

Camarillo Police Department



Standard Operating Procedures

Ventura County Sheriff's Department

CAMARILLO STATION

**STANDARD OPERATING
PROCEDURE**

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Ventura County Sheriff's Office
CAMARILLO STATION
STANDARD OPERATING PROCEDURE

Subject: A.B.C Violations

Date Issued:	April 4, 2002	Prepared By: Sergeant Gary Hess
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for notifying Alcohol Beverage Control when ABC violations occur on premises licensed to sell alcoholic beverages.

Departmental Impact

Police Services - Camarillo Police Department

Procedure

Deputies shall complete a 3 1/2" X 5" ABC Incident Card and forward it to the Camarillo Police Station Community Resource Supervisor. The card and any related reports will then be forwarded to the Department of Alcohol Beverage Control. An ABC incident card shall be completed when:

- A premise licensed to sell alcoholic beverages is in violation of an alcohol related offense. A licensed premise includes restaurants, liquor stores, bars, temporary on-sale permit licenses, etc.
- A disturbance or battery occurs at a licensed premise, or any other incident which occurs that can be directly related to the licensed premise.
- Examples of violations include: Continued service to obviously intoxicated persons, service of alcohol to customers after hours, and sales or service to minors.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Alco-Sensors V-XL

Date Issued: April 24, 2002

Prepared By: Sergeant Tom Bennett

Date Reviewed: July 17, 2019

Reviewed By: Capt. Shane Matthews

Authorized By: Commander Dave Murray

Purpose

To ensure all Alco-Sensor V-XL devices in use at the station are properly serviced and available for use by patrol personnel.

Departmental Impact

Police Services – Camarillo Police Department.

Procedure

The Camarillo Traffic Unit is responsible for tracking maintenance and calibration of all Alco-Sensor V-XL devices in use at this station. A member of the Traffic Unit shall be assigned as the keeper of records for all Alco-Sensor V-XL's in use at the station. The designated staff member is responsible for ensuring all Alco-Sensor V-XL's are calibrated, serviced and maintained at required intervals and records are kept current in accordance with Title 13 of the Evidence Code. All calibrations, service and maintenance of the Alco-Sensor V-XL's are the responsibility of the Ventura County Sheriff's Office Forensic Science Laboratory. The Laboratory shall maintain the records of all uses, calibrations, service and maintenance of these devices.

Alco-Sensor V-XL's will be maintained by the Traffic Unit for all City and County patrol deputies. **It shall be the responsibility of each patrol deputy to sign out the Alco-Sensor V-XL at the beginning of his/her shift or prior to use.** Each deputy shall sign in the Alco-Sensor V-XL at the end of his/her shift. If the traffic or patrol deputy notices a problem with an Alco-Sensor V-XL device or the Alco-Sensor V-XL device is broken, **it shall be turned into the Traffic Unit and brought to the attention of the staff member responsible for the devices.**

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Camarillo Airport

Date Issued:	May 21, 2003	Prepared By: Sergeant Steve Sagely
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To provide deputies with a guideline for handling law enforcement responsibilities at the Camarillo Airport.

Departmental Impact

Police Services – Camarillo Police Department.

Procedure

Calls for Service

The Camarillo Airport is a county administered facility that lies within the City of Camarillo. The facility lies within the 8-Adam area. Calls for service will be handled by the 8-Adam unit when available, or by any other city or county unit as necessary.

Traffic Enforcement

Streets at the Camarillo Airport are private roadways. As such, Camarillo Municipal Codes related to parking do not apply. Any parking citations written on the airport grounds need to be written on a standard Sheriff's Office Notice to Appear using a section from the California Vehicle Code. The vehicle code may still be enforced on the airport grounds per section 21113(c) CVC. Keep in mind that the streets have not been surveyed and that the radar may not be used.

As with any private property, deputies are required to take an accident report if a fatal, hit and run, DUI related, or injury traffic collision occurs, in accordance with our Department Policy Manual. Deputies are not required to take non-injury traffic accident reports on the airport grounds.

Runway Access

When responding to emergency calls at the Camarillo Airport that involve a deputy entering the runway area and communication is needed with the Airport Tower.

Camarillo Air Traffic Control Tower has the following procedures for emergencies. The tower is required to contact the Fire Communications Center (F.C.C.). The tower will then provide the following information:

- Initial notification
- Type of aircraft/vehicle involved
- Nature of problem
- In aircraft emergencies, the number of people on board and type of fuel used in the aircraft.

Camarillo tower shall categorize Alert Phases as follows:

ALERT ONE – Indicates an aircraft approaching the airport is having minor difficulty; e.g. feathered prop, oil leak, etc.

ALERT TWO – Indicates an aircraft approaching the airport is having major difficulty; e.g. engine fire, unsafe landing gear, no hydraulic pressure, etc.

ALERT THREE – Indicates an aircraft is involved in an accident on or near the airport grounds.

The official call sign of the Airport Tower is **Camarillo Ground Control**.

Report Writing Requirements: Follow the Sheriff's Office Policy Manual in reference to Incident Reports. If a report is taken, be sure to gather as much pertinent information as possible such as plane number, pilot's license number, injured persons, etc.

Note: The above information is part of the Letter of Agreement, effective 12-27-00, between the Camarillo Airport Traffic Control Tower and the County of Ventura, Department of Airports.

Contact Information

Camarillo Airport (805) 388-4274

Camarillo Airport Tower (805) 388-9664 (Tower is open from 0700 to 2100 hours)

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Camarillo PD Booking Area and Interview Rooms

Date Issued:	December 8, 2003	Prepared By: Sergeant Steve Sagely
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for bringing arrestees into the Camarillo PD booking area and interview rooms, and supervising them until they are released or transported to jail.

Departmental Impact

Police Services – Camarillo Police Department.

Adult Procedure

Booking Area:

Whenever a deputy brings an arrestee to the booking area of the Camarillo Police Station, the arrestee will remain handcuffed. The arrestee will be placed on the bench while the deputy completes the booking paperwork. Both doors to the booking area will be closed and locked the entire time the arrestee is in the booking area. The deputy will ensure that the arrestee is secured to the bench by securing a shackle around the handcuffs. It is preferable that the arrestee remain handcuffed behind the back. However, if the arrestee has an injury preventing such, or he/she will be there for an extended period of time, the arresting deputy is allowed to use discretion on whether or not to use a single cuff. Generally, the deputy shall not leave the arrestee unattended in the booking area. All necessary paperwork for booking purposes will be kept in the booking area.

The deputy may remove the handcuffs if necessary to conduct an evaluation for being under the influence of drugs or alcohol, to obtain a urine sample, or to allow the arrestee to use the restroom. In these instances, the deputy will make sure the outer door (across

from the armory) is closed and locked prior to un-securing the arrestee from the bench. There are secure gun lockers outside the booking area on both sides. One set of lockers is located across from the armory. The other set of lockers is located outside the building in the sallyport area. Deputies may use discretion on whether or not to lock up any weapons while at the station with an arrestee.

Interview Rooms:

The deputy may remove the handcuffs from an arrestee if the deputy is going to conduct an interview in a station interview room.

Deputies should attempt to minimize the time an arrestee is at the station. An exception would be a case where a deputy is waiting for detectives to respond.

It is understood that there will be instances when an arrestee will be left unattended in the booking area or an interview room. Examples of these situations would be when the deputy needs to make a phone call related to the case, obtain paperwork from the report writing room, or use the restroom. The deputy should only be away from the arrestee for as long as it takes to complete the task at hand. If the arrestee is in the booking area, the deputy will ensure the arrestee is handcuffed and that the handcuffs are secured to a shackle attached to the rail. Both doors of the booking area will be closed and locked. Generally, if the arrestee is going to be left alone in an interview room, the arrestee will be handcuffed and the interview room door shall be locked. It is preferable that deputies handcuff arrestees to the table rings. However, deputies may use discretion in choosing to leave arrestees handcuffed behind their back. Arrestees should be checked on frequently for the security of the station and the health of the arrestee. A 15 minute log should be filled out and placed outside the door.

Frequently for interrogative tactics, the arrestee needs to remain out of restraints and alone in the interview room. When this occurs the following shall be considered:

- The arrestee must be in interview room #1 or #2. Both of those rooms have a solid 10' ceiling (#3 has a drop ceiling).
- The arrestee has not displayed any violent, bizarre, or destructive behavior.

Once the interrogation is completed the general handcuffing policy will be followed.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Casa Pacifica Runaway Reporting Procedures

Date Issued:	April 5, 2018	Prepared By: Captain Jeremy Paris
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish procedures for handling runaways and returned runaways at Casa Pacifica.

Departmental Impact

Police Services – Camarillo Police Department.

History

Casa Pacifica is a residential care facility for juveniles. The facility is located on South Lewis Road in the 3C02 area. The facility is unique in Ventura County. Unlike other group homes, Casa Pacifica staff members are highly trained and skilled mental health treatment professionals. Casa Pacifica has its own policy for handling runaways which includes a hands-off approach except in very limited circumstances. Their primary response is to report the incident to the Sheriff's Office. Therefore, there are a large number of calls for service at Casa Pacifica involving runaways.

Sheriff's IT has created a Casa Pacifica Runaway reporting application. This application can be accessed by Casa Pacifica Staff for the reporting of runaways and returned runaways. It can also be accessed by the Sheriff's Communication Center for the processing of a report from Casa Pacifica.

Purpose

Reduce workload, comply with reporting laws.

Procedure

This procedure does not apply to At-Risk Runaways. At-Risk Runaways will be handled

following standard Sheriff's Office protocols outlined in Sheriff's Policy 322 – Missing Persons Reporting.

In the event a juvenile runs away from Casa Pacifica, trained staff at Casa Pacifica will determine if the juvenile is at-risk or not. If the juvenile is an "At-Risk Runaway," they will contact SCC and a deputy will be dispatched to investigate and complete the report. If the juvenile is not at-risk, Casa Pacifica staff will access the Casa Pacifica Runaway Reporting application and complete a runaway report. At the completion of the report, they will be prompted to contact Sheriff's Communication Center (SCC) to complete the reporting process.

The dispatcher receiving the call from Casa Pacifica will forward a copy of the report to the Watch Commander for review. If the Watch Commander agrees the juvenile is not at-risk, the dispatcher will enter a BOLO and forward the report to Sheriff's Records to be entered in the Missing Persons System. At this time, the report will automatically be entered in VCJIS, Case Management, Filenet, and Versaterm. Follow-up will be conducted according to standard Sheriff's Office protocols listed in Sheriff's Policy 322 – Missing Persons Reporting.

Casa Pacifica staff can also complete returned runaway reports. Whether a runaway returns on his/her own or they are located by law enforcement and returned, Casa Pacifica can complete the report. After completing the report, Casa Pacifica will contact SCC, and SCC will contact records to have the juvenile taken out of the missing persons system.

If the runaway was the victim of a crime while gone, a deputy will need to respond to investigate.

In cases where Casa Pacifica staff request a deputy to respond because they believe a runaway is at-risk, the following will apply:

- A deputy will respond and will take the runaway report.
- The deputy will independently evaluate if the juvenile is at-risk, he/she is not obligated to take an at-risk report if it does not meet Sheriff's Office criteria.
- Standard runaway response as outlined in Sheriff's policy 332 – Missing Persons Reporting will be followed.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Citation Sign-off Fee

Date Issued:	July 5, 2012	Prepared By: Sergeant Steve Sagely
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for signing off correctable violations on citations, per Camarillo City Resolution #2012-41.

Departmental Impact

Patrol Services – Camarillo Police Department

Procedure

Any citizen wishing to have a correctable citation signed off may come to the Camarillo Police Station Monday thru Friday, during normal business hours (excluding holidays). If you are in the field during business hours and are approached by a citizen to sign off a ticket, there is no need to direct them to the station, simply sign the ticket off. The same applies to after hours, weekends and holidays.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: DUI Cost Recovery Form

Date Issued:	June 16, 2002	Prepared By: Sergeant Tom Bennett
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

Cases in which law enforcement responds to a call for service, engages in a pursuit, or responds to an accident involving a DUI, State and City laws provide for the recovery of costs for police services related to driving under the influence of alcohol and/or drugs. The DUI Cost Recovery Form will be used to facilitate the recovery of costs involved in DUI investigations to the City of Camarillo.

Departmental Impact

Patrol Services - Camarillo Police Department

References

Camarillo Municipal Code 11.72.030, California Government Code 53150-53158

Procedure

Cases in which deputies respond to a call for service, engage in a pursuit, or respond to an accident involving a DUI, the DUI Cost Recovery Form shall be completed. This applies to uniformed patrol personnel as well as plain-clothes deputies such as detectives or SED working in a Camarillo city position. This form shall be used in the aforementioned situations for DUI arrests by Camarillo City deputies, whether the arrest is completed in the city or county. Deputies working a position other than a City of Camarillo position shall not use the DUI Cost Recovery Form, even if the arrest takes place in the City of Camarillo. The DUI Cost Recovery form shall not be used when a deputy makes his/her own observation stop that eventually results in a DUI arrest.

In completing the DUI Cost Recovery Form, the deputy shall fill in all of the blanks on the top portion of the form relating to the identification of the incident and suspect. Under

“Personnel Cost” the deputy shall fill in the appropriate blank for number of deputies and total minutes for each. The deputy shall also identify the quantity of any materials used. The cost per minute, cost of materials and total cost shall be completed by the City of Camarillo, Finance Department. The Camarillo Traffic Sergeant shall send the DUI Cost Recovery Form and a copy of the Arrest Report face page to the City of Camarillo, Finance Department for processing.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Emergency Action and Fire Prevention Plan

Date Issued:	October 25, 2005	Prepared By: Sergeant Steve Rhodes
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

****REDACTED DUE TO CONFIDENTIALITY****

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Juvenile Citations

Date Issued:	April 5, 2002	Prepared By: Sergeant John Franchi
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for issuing citations to juveniles under 18 years of age.

Departmental Impact

Police Services - Camarillo Police Department

Procedure

When a decision is made to take enforcement action against a young child our goal should be corrective rather than punitive. This procedure was created to aid deputies who may want to issue a juvenile a citation, but not subject them to the juvenile court process. When a citation is issued to a juvenile under the age of 18 years:

- The citation is to be filled out completely and signed by the juvenile. The deputy shall check the "To be notified" box on the face of the citation. The juvenile will be issued his or her copy of the citation.
- The citation will be placed in the report tray in the briefing room and reviewed by the patrol sergeant.
- Once reviewed the citation will be collected by the front office and then given to the youth officer.
- The Youth Services Officer will contact the parents of the juvenile who received the citation that meets criteria for diversion (curfew, runaway, non-

violent misd., etc.) and schedule an appointment for counseling for all citations except traffic offenses.

- In the event the parents fail to meet with the Youth Services Officer or dispute the validity of the citation, the matter will be referred to the juvenile courts.
- If a second citation is issued to the same juvenile for any misdemeanor offense within six months, the Youth Services Officer will forward both citations to probation for disposition.
- Citations issued to juveniles for violent crimes or felonies, or to juveniles who live outside Camarillo will be forwarded to Courts.
- **Deputies should fingerprint and photo all felony juvenile arrestees whenever possible.**

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Municipal Code Violations

Date Issued:	July 15, 2002	Prepared By: Sergeant John Hoelker
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish guidelines for the handling of Municipal Code Violations in the City of Camarillo.

Departmental Impact

Police Services – Camarillo Police Department

References

Camarillo City Attorney's Office and the Ventura County Court Clerks Office.

Procedure

Camarillo Municipal Code section 1.12.020 states, in part, that "any person violating any of the provisions of this code is guilty of a misdemeanor, unless the offense is specifically classified in this code or by state law as an infraction or the city attorney reduces the charge to an infraction, or a civil penalty is imposed." The Camarillo City Council has authorized deputies to make most municipal code violations infractions at the time the offender is cited. By making the violation an infraction at the time of issuance, it saves money related to the time it takes the City Attorney to review and litigate misdemeanors. Infraction cases are filed directly with the court.

There will be rare occasions when a deputy believes a misdemeanor arrest is more appropriate. One example would be if an offender has multiple previous violations. Another example would be a situation where a deputy believes a subject needs to be booked to prevent the offense from continuing. A deputy is required to contact the on-duty patrol sergeant and obtain approval prior to arresting a subject for a misdemeanor violation of a city ordinance.

Issuing Citations

Adults

When citing someone for an infraction, the deputy must mark "Non-traffic" on the top of the citation and circle the "I" on the right side of the citation. The deputy should either write notes on the back of the station copy of the citation or complete an Incident Report to assist with any recollection required for future court testimony. The court date and time will be the same as any other infraction.

When citing someone for a misdemeanor, the deputy must mark "Non-traffic" and "Misdemeanor" on top of the citation and circle the "M" on the right side of the citation. The court date issued should be on the FIRST THURSDAY after the regularly scheduled court day. Along with the citation, the deputy will need to complete all other necessary reports, such as an arrest report, supplemental report, etc. The deputy shall note in the report which sergeant approved the misdemeanor. If a subject is in custody, the deputy must notify front office staff so the paperwork can be processed in a timely manner.

When a deputy submits a case as an infraction, he will be subject to subpoena and may have to testify in court in the same manner as is now done for traffic violations. If a case is filed as a misdemeanor, the City Attorney will subpoena the deputy.

Juveniles

When a juvenile is cited, do not issue the juvenile a court date. Check the box on the citation that indicates the juvenile will be notified by Youth Services.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Pharmaceutical Drop-off Bin

Date Issued:	March 14, 2011	Prepared By: Sergeant Jim Bullington
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for the voluntary drop-off and collection of expired pharmaceutical drugs.

Departmental Impact

Police Services – Camarillo Police Department

Background

The City of Camarillo, in collaboration with the Camarillo Police Department and the Ventura County Sheriff's Department, has launched a new program that offers a convenient confidential drop box where Camarillo residents can deposit unused or expired pharmaceuticals, in an effort to divert harmful drugs away from the environment and children. The drop box is located in the lobby of the Camarillo Police Department.

Definitions

Pharmaceuticals are medications, including prescription drugs such as painkillers, hormones, antidepressants, antibiotics, cold/flu remedies, OTC medications and veterinary medicines.

Procedure

Camarillo residents are encouraged to utilize the collection bin located in the public lobby of the P.D. during normal business hours, Monday thru Friday - 8AM to 5PM. **This program is not intended for commercial use,** and is restricted from receiving mail, batteries, trash and syringes – as placarded on the exterior of the bin.

- The Station Captain and Administrative Sergeant will maintain positive control over the keys for emptying.

- The collection bin will be checked on a regular basis.

The Administrative Sergeant will be responsible for overseeing collection and booking of contents of the pharmaceutical bin.

- A sworn Deputy and designee shall empty the collection bin together to insure that the integrity and chain of evidence is maintained.
- The contents will be filtered to eliminate unwanted containers and/or non-pharmaceutical items to minimize the weight and size of the load. Employees shall use universal safety precautions for handling drugs utilizing latex gloves.
- A report number will be generated and attached to a property report. The contents shall be weighed and documented on the report.
- The contents will be placed into a Sheriff's Evidence bag and labeled, as would any evidence placed into the property room. The labeling shall include the appropriate language and descriptors identifying drugs, and shall specify that they are booked for destruction. **Do Not Itemize.**
- Book bag(s) into the Camarillo P.D. property room utilizing the appropriate methods. The Property Room will collect all items within our evidence room for transport to the main Property Room in Ventura.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Requests for Schedule Changes

Date Issued:	May 5, 2002	Prepared By: Sergeant Gary Hess
Date Reviewed:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To provide employees with a procedure for requesting schedule changes or shift trades.

Departmental Impact

Police Services – Camarillo Police Department.

Procedure

A schedule change is an agreement between two deputies to trade shifts on pre-designated days. These trades are voluntary and require no special compensation from the County. The deputies agreeing to the schedule change are responsible for honoring the trade. Abuse of this privilege may result in management suspending or denying the option of shift trades on an individual or collective basis.

To request a schedule change, one of the two deputies agreeing to the trade must submit a completed Request for Schedule Change form to the Scheduling Administrative Assistant at least three days before the first date affected by the trade. The Department recognizes that on occasion an employee may need to make a trade for personal reasons with less notice than three full days. Last minute requests may be granted by a station supervisor, but the determination of whether or not to grant the request will be based on the needs of the department.

After a request for a schedule change has been granted, a copy of the approved Request for Schedule Change form will be placed in both of the requesting deputies' mail trays. The supervisor approving the trade is responsible for making the necessary changes on the daily patrol schedule.

The deputy requesting a shift trade is responsible for ensuring the requested trade is covered. If one of the deputies who agreed to trade shifts cannot fulfill the trade, the deputy originally scheduled to work the designated shift shall be responsible for working the shift or making other arrangements with the approval of a supervisor.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Social Host Ordinance

Date Issued:	January 18, 2008	Prepared By: Sergeant Eric Dowd
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for enforcement of the provisions of Chapter 10.32 of the Camarillo Municipal Code entitled Social Host Responsibility and Liability.

Departmental Impact

Police Services – Camarillo Police Department.

Key Definitions

Loud or Unruly Gathering – A party or gathering of two or more persons at a residence or on private property where loud or unruly conduct occurs. Such loud or unruly conduct includes but is not limited to:

1. excessive noise or traffic;
2. obstruction of public streets or crowds that have spilled into public streets;
3. public drunkenness or unlawful public consumption of alcohol or alcoholic beverages;
4. service to or consumption of alcohol or alcoholic beverages by any underage person, except as permitted by state law;
5. assaults, batteries, fights, domestic violence or other disturbances of the peace;
6. vandalism;
7. littering;
8. Any other conduct which constitutes a threat to public health, safety, quiet enjoyment of residential property or general welfare.

Residence or other Private Property – A home, yard, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, whether occupied on a temporary or permanent basis, whether occupied as a dwelling, party or other social function, and whether owned, leased, rented, or used with or without compensation.

Responsible Person – A person or persons with a right of ownership, management, occupation, or possession of the residence or other private property on which a loud or unruly gathering is conducted. Anybody who organizes, supervises, officiates, conducts, or controls the gathering, or any other person accepting responsibility for such gathering, may also be a responsible person even if they have no legal possessory interest in the property.

Juveniles can be responsible persons.

Key Provision

Camarillo Municipal Code section 10.32.040(A) makes it a civil violation for any “responsible person” to conduct, aid, allow, permit or condone a loud or unruly gathering at a residence or other private property.

Procedure

- A. **Personnel.** Unless unusual circumstances prohibit it, a sergeant, or in his/her absence a senior deputy, will respond to the scene and supervise the enforcement of the Social Host ordinance.
- B. **Gatherings Involving Minors and Alcohol.**
 1. When a deputy either receives a call or encounters a situation where the deputy determines underage persons have been consuming alcoholic beverages, the deputy should:
 - a. Identify the individual minors seen consuming alcohol and determine their true ages.
 - b. If no minors are observed actually in possession of alcohol, the criteria of the Social Host chapter may still be met if evidence such as an odor of an alcoholic beverage on the breath of minors, symptoms of alcohol use, or the presence of alcoholic beverage containers exists.
 2. Minors found to be in possession of alcohol should be issued a citation for the

appropriate section, i.e. B&P § 25662, and when appropriate their parents should be contacted.

- C. **Other Applicable Gatherings.** Although one of the primary purposes of Chapter 10.32 is to penalize those responsible for hosting or allowing gatherings where minors are consuming alcohol, it may also be used to curb other “loud or unruly” gatherings at which the age of the participants or the consumption of alcohol may not be an issue. In this respect, the Social Host ordinance can be used in situations involving large or loud gatherings that have a significant impact on the surrounding area. Additionally, the use of this ordinance may be appropriate to curtail “loud and unruly” activity at a specific property that has proved to be a continual problem.

Nothing in this chapter prevents the enforcement of any other applicable state statute or local law as warranted.

- D. **Citation of Responsible Persons.** The decision to issue a citation for a Social Host violation will be made at the discretion of patrol personnel. Unlike criminal disturbing the peace sections, no “victim” is required to issue a Social Host citation. Private persons have no standing to demand a citation be issued for a violation of this ordinance.

If it is determined that there is a violation of Section 10.32.040(A), the deputy may issue a citation to the responsible person(s). In the vast majority of scenarios, responsible persons are found at the scene and can be identified as those who organize, conduct, or are otherwise accountable for the assemblage.

The determination to issue a citation to a responsible person not present at the gathering may only be made after consultation with a supervisor. Patrol personnel will not cite non-resident property owners who are not present at the assemblage under this ordinance.

Because violations are treated as civil matters rather than criminal, an Administrative Citation will be issued. Example of citation provided on the following page.

CITY OF CAMARILLO
601 CARMEN DRIVE, CAMARILLO, CA 93010
CODE ENFORCEMENT DIVISION • 805-383-5660
ADMINISTRATIVE CITATION

DATE / /	TIME : AM PM	DAY OF WEEK	CITATION NO. 2828		
NAME (First, Middle, Last)				RB NO.	
ADDRESS		CITY	STATE	ZIP	
LOCATION OF VIOLATION(S)				PHONE NO.	
DESCRIPTION OF VIOLATION CONDITION(S)					
MUNICIPAL/CODE	DESCRIPTION	FINE			
\$9.04.050(d)	Placement of Trash Containers	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	
\$9.12.020	Maintenance of Property - Public Nuisance	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
\$10.48.120	Graffiti	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
\$11.08.010	Inoperative/Dismantled Vehicles	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
\$19.26.030	Uses Not Permitted/CPD Exterior Storage	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
\$19.36.160	Landscape Maintenance	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
	Prohibited/Illegal Signs	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
	Banner Permit Required	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
\$10.32.040	Social Host (See Reverse Side For Details)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$1000	<input type="checkbox"/> \$2500	
		<input type="checkbox"/> \$100	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500	
NAME OF ISSUING OFFICER			TOTAL FINE		
SIGNATURE OF ISSUING OFFICER			DATE		

FAILURE TO RESPOND OR CORRECT VIOLATION(S): You are hereby ordered to discontinue and correct the violation(s) by _____. Failure to correct the violation(s) by this date may result in additional citations. If you are fined a third time for a violation of the same provision within 12 months, the fine will be \$500. Further legal proceedings may be pursued resulting in a lien on your property for penalties, and the costs of enforcement and collection, including attorney fees.

ADMINISTRATIVE REVIEW: If you wish to contest this citation, you must request an initial administrative review within 20 days of the citation date. The request must be made in writing to the Director of Community Development and set forth the reasons why you believe a violation did not occur or that you are not responsible for the violation. A copy of the citation and return mail address must accompany the initial review request. The request may be mailed or hand delivered to City of Camarillo, Code Enforcement Division, 601 Carmen Drive, Camarillo, CA 93010. You may appeal the initial review decision by filing a Request for Hearing Form with the City of Camarillo within 15 days of the decision. Upon timely receipt of a properly completed form and deposit of the fine amount, the City shall set a date for hearing before a hearing officer not less than 15 days and not more than 60 days from the date the request for a hearing is filed. **FAILURE TO TIMELY FILE A REQUEST FOR HEARING FORM WILL CONSTITUTE A WAIVER OF YOUR RIGHT TO APPEAL THE ADMINISTRATIVE CITATION.**

ADVANCE DEPOSIT HARDSHIP WAIVER: If you are financially unable to deposit the fine amount but wish to contest the citation, you must complete an Administrative Citation Hardship Waiver Request Form and return it to the City within 15 days of the initial review decision. If the waiver is denied, you must deposit the fine amount with the City no later than 10 days after denial of the waiver. Failure to make the deposit within 10 days after denial of the waiver **WILL CONSTITUTE A WAIVER OF YOUR RIGHT TO AN ADMINISTRATIVE HEARING AND THE FINE WILL BE DEEMED DELINQUENT.**

PAYMENT INFORMATION: Payment of the fine must be made within 30 days of the citation date. Make your check or money order payable to: CITY OF CAMARILLO. DO NOT SEND CASH. To ensure proper credit, please write the citation number on your check or money order. Penalty and bank charges will be assessed for checks returned by your bank. Mail or hand deliver in the attached envelope. In addition, you will be liable for a 10% late fee, not to exceed 50% of the fine, if the fine is paid late.

WITHOUT ADMITTING GUILT I HEREBY ACKNOWLEDGE RECEIPT OF THIS CITATION.

Signature: _____

DEFENDANT

Violators refusing to sign the Administrative Citation should not be arrested. If a violator refuses to sign the citation, the deputy must write, "Refused" on the signature line and give the responsible person a copy of the citation.

If there is a violation of the ordinance, the gathering should be dispersed.

E. **Determination of Fine.** Patrol personnel are to determine the appropriate fine as follows:

1. A first violation is punishable by a \$500 fine.
2. A second violation by the same responsible person, within a 12-month period is punishable by a fine of \$1000.
3. A third or subsequent violation by the same responsible person, within a 12 month period is punishable by a fine of \$2500.

F. **Reports**

1. The preparation of an Incident Report with an RB number will be necessary for all Social Host chapter violations.
2. If the party host, property owner, or other responsible person cannot be identified at the time of the incident, the deputy must submit a completed Incident Report prior to the end of shift. The report should list the names of the violators, involved minors (if applicable), and pertinent witnesses. The Community Resource Unit sergeant will review the report and determine if further investigation is necessary.
3. All approved reports and information related to the violation must be forwarded to the Community Resource Unit sergeant who will log the citation and forward it to the City of Camarillo for processing. Unlike a criminal violation, the department will be tracking the outcome of the citations to ensure compliance.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Station Panic Alarm

Date Issued:	May 17, 2011	Prepared By: Sergeant Jim Bullington
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To establish a procedure for the use and response to an activation of the station's panic alarm.

Departmental Impact

Police Services – Camarillo Police Department.

Procedure

The Camarillo Police Station has a panic alarm system. Panic buttons are visibly located in Inmate Holding, and placed under the desks in the Records/Reception area of the station.

When one or more of the panic alarms is activated an audible alarm sounds over the station intercom system. A solid tone indicates an emergency in Inmate Holding and an intermittent tone indicates an emergency in Records/Reception.

Simultaneously when the alarm is activated, the system automatically dials the SCC at 654-9511. A pre-recorded message stating, "A panic alarm at the Camarillo Police Station has been activated". The pre-recorded message to dispatch is an added layer of security especially after hours when you may be alone at the station. The SCC will send a minimum of one unit Code 3 to the station.

If you accidentally activate the panic alarm, call the SCC at (805) 654-9511 and notify them so they can cancel the responding deputies.

Sworn personnel at the station will respond to all panic alarms. When no additional

resources are needed, immediately contact the SCC and update them of the situation.

The alarm panel and reset button are located in Records, on the wall under the surveillance camera monitoring T.V. To reset the alarm, you first ensure the red button is reset at the location of the emergency. You then push the "silence" button on the alarm panel under the T.V. in records), and then push the "Reset" button.

The panic alarm is to be utilized for emergencies only. The station intercom system can be used when additional help is needed, but it would not validate a Code 3 or an emergency response.

The panic alarm system shall be tested by the Administrative Sergeant semi-annually to ensure it is operational.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Towing Abandoned /Dilapidated Oversized Vehicles

Date Issued: May 30th, 2018

Prepared By: Sgt. Richards

Date Reviewed: July 17, 2019

Reviewed By: Capt. Shane Matthews

Authorized By: Commander Dave Murray

PURPOSE

The towing of abandoned or dilapidated oversized vehicles often requires specialized equipment from the tow companies, which could increase the time on scene to remove the vehicle. To alleviate the burden on Patrol resources and to ensure each tow company is responsible for removing their share of these vehicles from the city of Camarillo, the Camarillo Traffic Bureau is responsible for overseeing the removal of abandoned or dilapidated oversized vehicles when they are not blocking a roadway.

DEPARTMENTAL IMPACT

Patrol Services - Camarillo Police Department

DEFINITION

"Oversized vehicles" are defined in Camarillo's Municipal Code section 11.20.220 as any vehicle, that is defined as an oversized vehicle in the Vehicle Code, or a combination of connected vehicles, that exceeds 25 feet in length and 80 inches in width or 82 inches in height, exclusive of such projecting lights or devices as are expressly allowed under the California Vehicle Code. "Oversize vehicle" does not mean or include a pickup truck that is less than 25 feet in length and 82 inches in height.

This policy is not intended for towing commercial vehicles, but is designed for the removal of dilapidated or abandoned recreational vehicle, trailers, etc....

PROCEDURE

When a member of this station comes across a dilapidated oversized vehicle that is blocking the roadway and needs to be towed, the person should arrange to have dispatch send out a tow company from the VSO tow rotation list to have the vehicle immediately removed. If a member of this station locates a dilapidated oversized vehicle that needs to be towed which is not blocking a roadway, they will email the designated traffic cadet who will make arrangements to have the vehicle removed during normal business hours. This email shall include: the location of the vehicle, vehicle description including license plate number or VIN, and the vehicle code section authorizing the removal of the vehicle.

The designated traffic cadet will complete the CHP 180 and then contact the next tow company on the station's Oversized Vehicle Rotation List. If the tow company does not have the proper equipment to tow a vehicle, they will make separate arrangements to have the vehicle towed to their facility for storage per the VSO Tow Agreement. The traffic cadet will ensure the vehicle is removed by the tow company within one week of notification and that the station's Oversized Vehicle Rotation List is properly updated / maintained.

Ventura County Sheriff's Office

CAMARILLO STATION

STANDARD OPERATING PROCEDURE

Subject: Traffic Enforcement – Private Property

Date Issued:	May 21, 2003	Prepared By: Sergeant Paul Richards
Date Revised:	July 17, 2019	Reviewed By: Capt. Shane Matthews
Authorized By:	Commander Dave Murray	

Purpose

To provide deputies with a guideline for handling traffic enforcement responsibilities in the City of Camarillo.

Departmental Impact

Police Services – Camarillo Police Department

References

Traffic Collision Reporting, Contract Cities – Department General Order 03-11-26-05

21107.5(a) VC – Private Roads Open for Public Use

“Any city or county may, by ordinance or resolution, find and declare that there are privately owned and maintained roads as described in the ordinance or resolution within the city or county that are generally held open for use by the public for vehicular travel and which so connect with highways that the public cannot determine that the roads are not highways. Upon enactment by a city or county of the ordinance or resolution, this code shall apply to the privately owned and maintained road, except as provided in subdivision (b).”

21107.8(a) VC – Private Parking Facilities

“Any city or county may, by ordinance or resolution, find and declare that there are privately owned and maintained offstreet parking facilities as described in the ordinance or resolution within the city or county that are generally held open for use of the public for purposes of vehicular parking. Upon enactment by a city or county of the ordinance or resolution, Sections 22350, 23103, and 23109 and the provisions of Division 16.5 (commencing with Section 38000) shall apply to privately owned and

maintained offstreet parking facilities, except as provided in subdivision (b)."

Procedure

The provisions of the Vehicle Code apply to public highways. The traffic laws outlined in the Vehicle Code may not be enforced on private property except under specific conditions as defined in Sections 21107.5(a) and 21107.8(a).

Private Roads

21107.5 VC outlines the requirements for enforcement on private roads. If an ordinance has been passed identifying these roads, all provisions of the vehicle code may be enforced.

Private Parking Lots

21107.8 VC outlines the requirements for enforcement in privately owned and maintained parking lots. As with private roads, there must be an ordinance by the city council before enforcement of the vehicle code is permitted. Additionally, all entrances to the parking lot must be posted "Vehicle Code Enforced."

In contrast to private roads covered under 21107.5 VC, only sections 22350, 23103 and 23109 VC may be enforced in private parking lots.

Some sections of the vehicle code specifically include private property such as retail parking lots, which are open to the public, and city owned parking lots. These parking areas are referred to as "offstreet public parking facilities" in the vehicle code. The definition for offstreet public parking facilities is found in sections 4000(a)(2)(A) and 4000(a)(2)(B) VC. Examples vehicle code sections that may be enforced in offstreet public parking facilities are 4000(a), 12500(a), 14601, and 23152 VC.

In addition to the violations listed above, parking violations such as 22500.1 (fire lane) and 22507.8 (disabled parking) VC may also be enforced in offstreet public parking facilities. There is no requirement that offstreet public parking facilities have signs posted stating "Vehicle Code Enforced."

Enforcement

Traffic accident reports on private property are only required if the accident results in:

- Injury or death
- Hit and run
- DUI
- Damage to public property

The following shopping centers and private parking areas comply with 21107.8 VC:

Camarillo Factory Stores	Mission Oaks Plaza Commercial Center
Camarillo Plaza Shopping Center	Pardee Plaza Shopping Center
Carmen Plaza Shopping Center	Paseo Camarillo Shopping Center
Central Plaza Shopping Center	Plaza Auto Care Center
Edwards Cinema	Ponderosa Shopping Center
Las Posas Plaza Shopping Center	Ponderosa North Shopping Center
Las Posas Village Shopping Center	Santa Rosa Plaza Shopping Center
Mission Oaks Center	Woodside Village Shopping Center
Plaza Del Sol Shopping Center	Pleasant Valley Hospital
Camarillo Metrolink Station	Camarillo Town Center
Pleasant Valley Recreational Park and Parks District Area	