



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 victim's 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 Bureau of Investigation realizes that you bring many years of law enforcement experience as an excellent foundation to the Bureau and 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, we will 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 its 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 "Duty 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 District Attorney's Administrative staff.

**District Attorney's Office Executive Staff**

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Bureau of Investigation Executive Staff**

- [Redacted]
- [Redacted]
- [Redacted]

**District Attorney's Office Administrative Staff**

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**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.

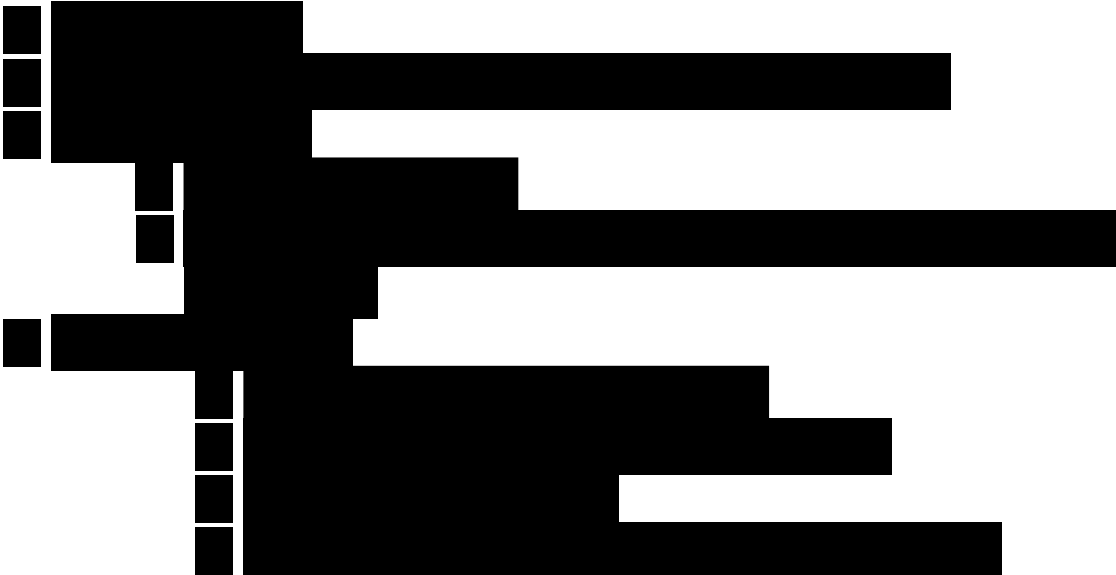
**Administrative Offices**

303 W. 3<sup>rd</sup> Street, San Bernardino



**Central Division**

303 W. 3<sup>rd</sup> Street, San Bernardino



[Redacted]

[Redacted]

[Redacted]

[Redacted])

**Specialized Investigative Units**

[Redacted]

**West Valley Division**

Trial Prep: 8303 Haven Avenue, Rancho Cucamonga

[REDACTED]

**Desert Division**

Victorville Trial Prep

Annex offices: 15371 Civic Drive, Victorville

[REDACTED]

Victorville Court offices: 14455 Civic Drive, Victorville

[REDACTED]

Morongo Basin Trial Prep

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

[REDACTED]

## **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: Read entire Manual
- Bureau Forms
  - Training Request form
  - Work Schedule form
  - Personal Information form
  - Weapons Inventory form
  - EDD 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

## **Bureau of Investigation Critical Policies**

- Chain of Command & Job Descriptions: 2001.01
- Attendance & Work Hours: 3001.00
- Personal Conduct: 3002.00 (A.)
- Outside Employment: 3006.00
- Sexual Harassment Policy: 3009.00
- Dress Standards: 3011.00
- Drug Policy: 3012.00 (B. 2.)
- Firearms & Weapons: 3015.00
- Weapons Qualification Requirements: 3015.00 (A. 18.)
- Use of Force Policy: 3015.10
- Department Equipment: 3016.00 (A. & I.)
- Access to Law Enforcement Databases: 3019.00
- Duty to be Honest: 3024.00
- Relations with Members of the Public; 3025.00
- Overtime, Leave Requests & Sick Leave: 3027.00 (A. 3.), (B.) & (D.)
- Confidentiality of Information: 4000.02
- Property & Evidence: 4000.06
- Arrest & Prisoner Transportation: 4000.07
- Use of Department Vehicles: 4000.10
  - No transportation of family members
- Office Security: 4000.12
- Traffic Stops & Vehicle Pursuits: 4000.29 (administered by Supervisor)
  - California Vehicle Code 17004.7, subdivision (b) (1-2)
  - Civil Liability: (Vehicle Pursuit Immunity)
- Radio Procedures: 4000.30
- Special Response Team: 4000.38
- Grooming Standards: 4000.45
- Uniform Standards: 4000.47

The above listed Bureau of Investigation policies are to be read and understood as a priority. Then, each employee is required to read and understand all of the remaining B of I policies.

**County Policy:** <http://countylinesbcounty.gov/cao/policy/>

- Use of County telephone systems: 09-03
- Electronic Email Systems: 09-01
- County Central Computer System Data Security: 09-06SP
- Internet/Intranet Use of Policy: 09-04
- County Personnel Rules (Rule X)
  - Countyline website, Human Resources page, Employee Relations link, “Other Documents and Resources” subsection, Personnel Rules 2010, Page 34
  - [http://countylinesbcounty.gov/hr/employeerelations/content/Personnel\\_Rules.pdf](http://countylinesbcounty.gov/hr/employeerelations/content/Personnel_Rules.pdf)

### **District Attorney Policy**

- Office Computers: Section III, Policy 2.01
  - Starnet
  - <\\sbcda.lan\starnetdocs\WebDocs\Policies\SBDAPolicyManual.pdf>

### **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. Additionally, my signature below signifies that I have read the Bureau of Investigation Policy Manual, and have been shown how to access it on STARNET. I have also received orientation and training regarding its contents. 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.

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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.

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Trainer (Print & Sign)

Date

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Supervising Investigator (Print & Sign)

Date

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Assistant Chief Investigator (Print & Sign)

Date

Revised: Nov 2019