



COUNTY OF SAN BERNARDINO

Office of the District Attorney
Bureau of Investigation

Jason Anderson
DISTRICT ATTORNEY

Eric Hopley
CHIEF INVESTIGATOR



NEW EMPLOYEE
ORIENTATION MANUAL

A Message from The Chief

Congratulations and welcome to the San Bernardino County District Attorney's Office, Bureau of Investigation. You have been chosen from among many highly-qualified applicants who represent the best in today's law enforcement. We are proud to have you as a member of the investigations team and you will now be partnering with an organization that has a combined history of hundreds of years of law enforcement experience.

We believe that you have joined one of the finest law enforcement agencies in San Bernardino County and are now part of a team joining progressive attorneys and victim advocates assisting victims in their time of need. Through our established partnership, we as a team, provide valuable insight, investigative skills and skilled performance to provide the best criminal case for our stakeholders.

The purpose of this orientation manual is to familiarize you with the functions of our office. The manual also provides guidance with our expectations and provides examples of some of our important policies and procedures.

We also believe that at the beginning of your employment with the Bureau, it is important we provide every resource possible to make you successful in your long-intended career. Further, the purpose of this orientation outline is to provide exposure to various areas in order to enhance your expectation of success, and your personal satisfaction with your new career path.

Again, it is my honor to welcome you to the Bureau of Investigation and I look forward to working with you in providing equal justice for all.

**Eric V. Hopley, Chief
Bureau of Investigation**

Section I: Getting the New Employee Started

During this phase, your supervisor and/or trainer will assist you in setting up your workspace, and ensure that you have all the necessary supplies and materials you need to get started. You will be issued your Bureau of Investigation safety equipment, and various other items. This will be itemized on a separate form and will be made a part of your personnel file.

We expect it to take several weeks for you and your supervisor and/or trainer to complete this manual. Upon completion, they will continue to observe your work, and will provide guidance and consultation as needed or requested.

At the end of your first few weeks with the Bureau of Investigation, your Supervising Investigator will prepare a written evaluation of your progress. Any additional training needs which have been identified by your Supervising Investigator may be addressed at that time.

(Trainer: check only that which applies to this employee's classification)

Equipment

- Equipment listed on the "Issued Equipment List"
- Membership Awareness
 - SEBA
 - SBCDAIA
 - CDAIA
 - SBPEA Teamsters

**Section II: Office of the District Attorney,
Executive & Administrative Staff**

During this phase of your orientation, your supervisor and/or trainer will be assigned to personally introduce you to various members of the District Attorney's Administrative staff.

District Attorney's Office Executive Staff

Bureau of Investigation Executive Staff

District Attorney's Office Administrative Staff

Section III: Office Locations

San Bernardino County is the largest geographical county in the contiguous United States, encompassing approximately 20,105 square miles. San Bernardino County presently has over 2 million residents, making it the 12th most populous county in the United States.

The District Attorney maintains several offices to serve the residents of the county. As a part of your duties, you may be called upon to travel to any one of these offices. You are encouraged to become familiar with the location of each office, and to introduce yourself to the employees in order that they may become familiar with you. You and your supervisor and/or trainer may visit each location.

Administrative Offices

303 W. 3rd Street, San Bernardino

Central Division

303 W. 3rd Street, San Bernardino

Specialized Investigative Units

REDACTED VERSION

West Valley Division

Trial Prep: 8303 Haven Avenue, Rancho Cucamonga

Desert Division

Victorville Trial Prep

- Annex offices:
- Victorville Court offices: 14455 Civic Drive,
Victorville
-

Morongo Basin Trial Prep

- Joshua Tree Court offices: 6527 White Feather Rd., Joshua Tree

Section IV: Policies, Procedures, and Systems

During this phase of orientation, your supervisor and/or trainer will introduce and train you in the various applicable policies, procedures, and systems.

MOU

- Subsistence for Overnight Travel & Meal Reimbursements: Expense Reimbursement section
- Sick Leave: Leave Provision section
- Annual Leave: Leave Provision section
- Overtime: Overtime Section
- Work Schedules: Appendix F & G

Procedures

- Weapons & Protective Equipment Locations: Safes
- Travel & Training Expenses
 - Travel Reimbursement Guidelines for Per Diem Meals
 - Employee Reimbursement form
- Accessing DA Offices: Alarms, Cameras, Access Cards, Keys, Parking
- Vehicle Collisions & Damage: Reporting & County forms
- Work Performance Evaluations: Rating Periods & forms
- Police Radio Operation & Procedures

Systems

STARNET

- B of I Policy Manual: Expected to read entire Manual
- Bureau Forms
 - Training Request form
 - Work Schedule form
 - Employee Family Emergency form
 - Weapons Inventory form
 - FDD Confidentiality Agreement
- Mission Statements: DA Office & Bureau of Investigation version
- DA Phone List
- Floor Plans
- Emergency Action Plan (EAP)
- Threats forms

Computer Systems

- STAR
- Coplink
- LinX
- TLOxp
- CLETS
- CNI
- JIMS
- JNET
- Lexis Nexis
- DOJ Cal Photo
- Outlook
- PIMS
- Tiburon
- EMACS
- SKYPE
- County Line: County Policy Manual



County of San Bernardino
Office of the District Attorney
BUREAU OF INVESTIGATION

JASON ANDERSON, District Attorney ERIC HOPLEY, Chief Investigator



EMPLOYEE ACKNOWLEDGEMENT OF POLICIES

All Bureau of Investigation employees are expected to understand the contents of our policy manual. As employees of the district attorney's office and of the county, employees need to be familiar with district attorney's office policies/directives and relevant county rules/policies. On an annual basis, employees are to review the information referred to below.

County Personnel Rules (hyperlink)

- Code of Ethics and Commitment to County Public Service: Rule I, Section 1-11
Disciplinary Actions: Rule X, Section 2, Subsections a-x

County Policy Manual Section 9 (hyperlink)

- Policy Number 09-00CP - Computer Systems
Policy Number 09-01 - Email
Policy Number 09-04 - Internet
Policy Number 09-03 - Telephone Systems

DA Policy Manual (hyperlink)

- Section III Policy 2.01 - Office computers are to be used for official business.

Bureau of Investigation Policy Manual (Lexipol website)

- Policy 309 - Discriminatory Harassment
Policy 311 - Standards of Conduct
Policy 312 - Information Technology Use
Policy 332 - Office Security
Policy 400 - Bureau Owned Property
Policy 403 - Vehicle Use
Policy 501 - Protected Information
Policy 519 - Personal Appearance
Policy 621 - Dress Standards
Policy 625 - Employee Speech, Expression

I acknowledge with my signature that I have received instruction on how to access the above listed information and acknowledge that I have read and understand each of the policies/rules.

Employee Name / Signature Employee ID # Date

Supervisor Name / Signature Employee ID # Date

Assistant Chief Name / Signature Employee ID # Date

Locations of Important Buildings

- County
 - Public Health
 - Hall of Records
 - Central Court: Court Clerk
 - Public Defender
 - Coroner
 - County Yard
 - Vehicle Services
 - Motor Pool
 - Gas Pumps
- San Bernardino County Sheriff's Department
 - Central Station
 - Records
 - Warrants
 - Sheriff's Store
 - High Tech Crimes
 - Cal ID
 - Property & Evidence
 - Radio Lab
 - Central Detention Center
 - Glen Helen Rehabilitation Center
 - West Valley Detention Center
 - High Desert Detention Center
 - Regional Training Center: Academy, Range, Training Classrooms
 - Emergency Operations Division (199 Hanger Way, San Bernardino)
- Medical Facilities
 - Arrowhead Regional Medical Center
 - Loma Linda University Medical Center
 - Redlands Community Hospital
 - St. Bernadine's Hospital
 - San Bernardino Community Hospital
 - Kaiser Hospital Fontana
 - San Antonio Community Hospital

Section V: Conclusion

I certify by my signature that the boxes checked above signify that I have received the listed equipment, and have received the listed orientation and training. I am aware that my signature indicates that I am cognizant of the material covered in this Orientation Manual, and that I am further conscious that this orientation is the first phase of my training. I have also been made aware that I will be regularly evaluated on my performance by my supervisor.

Employee (Print & Sign)

Date

I certify that the boxes checked above signify that the employee has received the listed equipment, and has received the listed orientation and training. I have provided a copy of this completed orientation manual to both the employee and to the Bureau's training coordinator. The original will be retained by the Bureau's Administrative Division, and will be placed within the employee's personnel file.

Trainer (Print & Sign)

Date

Supervising Investigator (Print & Sign)

Date

Assistant Chief Investigator (Print & Sign)

Date