



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Responsibility/Functions of the Professional Standards Bureau

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 6.4 STANDARD NUMBER: 11.1.1	REVIEW DATE: 05/30/05 REVISION DATE: 09/01/05 APPROVED: _____ Sheriff Signature
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6.4.1 Purpose

To describe the responsibilities and functions of the Weber County Sheriff's Office Professional Standards Bureau.

6.4.2 Rationale

The organizational structure of the Weber County Sheriff's Office is a determining factor in the delegation of authority and responsibilities among the different components of the Sheriff's Office. In particular, the Professional Standards Bureau is responsible for many services that support other components of the Sheriff's Office in fulfilling organizational goals and objectives.

6.4.3 Policy

- A. The Professional Standards Bureau will be commanded by a Sheriff's Captain who will:
1. Be directly responsible and answerable to the Sheriff, with access by and coordination with the Chief Deputy/s.
 2. Receive necessary clerical and administrative support from a staff office specialist.
 3. Provide administrative support to the Chief Deputy.
 4. Supervise and conduct:

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- a. Accreditation Manager functions,
 - b. Emergency Management/Homeland Security Functions,
 - c. Training and Support functions,
 - d. Public relations/public relations and recruiting functions, and
 - e. Evidence and property management functions.
5. Provide planning and research coordination.
 6. Complete Special Assignments as directed by the Sheriff

B. Training and Support Section

1. The Training and Support Section is commanded by a Sheriff's Lieutenant who will:
 - a. Plan, coordinate and monitor enforcement in-service training,
 - b. Directly oversee the accreditation functions, and
 - c. Plan and facilitate public relations and recruitment activities
 - d. Manage Public Information/Recruitment function, including:
 - i. Act as a Public Information Officer,
 - ii. Preparation and dissemination of press releases and coordination of public meetings and public relations activities, and
 - iii. Coordinate recruitment activities in conjunction with Sheriff's Office and Weber County goals and objectives.

C. Emergency Management/Homeland Security Section

1. The Emergency management/Homeland Security Section is commanded by a Sheriff's Program Director who will:
 - a. Develop plans and procedures to address possible natural and man-made threats to public order and safety;
 - b. Provide support for Sheriff's Office staff in the event of a natural or man-made large-scale event;
 - c. conduct and/or coordinate activities as need with the following multi-jurisdictional groups:
 - i. HAZMAT Task Force,
 - ii. Local Emergency Planning Committee,

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- iii. Amateur Radio Emergency Services Unit; and
- d. Oversee the fleet management program.

D. Internal Affairs Unit

- 1. The Internal Affairs Unit is commanded by a Sheriff's sergeant who:
 - a. conducts and supervises complaints made against Weber County Sheriff's Office members,
 - b. supervises the criminal intelligence function,
 - c. manages the Early Warning System, and supervises the pre-employment background investigations of Sheriff's Office applicants.
 - d. Special investigations/Background Investigations
 - e. Manages the Criminal Intelligence function (Chapter 37, Criminal Intelligence)

D. Accreditation

- 1. The accreditation function is managed by the Accreditation Manager under the direct supervision of the Training and Support Section Lieutenant. Duties include:
 - a. managing agency accreditation self-assessment,
 - b. review, development and implementation of policies and procedures,
 - c. Coordination and facilitation of staff inspections as directed by the Sheriff.

F. Evidence Unit/Custodian

- 1. The Evidence Custodian is under the overall supervision of the Professional Standards Bureau Commander.
- 2. The Training and Support Section Lieutenant is responsible for the direct supervision of the Evidence Custodian and the evidence/property control process.

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3. **The evidence custodian:** is responsible for all evidence and property submitted by sworn or civilian personnel, or by citizens, from time of placement into, and retrieval from, an evidence locker, through disposition following adjudication or other resolution.
4. Evidence will be collected, processed and preserved in a manner calculated to assist in solving crimes and determining the guilt or innocence of suspects.
5. The evidence custodian will train and remain current on evidence handling and processing procedures to assure as little harm as possible to all evidence or property handled.
6. **The evidence custodian may keep property requiring secure storage in the evidence room, in an area separate from evidence.**
7. Evidence Vault Access
 - a. Direct access into the evidence vault is limited to the evidence custodian, the Court Section Lieutenant and the designated Office Specialist in the absence of both.