on the floor in the trailer are tables and chairs for setup outside.

6. In the storage cabinets inside the trailer are boxes of handouts, stickers, and other informational publications that should be placed on the tables outside.

7. A United States of America and State of Oregon flag should be placed in the appropriate bracket at each end of the trailer. Place the State of Oregon flag at the rear end of the trailer, and the US Flag at the front of the trailer (nearest to the tongue).

8. Display the Yamhill County Sheriff's Office banner underneath the awning on the outside wall of the trailer, or in front of the display table.

B. Setup inside the trailer –

1. If the weather permits, raise the ceiling vents and turn on the fans (if AC power is available).

2. Turn on the lights (if AC power is available).

3. Materials that are displayed in the lower display shelving are typically packed for transport and put in the cabinet directly underneath. Usually, captions for the items are taped to the display shelf, making it easier to determine where they need to go.

4. Ensure the display acrylic (Plexiglas) and floor is clean.
 5. Volunteer Applications should be made available for every public event.
 6. Remember to lock all cabinet doors before opening to the public.
- C. Tear down –
1. Return all materials and supplies where they belong for transportation and/or storage.
 2. Empty waste basket.
 3. Before returning the trailer to the County Shops, observe the P158 VRU Trailer Transport topic of this manual.
 4. Remember to plug the AC power cable into AC receptacle when parked at the shops.

Canopy Display Setup/Tear Down

Occasionally, a portable canopy will be used for event booth displays. These are kept in the VRU storage room at the County Shops or in the P-159 Response Van. The canopy collapses down and fits into a long rectangular shaped bag. Remember to bring along a table and set of chairs. Public information material will need to be brought as well.

A. To setup the portable canopy, remove it from the storage bag. Two people make setup easier. Simply grasp it from two opposite corners and pull apart. As it opens, hinged ceiling supports spread apart and create a frame for the blue cover to fasten to. Tent-like support rods are used to stretch across the ceiling. These must be installed after the frame is spread apart. After these are secure, attach the included nylon or canvas cover by draping it over the top. Use the white fabric ties to secure it to the frame. Raise the canopy by loosening the thumbscrews on the legs, allowing the extensions to fall as the canopy goes up. When the desired height is reached, tighten down the thumbscrews. Either stake down the legs, or lay something heavy on top of the feet of each leg.

B. Underneath the canopy, setup the table and chairs. Place on the table the material you brought from the storage room such as handouts, stickers, and informational publications.

C. The Yamhill County Sheriff's Office banner may be placed in front of the table.

D. The tear down process is easily achieved by reversing the setup procedures.

P159 Response Van Transport

On crime scenes, Search and Rescue operations, community events and security details, the Response Van is an important resource that should be utilized.

A. Before transporting, conduct pre-checks of the vehicle. A copy of this checklist is available in Section 6 of the manual. Also check the rear section of the van for anything that may fall or tip over.

B. Before starting the engine, turn the battery select switch, located on the dash, to BOTH.

C. Allow the engine to run for a few minutes before leaving the County Shops.

D. It is highly recommended that a second VRU member operate a second vehicle to the destination. This is currently done with the P28 Colorado pickup which is always parked at the County Annex parking lot north of Yamhill County Community Corrections. This provides a return vehicle for the members that could not report to the scene in their personally operated vehicles.

E. Upon return to the county shops, and after shutting off the engine, return the battery selector switch to OFF. This prevents the engine battery voltage from draining too low.

P159 Response Van Setup

When setting up for operations within the Response Van, follow these instructions.

A. Make sure the surroundings of the van are safe for personnel. If necessary, use flares, traffic cones and lights to alert traffic or any other hazards of your presence.

B. Begin a Sign In/Out Log. This simply records the name and time personnel enter and leave a scene. In Section 6 of this manual, a copy of the Secured Scene Personnel Log is available. Blank copies of this form are available in the van's file box. Ensure that all personnel use this log. Depending on circumstances, this log may be used in court testimony.

C. Start a Pass-Down Log. This log acts as a diary describing important details not logged on the Sign In/Out Log. Replacement personnel will need to observe this log upon starting their shift to be better aware of the incident, and what to possibly expect during their shift. This may include notes describing the time when a family member related to the scene is expected to return, or information a citizen wanted to submit related to the scene.

D. Determine if electricity is available. In most cases, the generator located in the front passenger side of the van will need to be used. This supplies electricity to the power strips, coffee maker, auxiliary portable lighting and charges the batteries inside the van (via the use of the onboard 12V DC power supply).

1. This generator is started by depressing the momentary toggle switch on the top. Fuel for the generator is supplied by the main tank for the van. In the same compartment is an orange extension cord wired into the generator. It should be connected to the short, black pigtail extending from the circuit breaker box. In the event where electricity is available on scene, an extension cord may be connected to the black pigtail extending from the circuit breaker box,

E. Inside the generator compartment is a circuit breaker box. Switch the breakers to the "ON" position. One is dedicated to the 12 volt power supply and another supplies AC power to the receptacles in the van.

F. A list of available equipment kept in the van is included in Section 6 of this manual.

P30 Radar Trailer Transport/Setup

The trailer is transported to locations by the use of the volunteer pickup. Keys for this vehicle are kept in the Volunteer Office at the Yamhill County Sheriff's Office.

Setup procedures are in the Radar Trailer operator's manual which is kept in the Radar Trailer Log Book. This book is in the Volunteer Office and should be taken along for the relocation, updated, then returned to the office. The keys to the trailer are also kept in the Volunteer Office and should be taken for the relocation, then also returned.

Determination of where to locate the trailer is based on certain criteria. These are:

A. Does the location have electrical power available and in easy access?

B. Does the location have adequate parking for the trailer?

C. Does the location have a line of sight for the radar to operate effectively?

D. Does the owner or resident – or both – agree to have the trailer at the selected location?

Locations are of two types.

A. Request locations –

1. These locations are submitted from the Sheriff, Deputies, or citizens who call in and ask for its presence.

2. Prior evaluation of the location must take place before relocation of the trailer. The transporting volunteer must determine if the selected location meets all the aforementioned criteria. This is usually done by contacting the requesting party, visiting the location, or both.

B. Established locations –

1. These locations have been used in the past. They were either requests or contacts that the transporting volunteer previously made.

2. These are used in a rotational basis. The rotation depends on the number of established locations. The trailer is usually at a location for one week, depending on circumstances. For example: if there were six established locations, then would be a six week rotation.

3. Established locations that currently exist –

- a. Willamina City Shops – West Main Street, Willamina
- b. West Valley Fire Station – 825 Main Street, Willamina
- c. Sheridan City Hall – Bridge Street, Sheridan
- d. Sheridan City Hall – Mill Street, Sheridan
- e. Dayton Fire Department – 500 7th Street, Dayton
- f. Hopewell, City of – Hopewell Hwy across from Fentons Garage
- g. Residence: Art Finn (503) 835-2993 – 19995 Lafayette Hwy.
- h. Residence: Bill & Mary Morrell (503) 835-0980 – 13000 Lafayette Hwy.
- i. Notes: When location is given:
 - Determine if A.C. power is available at a residence/business that requested it. Available hookup is preferred to allow longer placement of trailer since it is not relying on battery power. Battery power should provide about 1 week of placement time.
 - Is placement safe for deployment and the trailer itself?

C. Transporting:

1. There are three keyed-alike padlocks on the trailer that secure it upon placement. They are located at the lower battery box compartment, the display board and the wheel lock bar. Ensure that all three are located on the trailer. The P-30 key will need to be obtained from the S.O. prior to picking it up at the county shops.
2. The ball size of the trailer is 2". Remember to obtain the appropriate hitch ball. The trailer light plug is a common 7 pin RV blade style plug.
3. 4 leveling jacks are used to anchor the trailer. Tilt up the 2 rear jacks to place the trailer on the vehicle ball. The trailer is light enough to maneuver manually.
4. Secure the trailer's hitch to the ball. Ensure it is secured on the ball and the locking pin closes the locking lever down.
5. Plug in the trailer lights. Ensure that they are fully functional.
6. Tilt up the remaining 2 jacks in the front of the trailer.
7. Ensure that the display board is secured to the lower box with a padlock.
8. Ensure that the solar panel is secured with a ratchet strap.
9. Remember to bring the Speed Limit sign and a minimum of 2 safety cones.

YAMHILL COUNTY SHERIFF'S OFFICE
VOLUNTEER RESPONSE UNIT – S.O.G. MANUAL

10. If A.C. power will be available at the deployment location, bring an extension cord of appropriate length.

D. Deployment:

1. Upon arrival, safely stage the vehicle and trailer at the deployment site.
2. Make contact with responsible person that requested trailer (if applicable).
3. Traffic vests shall be worn during placement of trailer for safety.
4. Remove trailer from vehicle in reverse fashion of the Transport section of this document.
5. Unlock the 3 padlocks.
6. Ensure the 4 jacks are secured and the trailer is level.
7. By releasing the spring loaded locking lever for the display board, lift the display vertical to the trailer. Lock the lever in place. Use a padlock to secure the display in this position.
8. Lift up the lower box lid. Turn on the unit by flipping the switch in the front of the box. On the exterior side, at that switch select SOLAR PANEL or A.C. POWER accordingly.
9. Remove the tow hitch from the trailer by removing the pin and disconnecting the trailer light pigtail plug. Place the hitch in the lower box.
10. Ensure that accurate speed readout is displayed by using a tuning fork that is kept in the plastic box next to the batteries. The speed should read 35 mph.
11. Display the Speed Limit sign on top of the readout display by securing it with the two supplies thumbscrew type bolts. Extra speed limit numbers are kept in the plastic box next to the batteries.
12. Lock down the lid using another padlock.
13. Remove the Wheel Locking Bar from its transport brackets. Slide into both wheels and lock in place with a padlock.
14. Place a minimum of 2 safety cones at the two traffic side corners of the trailer.
15. A test run with the vehicle can be made to ensure that the radar and readout display is working correctly.

E. Trailer pickup:

1. Hookup the trailer to the vehicle in same fashion as stated in the Transportation section of this document.
2. Remember to inform any responsible person(s) that may have requested the trailer that you are picking it up. This prevents them from thinking that it may have been stolen.
3. Return to the county shops and remember to plug it into A.C. power so the batteries can charge. Note: The solar panel can be utilized for charging also, if A.C. power is not available in its parked location. Remember to select the appropriate option at the switch.

County Shops Fuel Station/Card

Detailed instruction for fueling vehicles and equipment is available from a computer aided tutorial in the Volunteer Office. Gas cards are located near the driver's side door or visor of each volunteer vehicle. A second "access" card is necessary to permit use of the fuel pump. Current mileage of the vehicle must be entered into the kiosk as well. Remember to note fuel pump usage on the Vehicle Log form. Do not attempt to use the fuel station if you have not been properly trained, unless accompanied by a VRU member with appropriate training.

County Shops Wash Rack

County vehicles should always appear clean when on-duty. Wash them before leaving the County Shops, if necessary. The shed located near the wash rack contains cleansing agents for cleaning the interior of vehicles.

Keys

Full sets of keys for all Volunteer Program available equipment is located in the Volunteer Office. Applicable key sets are available in the P159 Response Van's black lock box behind the passenger seat and in cabinet #1 of the P158 VRU Event Trailer. The Volunteer Coordinator carries most of the same keys as well. If you need keys for your shift, consult the Volunteer Coordinator in advance to ensure availability. This is especially important when checking out patrol cars off the ready-line at the county shops.

Section 3: Duty Operations

Participating in Parades

VRU presence in parade details is mainly for spectator safety. Volunteers will be normally given intersections to close off vehicle traffic for the duration of the parade. In some cases, VRU will be asked to walk with the parade, near the front, middle and rear – watching the crowd, and ensuring that people do not collect too far into the parade route street, mainly preventing hazardous situations. Usually, parade floats/entries will throw out candy to the kids. Volunteers need to prevent any children from approaching the floats too close. Volunteers should stay aware of all actions near them. Be aware of the entire parade route. You may be asked to provide drivers a detour away from the parade. Maps should be provided before the event.

- A. Uniform – Full uniform (if possible)
- B. Gear/Supplies Needed –
 1. Traffic Cones. Typically, city public works will have necessary road closure barriers, but bring extra if you have them.
 2. Stop/Slow Sign.
 3. Junior Deputy badge stickers to hand out to the young crowd.
 4. Area map.
 5. Bottled water.
 6. Portable radio. Coordinate channel settings during briefing.
 7. Automated External Defibrillator (AED).

If VRU has been requested to be included in a parade as a float entry, remember that any equipment and vehicle shall be clean and presentable. Only pre-approved Sheriff's Office entries may be entered as a float. Sirens and lights are popular with the parade viewers, however if animals (example: Sheriff's Posse horses) are also in the parade, it is recommended that siren/horn usage is used with caution or avoided entirely for safety of the public and riders.

Community Event Booth Detail

Accompanied by the VRU Trailer, or the canopy, VRU members will be ambassadors of the Yamhill County Sheriff's Office. Citizens will be interested in observing the material provided to them. They will also want to ask questions about specific topics, and/or simply want to know what VRU members do. If Volunteer Program members are presented a question that they do not know the answer to, it is best to say: "I do not know, but I would be glad to find out". However, you are encouraged to either put them in contact with personnel that can answer their inquiry, or take their name and phone number to call them later with an answer. Instructions for setup of the booth can be observed in previous sections of this manual. Those participating should arrive early to assist with setup, and those scheduled until the end of the event should help with tear down.

- A. Uniform Requirements – No specific uniform requirements. Either the Sheriff's Office polo or full uniform is acceptable. A YCSO Supervisor will dictate which is approved.
- B. Gear/Supplies Needed –
 1. Junior Deputy badge stickers for the children.
 2. Ice chest with ice and bottled water.
 3. First Aid Kit. A frequently replenished first aid kit is always kept in the VRU Trailer. It is located near the doorway closest to the front of the trailer, hanging on the wall.

When conducting this type of detail, you may need to offer First Aid response during the event. A large, orange colored kit is available from the Volunteer Coordinator.

4. Notebook for taking inquiry requests.
5. AED.

C. Scheduling. The type of event will determine whether or not shifts will need to be scheduled. These details will be made during the Volunteer Meeting prior to the event by means of an approved Detail Authorization Form (DAF). A copy of the Detail Authorization Form can be reviewed in Section 6 of this manual. A shift schedule sheet will be present at the booth for reference.

Crime Scene Containment

Periodically, the Sheriff's Office may require the assistance of VRU members to maintain security at crime scenes. Law enforcement personnel will tape off a scene requiring investigation or evidence collection, and require that its border is enforced. A VRU member may need to transport the P159 Response Van to the scene. Instructions for transporting and setup of the van are described in previous topics in this manual.

Depending on the circumstances of the crime scene, you may be approached by media, concerned neighbors, family members and/or friends. They may tell you that they have to enter the crime scene. It is VRU member's responsibility that nobody enters without the approval of the on-scene supervisor. It is best to work in pairs on crime scene lines.

If you are stationed at the entrance of the scene, either take over a Check In/Out Log, or create a new one. VRU members will be responsible for documenting the names and times that personnel enter the scene.

A. Uniform Requirements – Full uniform. Bring additional attire for all types of weather.

B. Gear/Supplies Needed –

1. Duty Bag with extra water and snacks.
2. Traffic Cones, if you have them.
3. Flares.
4. Portable radio.
5. Clipboard for maintaining a Check In/Out Log. Also bring a writing

utensil. A clear plastic sheet protector works great to protect the log from becoming water damaged in the rain.

C. Scheduling. The length of the investigation will determine whether or not shifts will need to be scheduled. These details will be made by the Volunteer Coordinator or Point of Contact at the beginning of the call-out. It is your responsibility to be on-time, since other members, already at the scene cannot leave until they are replaced.

Crime Scene Security Detail

If a crime scene needs to be further processed the following day, VRU will be requested to provide over-night security to ensure that no evidence is tampered with during the absence of law enforcement personnel. The P159 Response Van should be transported to the crime scene, if it is not already present. Instructions for transporting and setup of the van are described in previous topics in this manual. It is required that teams of at least two members are present at all times during the security detail.

In most cases, the Volunteer Coordinator will notify YCOM of the detail. YCOM will make hourly status checks with the units on duty. When you arrive at the scene, inform YCOM that you are on-duty. Also inform YCOM when you clear the scene, or go off-duty.

Ensure that a Check In/Out Log and Incident Pass-Down Log is started and updated as necessary. Continually check the scene for integrity, as well as making perimeter checks. No unauthorized persons are allowed into the crime scene. Out-of-uniform personnel must provide identification if they are to enter and/or conduct processing of the scene.

- A. Uniform Requirements – Full uniform. Bring additional attire for all types of weather.
- B. Gear/Supplies Needed –
 - 1. Duty Bag with extra water and snacks.
 - 2. Traffic Cones, if you have them.
 - 3. Flares.
 - 4. Portable radio.
 - 5. Paper tablet for creating Check In/Out Log. Also bring a writing utensil.
- C. Scheduling. Depending on the length of the investigation will determine whether or not shifts will need to be scheduled. These details will be made by the Volunteer Coordinator at the beginning of the call-out. It is your responsibility to be on-time, since other members, already at the scene cannot leave until they are replaced.

Client Security Detail

Different than a Crime Scene Security Detail, security services for a client (non-Sheriff's Office related business) are scheduled in advance with the Volunteer Coordinator and typically provide donation for such services. Monies collected go toward the General Funds checking account for VRU. An Agreement of Security Services contract is presented by VRU and signed by the client prior to offering security services. This gives both VRU and the client an idea of what is expected from both parties before the services are provided. A blank copy of the Agreement of Security Services form can be reviewed in Section 6 of this manual.

It is required that pairs are scheduled to be present at all times, for the entire duration of the detail. Common services provided to the client are detailed in the Agreement of Security Services form and briefly summarized as follows:

- A. Property surveillance.
- B. First Aid response.
- C. Law enforcement contact. VRU members will inform law enforcement personnel of any suspicious/unlawful activity.

Members will not perform security operations for any event that poses an increased threat of danger, or one that allows the presence of alcohol. VRU members are not to carry defense weapons, so these events are considered too dangerous to provide VRU level security services.

Following the security detail, members involved are to complete a Detail Observation Report Form. This form can be reviewed in Section 6 of this manual. This form allows members to document important events and contacts during their shift of the detail.

- A. Uniform Requirements – Full uniform. Bring additional attire for all types of weather.
- B. Gear/Supplies Needed –
 - 1. Duty Bag with necessary water and snacks.
 - 2. Portable radio.
 - 3. First Aid Kit for providing aid if necessary.

Marine Patrol

VRU members are encouraged to attend training provided by the Oregon State Marine Board, and obtain certification to participate in Marine Patrol along the Willamette River. Members are allowed to ride-along with deputies that are trained at a law enforcement level. Most patrols last the majority of the day. Standard patrols check for alcohol presence on boats, safety checks and provide rescue efforts in event of accidents. Training is typically offered once a year. Interested members should consult with the Volunteer Coordinator for upcoming classes.

- A. Uniform Requirements – Full uniform (if possible).
- B. Gear/Supplies Needed –
 - 1. Duty Bag with extra water and a bagged lunch with snacks.
 - 2. Sunscreen lotion/spray.

Park Patrol

During the summer months, Park Patrols may be conducted by VRU members at least once a week, normally during the weekend. It is required that at least two members participate in each team during Park Patrol. Volunteer vehicles are used to visit and provide a presence at as many county parks as possible during the patrol. It is encouraged that more than one team participates in this patrol to allow for longer visits at each park. Expect to spend most of the day on these patrols. The goal is to allow families to visit the parks and feel comfortable doing so. VRU presence in the parks has been known to prevent illegal/suspicious activity.

- A. Uniform Requirements – Full uniform (if possible).
- B. Gear/Supplies Needed –
 - 1. Duty Bag with snacks.
 - 2. Bottled water with ice chest (if desired)
 - 3. Portable radio.
 - 4. Sunscreen lotion/spray.
 - 5. AED.

Boat Launch Voucher Checks

Training for Boat Launch Voucher Checks is available by personnel at the Sheriff's Office. Consult the Volunteer Coordinator for an upcoming training date. This class trains VRU members to accurately check for boat launch vouchers and issue citations/warnings if necessary. These checks are conducted at Roger's Landing Park in Newberg.

Yamhill County Parks now requires boaters launching a motorized boat from the park's dock, to pay a launch fee. In return, a voucher slip is taken from the payment envelope and should be placed on the vehicle's dash, viewable through the windshield. Each voucher must be filled out with the current date and vehicle license plate. It is easy to assume that a vehicle parked in the parking lot with an empty boat trailer attached, launched a boat. If there is not a valid voucher in the windshield, a citation must be written and issued. Incorrect information written on the voucher is susceptible to a citation or warning. Incorrect information may lead the Volunteer Program member to believe that the voucher was used more than once. Vehicle registration information must be obtained from YCOM. Citations and warnings should be placed under the driver's side windshield wiper.

If a citizen approaches a VRU member with a citation (while on scene), the citizen should be advised to pay the launch fee, and present the voucher to the volunteer conducting the checks. If the citizen does so, the citation must be discarded.

Proper training and certification must be obtained before a VRU member is authorized to conduct these checks. However, members that are not trained are allowed to assist a member that is certified.

- A. Uniform – Full uniform required.
- B. Gear/Supplies Needed –
 - 1. Duty Bag with extra water and snacks.
 - 2. Citation and Warning Slips with violation description flyers attached.
 - 3. Clipboard or ticket-tender.
 - 4. Black ball-point pen.
 - 5. Sunscreen lotion/spray.
 - 6. Portable radio and/or cell phone.

Traffic Control

VRU members that plan to participate in events or traffic accidents where traffic control will be necessary, they should consult with the Volunteer Coordinator to determine when training is scheduled to occur. Training for traffic control will typically be provided by Chemeketa Community College and will provide certification upon passing completion of the class(s). The most important rule to remember is safety. Responding personnel must establish safety for themselves before assisting others. Utilizing marked patrol vehicles with overhead lighting creates a safety zone for you and your partner. Proper flare/safety cone placement is essential for effectively warning approaching drivers of your activity.

- A. Uniform Requirements – Full uniform. Bring additional attire for all types of weather.
- B. Gear/Supplies Needed –
 - 1. Duty Bag with extra water and snacks.
 - 2. Traffic cones, vest and lights.
 - 3. Flares.
 - 4. Stop/Slow Sign.
 - 5. Portable radio(s) for communicating with assisting traffic controller(s).

Traffic Monitoring

VRU will be given by Sheriff's Office personnel location(s) where vehicle traffic has been reported un-safe. Details of the location will be made available from the Volunteer Coordinator. Patrol cars should be taken to these location(s), and strategically placed so that vehicle traffic in the area can see the presence of the patrol car. VRU members must perform this task in pairs, and remain with the patrol car for the entire duration of it's presence at the designated location. VRU members are not allowed to perform traffic stops during these assignments.

- A. Scheduling – Inform the Volunteer Coordinator the date(s) and time(s) of which you and a partner can begin and end a shift.
- B. Uniform Requirements – Full uniform. Bring additional attire for all types of weather.
- C. Gear/Supplies Needed – Duty Bag.
- D. Patrol car – Obtain an available patrol car that is on the ready-line at the County Shops. Keys should be available from the Volunteer Coordinator, or the Shift Supervisor. Review the topic "Checking Out Equipment" located in this manual before leaving the shops.

E. Inform YCOM when you leave the shops, when you arrive at the desired location, and remember to clear upon end of shift.

F. Drive to the location. Make contact with the complainant, if instructed to do so in the details provided. If there is not a specified location to patrol, consider the following suggestions.

1. Contract cities – Dayton, Lafayette, Sheridan and Willamina. Monitor school zones in these cities, as well as entrance streets into the city.

2. Busy areas of local highways.

G. Park in a location that appears to be easily seen by other drivers. Setup the radar.

H. Monitor traffic –

1. Take notes of any significant changes of traffic patterns, and time of day when they do.

2. Write down license plates of vehicles that are driving in un-lawful speeds, for the location. These should be given to the Volunteer Coordinator for processing in the Sheriff's Office. Typically, the registered owner will be mailed a warning letter explaining that the Sheriff's Office has observed their vehicle driving unlawfully; date, time and the location.

I. Complete a Detail Observation Report Form upon completion of your shift. This should be given to the Volunteer Coordinator at the end of every shift or duty.

Fingerprinting

The Sheriff's Office conducts fingerprinting for a variety of reasons. During these designated fingerprinting sessions, citizens will arrive to have their fingerprints taken. These are processed and result in a report back at the Sheriff's Office. Training is required to participate in this important task. Inform the Volunteer Coordinator if you are interested in the training. Below is a list of basic instructions for performing fingerprinting professionally, and at kid-related events.

A. Uniform Requirements – Full uniform.

B. Gear/Supplies Needed – None.

C. Make the individual giving prints feel comfortable. Briefly introduce yourself, and explain the basic process. Have them remove all jewelry.

D. Follow the fingerprint card from one side to the other.

1. Ink the fingertip to the first joint of the finger. Roll the fingertip on the inkpad so that the ink is placed from one lower edge to the other.

2. Gently roll the fingertip in the corresponding box on the card so that the most of the box is filled with print. Do not stop when rolling the finger on the card. This will usually result in smudging, or sliding.

3. It is important that the individual lets you control the movement of their hand. Typically, the individual will be nervous and will want to "help you" by pushing their fingers down on the card. This will usually smudge the print, making it difficult to process. Stickers are available to re-do the print. Place the square sticker over the bad print, and try again. In some cases, individuals will need prints taken that have had accidents occur to their hands, or naturally have low quality fingerprints. Do your best, but remember, if the prints cannot be processed, the citizen will have to return to the Sheriff's Office to try again.

4. Complete the entire card with all present fingers of both hands.

5. Finally, group all the fingers in each hand. Re-print the entire group of fingers, of each hand, at the same time and gently press straight down in the corresponding large boxes on the bottom of the card.

YAMHILL COUNTY SHERIFF'S OFFICE
VOLUNTEER RESPONSE UNIT – S.O.G. MANUAL

E. Offer the participant a wet cloth to clean their hands, and thank them for their cooperation.

Section 4: Aid to the Public

Lost/Found Property

A. In cases where a citizen has reported the loss of missing property, such as a wallet or purse, VRU members shall get as many details of the incident from the citizen, such as date and time of loss, citizen's name and contact information and record same on the Yamhill County Sheriff's Office Information Report. At no time shall members of the Volunteer Program take information regarding stolen property or property that is missing of a criminal nature (such as vehicles, guns, etc.). This type of complaint shall be immediately directed to YCOM for dispatch to the appropriate Law Enforcement Division.

B. When a citizen finds property he/she wishes to report to the Yamhill County Sheriff's Office, the property will be inventoried and documented by Law Enforcement personnel. Members may be dispatched to retrieve said property from the deputy on scene. This allows the deputy to continue their normal duties without being distracted from their district by transporting property.

C. Volunteer transports the property to the evidence/property room (if it is a bicycle or other large item, it will go to the marine building evidence shed located at the county shops.

Citizen Contacts

A. Always ensure that the safety of you and others takes priority when making citizen contacts. These interactions can take place at any time that you are representing the Sheriff's Office usually at community events and scene security details. Since VRU members work in pairs, your safety is reinforced.

1. Use your police notebook to make notations of pertinent information.
2. Offer a Sheriff's Office business card issued to the Volunteer Program members.
3. It is not uncommon to ask the assistance of a member of Law Enforcement if the citizens' request is beyond the scope of your knowledge/capabilities as a volunteer.
4. VRU members should be classroom trained on this topic.

Animal Complaints

A. Many times, citizens of Yamhill County call upon the Sheriff's Office to assist with animal complaints. This could come in the form of barking dogs, dead animals on the public roadways, animal abuse, etc. In most cases, Dog Control is contacted for animal remains or animals in distress. The Sheriff's Office is, however, responsible for barking dogs as this falls under the realm of a Nuisance Complaint. These cases shall be directed to Law Enforcement personnel.

Assistance Calls

A. Assistance complaints are an attempt to assist the public with their desire for help. For members of the VRU, this could fall into several categories, but will always be explained by YCOM prior to sending any units. The call will be screened to determine if members of the VRU will be capable of handling the problem. If a member arrives on the scene and determines that the call is beyond their expertise or training, a Deputy or supervisor should be contacted for further action.

Nuisance Complaints

A. These complaints come in many forms, such as barking dogs, music begin played too loud, etc. There is no human measure for what a nuisance is. Noise can be measured for violation by a specialized device used by a certified operator, but a volunteer's sense of hearing along with good public relations can usually determine if there indeed is a nuisance to be resolved. For example, if a volunteer is dispatched to a location because of a barking dog, and it is determined that a problem exists upon arrival, dispatch should be advised that a Deputy needs to respond.

Area Check

A. Area checks will most commonly be given to trained VRU members during roll call at the Sheriff's Office. The area check normally is instituted by a deputy's request subsequent to a recurrent problem in a particular area (example: multiple burglaries, vandalism, etc.). Members will be given as much information as possible regarding vehicles to be on the lookout for, individuals, time of day to give particular attention, etc.

B. Volunteers are particularly valuable in this endeavor because of the time involved in actually doing the area check and the crime deterrent factor of having a marked Volunteer Program vehicle in a problem area. Of course, the added ability of observation and reporting any suspicious activity may well solve the very problem that initiated the area check.

Section 6: Sample Forms/Documents

Subsequent to this page will contain the following inserted documents referenced in this manual:

Volunteer Timesheet
Detail Observation Report Form
Volunteer Program Vehicle Log
Uniform & Equipment List
Duty Bag Suggested Supplies List
Quartermaster Form
Agreement of Security Services
YCSO 450 Conventional Radio Template
P159 Response Van Available On-Board Equipment
P159 Activation Deployment Checklist
Unit Sign-In Log
Incident Pass-Down Log
Secured Scene Personnel Log
D.I.D. Voicemail Numbers for VRU
Equipment Defect Report Form
VRU Meeting Sign-In Sheet
Detail Authorization Form

Note: Additional blank copies of these forms are available in the file boxes located in the Volunteer Office and the P159 Response Van.

Section 7: Amendments

(Write In)
