



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE JOEL E. NORTHRUP, MARSHAL

To: All Personnel
From: Marshal Northrup
Subject: Authorized Impact Weapons
Date: July 6, 2018

Reference: Policy Section 303 Control Devices
Policy Section 303.5 Baton Guidelines

Purpose: To establish uniform guidelines in the carrying of impact weapons.

1. Issued Baton
 - a. The Marshal's Office standard issued baton will be a black, 26 or 29 inch, hickory baton.
2. Authorized Batons.
 - a. The Marshal has authorized the following batons for use, upon satisfactory training and certification.
 - b. 26" or 29" Kogawood baton, Peacekeeper RCB baton and/or Monadnock PR-24 side handle baton (non-expandable).
3. Deputies who elect to utilize a baton other than those issued by the department are solely responsible for any incurred cost.



Shasta County Marshal's Office

Joel E. Northrup, Marshal

Memorandum

To: All Personnel
From: Marshal Northrup
Subject: Covering uniform while not on duty
Date: April 10, 2019

I want to remind all staff that if you are in a personally owned vehicle (POV) you are required to have a cover over your uniform garments to prevent the display of department patches, badges or insignias. This would include situations, such as, coming to work, leaving at the end of your shift and during the lunch break.

This directive does not apply if you are in a Marshal's Office vehicle, on foot during the lunch break or with prior supervisor approval.



Shasta County Marshal's Office

Joel E. Northrup, Marshal

Memorandum

To: All Personnel
From: Marshal Northrup
Subject: Departmental Email
Date: April 8th, 2019

Effective Date: April 15th, 2019

This procedure is to establish a uniformed guideline for structuring departmental email signature lines.

All staff, if you choose to have a signature line, shall format the closing/signature line of department email to conform to the following format.

<u>Format</u>	<u>Example</u>
Rank and Name	Marshal Joel Northrup
Agency	Shasta County Marshal's Office
Agency Address	1500 Court Street #206 Redding, Ca 96001
Agency Phone Number	(530) 245-6282
Email Address (Optional)	jnorthrup@shasa.courts.ca.gov

If you choose, you may also add the department's official motto, "An honor to serve, A duty to protect" as a tag line below the closing/signature line.

No other tag lines are authorized or allowed.



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE JOEL E. NORTHRUP, MARSHAL

To: All Personnel
From: Marshal Joel Northrup *JN #101*
Subject: Detention Notice Procedure
Date: January 11, 2017

Purpose: To establish a uniform procedure for the reporting and issuance of detention notices.

1. Records responsibilities

Upon the receipt of a "Decline to File" notice from the District Attorney's Office for any case in which an individual was physically taken into custody and booked into jail, records personnel will complete the following reporting requirements:

- A. A detention certificate will be prepared and delivered for signature to the deputy who submitted the case. Once signed, the detention notice will be mailed to the defendant at their last known address. Should the certificate be returned undeliverable, a copy of the returned envelope indicating the reason for non delivery will be imaged to the case file.
- B. A copy of the detention certificate will be imaged to the computer case file and a paper copy placed in any existing paper case file.
- C. The transmission report record and corresponding case number will be updated to reflect a detention rather than an arrest.
- D. Electronic disposition reporting will be completed and submitted to the Department of Justice, Bureau of Criminal Information and Analysis using the JUS 8715 form.

USE



SHASTA COUNTY MARSHAL'S OFFICE

Marshal Joel E. Northrup

Date

Subject
Address
Redding, CA 96001

Detention Certificate

Penal Code section 849 provides:

(a) When an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released, shall without unnecessary delay, be taken before the nearest or most accessible magistrate in the county in which the offense is triable, and a complaint stating the charge against the arrested person shall be laid before the magistrate.

(b) A peace officer may release from custody, instead of taking the person before a magistrate, a person arrested without a warrant in the following circumstances:

1. The officer is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.
2. The person arrested was arrested for intoxication only, and no further proceedings are desirable.
3. The person was arrested only for being under the influence of a controlled substance or drug and the person is delivered to a facility or hospital for treatment and no further proceedings are desirable.
4. The person arrested was arrested for driving under the influence of alcohol or drugs and the person is delivered to a hospital for medical treatment that prohibits immediate delivery before a magistrate.

(c) The record of arrest of a person released pursuant to paragraphs (1) and (3) of subdivision (b) shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.

Penal Code section 849.5 provides:

In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, any record of arrest of the person shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.

Penal Code section 851.6 provides, In part: (a) In any case in which a person is arrested and released pursuant to paragraph (1) and (3) of subdivision (b) of Section 849, the person shall be issued a certificate, signed by the releasing officer or his superior officer, describing the action as a detention. (b) In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, the person shall be issued a certificate by the law enforcement agency which arrested him describing the action as a detention.

As required by Penal Code section 851.6, I hereby certify that the taking into custody of _____ on _____ by the Shasta County Marshal's Office was a detention only, not an arrest.

_____ was released on _____ by the _____.

Signature, Deputy Marshal

Printed Name, ID #



STATE OF CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS



LAW ENFORCEMENT REFERENCE FOR DISPOSITION REPORTING

Disposition information is best reported to the Department of Justice (Department) electronically. Department staff works with agencies to facilitate electronic disposition reporting. Contact the Bureau of Criminal Information and Analysis at Disposition.BCIA@doj.ca.gov for more information about electronic disposition reporting.

If your department is not able to immediately submit dispositions electronically, both the Adult Disposition of Arrest and Court Action (JUS 8715/8715A) and the Juvenile Detention Disposition Report (JUS 8716/8717) forms are available on the California Law Enforcement Website (CLEW), under the forms link on the front page of the website at <https://clew.doj.ca.gov>.

The Disposition Reporting Guide and the Electronic Disposition Reporting Manual are available under "All Publications, Forms and Downloads" in the Disposition Reporting section of the CLEW.

JUS 8715 Instructions

Attachment #1

Instructional page demonstrating what information must be reported to the Department in order to update state summary criminal history information with dispositions, such as detention only.

Attachment #2

Instructional page demonstrating what information must be reported to the Department in order to update state summary criminal history information with dispositions when no accusatory pleading is filed.

Attachment #3

General instructions on the filing out of the JUS 7815, including which Reason Code(s) should be used in reporting dispositions to the Department.



Corrected Copy

ADULT DISPOSITION OF ARREST AND COURT ACTION

SUBJECT INFORMATION																								
Name (Last, First, Middle) Required										DOB (mm-dd-yyyy) Required					CII Number Required									
Social Security Number					Driver's License Number					FBI Number					Hgt		Sex		Race					
A. LAW ENFORCEMENT																								
Arrest/Cite Date (mm-dd-yyyy) Required										Arresting Agency Required					Booking Agency									
LiveScan Booking Number Required					Citation Number Required					Crime Report Number					Remarks									
Chrg	Level			Arrest Charge (Section/Code)							On View X	In-County Warrant Number	Out-of-County Warrant Number	Release Date	Reason for Release Code									
	I	M	F																					
1																								
2																								
3																								
4																								
Type of Event: <input type="checkbox"/> Arrest <input type="checkbox"/> Citation <input type="checkbox"/> Letter/Notice to Appear <input type="checkbox"/> Court Ordered Booking																								
B. PROSECUTION																								
Date (mm-dd-yyyy)					Reason for Rejection/Referred Codes					<input type="checkbox"/> 1203.2 PC - In Lieu of Filing					Original Court Judicial District Number					Original Court Case Number				
					Chrg 1 Chrg 2 Chrg 3 Chrg 4 All Chrgs					<input type="checkbox"/> Refiled - Original Case Dismissed														
C. COURT																								
Date Filed (mm-dd-yyyy)					Judicial District Number					File Number					Consolidated File Number									
Chrg	File Level			Final Plea		Disposition					Disposition Date (mm-dd-yyyy)	Charges and Enhancements at Disposition (Section/Code)					Degree	Disposition Level						
	I	M	F	G	Nolo	Conv by Trial	Dism Code	Cert Juv	Acq	Not Guilty Insane								I	M	F				
2																								
3																								
4																								
D. PROCEEDINGS SUSPENDED																								
Date (mm-dd-yyyy)					<input type="checkbox"/> Bench Warrant Issued					<input type="checkbox"/> 707.2 WI - 90 Day Observation					<input type="checkbox"/> 1368-1370 PC - Found Mentally Incompetent - Committed									
					<input type="checkbox"/> Diversion					<input type="checkbox"/> 1203.03 PC - 90 Day Observation					<input type="checkbox"/> 3050 WI - Narcotics Commitment									
					<input type="checkbox"/> 1000-1000.5 PC - Drug Court Program / Deferred Entry of Judgment					<input type="checkbox"/> 3051 WI - Narcotics Commitment														
E. SENTENCE																								
Date (mm-dd-yyyy)					Condition of Probation					Other					Remarks									
					<input type="checkbox"/> Firearms Prohibited - 29815(a) PC <input type="checkbox"/> Drug Treatment Program - 1210.1 PC (Prop 36)					<input type="checkbox"/> 290 PC Registration Charge: _____					<input type="checkbox"/> 1170(h) PC									
Chrg	Reduced to Misd. X	290 PC REG		ISS	Prob X	Jail		Fine		Rstn X	Jail or Fine		Conc X	Cons X	Vol Wrk X	Costs X	DJJ X	Prison Sentence Information		To be served: <input type="checkbox"/> Concurrently <input type="checkbox"/> Consecutively				
		Mand X	Discret X			Days	Days Susp	X	Susp X		Days	Susp						Stayed X	Total Fixed Term (All Charges)					
1																			Years	Months				
2																								
3																								
4																								
W/Case Number: <input type="checkbox"/> Suspended																								
F. ADMONISHMENTS & WAIVERS																								
<input type="checkbox"/> Defendant waived counsel										<input type="checkbox"/> Defendant represented by counsel														
										Defendant was advised of and understood: <input type="checkbox"/> Yes <input type="checkbox"/> No														
G. CLERK OF THE COURT'S CERTIFICATION																								
I certify that the foregoing is a correct abstract of the disposition of arrest and court action in this case. (Certification required for conviction)																								
Printed or Typed Name										Date (mm-dd-yyyy)														
Title										County														
										Court found admission was knowledgeable, intelligently made, and voluntary <input type="checkbox"/> Yes <input type="checkbox"/> No														
										Defense counsel concurred in defendant's admission <input type="checkbox"/> Yes <input type="checkbox"/> No														



Corrected Copy

ADULT DISPOSITION OF ARREST AND COURT ACTION

SUBJECT INFORMATION

Name (Last, First, Middle) Required		DOB (mm-dd-yyyy) Required		CII Number Required	
Social Security Number		Driver's License Number		FBI Number	
				Hgt	Sex
				Race	

A. LAW ENFORCEMENT

Arrest/Cite Date (mm-dd-yyyy) Required		Arresting Agency Required		Booking Agency	
LiveScan Booking Number Required		Citation Number Required		Crime Report Number	
Remarks					

Chrg	Level			Arrest Charge (Section/Code)	On View X	In-County Warrant Number	Out-of-County Warrant Number	Release Date	Reason for Release Code
	I	M	F						
1									
2									
3									
4									

Type of Event: Arrest Citation Letter/Notice to Appear Court Ordered Booking

B. PROSECUTION

Date (mm-dd-yyyy)	Reason for Rejection/Referred Codes					<input type="checkbox"/> 1203.2 PC - In Lieu of Filing	Original Court Judicial District Number	Original Court Case Number
	Chrg 1	Chrg 2	Chrg 3	Chrg 4	All Chrgs			

C. COURT

Date Filed (mm-dd-yyyy)		Judicial District Number		File Number		Consolidated File Number	
-------------------------	--	--------------------------	--	-------------	--	--------------------------	--

Chrg	File Level			Final Plea		Disposition					Disposition Date (mm-dd-yyyy)	Charges and Enhancements at Disposition (Section/Code)	Degree	Disposition Level				
	I	M	F	G	Nolo	Conv by Trial	Dism Code	Cert Juv	Acq	Not Guilty Insane				I	M	F		
2																		
3																		
4																		

D. PROCEEDINGS SUSPENDED

Date (mm-dd-yyyy)	<input type="checkbox"/> Bench Warrant Issued	<input type="checkbox"/> 707.2 WI - 90 Day Observation	<input type="checkbox"/> 1368-1370 PC - Found Mentally Incompetent - Committed
	<input type="checkbox"/> Diversion	<input type="checkbox"/> 1203.03 PC - 90 Day Observation	<input type="checkbox"/> 3050 WI - Narcotics Commitment
	<input type="checkbox"/> 1000-1000.5 PC - Drug Court Program / Deferred Entry of Judgment	<input type="checkbox"/> 3051 WI - Narcotics Commitment	

E. SENTENCE

Date (mm-dd-yyyy)	Condition of Probation			Other		Remarks
	<input type="checkbox"/> Firearms Prohibited - 29815(a) PC	<input type="checkbox"/> 290 PC Registration	<input type="checkbox"/> 1170(h) PC			
<input type="checkbox"/> Drug Treatment Program - 1210.1 PC (Prop 36) Charge: _____						

Chrg	Reduced to Misd. X	290 PC REG		ISS	Prob	Jail		Fine		Rstn	Jail or Fine		Conc	Cons	Vol Wrk	Costs	DJJ	Prison Sentence Information		To be served:
		Mand X	Discret X			Days	Days Susp	X	Susp X		Days	Susp						Stayed X	Total Fixed Term (All Charges)	
1																				<input type="checkbox"/> Concurrently
2																				<input type="checkbox"/> Consecutively
3																				W/Case Number:
4																			<input type="checkbox"/> Suspended	

F. ADMONISHMENTS & WAIVERS

(Required for Conviction)		(Required for "Guilty" or "Nolo" plea)		Yes	No
<input type="checkbox"/> Defendant waived counsel	<input type="checkbox"/> Defendant represented by counsel	Defendant was advised of and understood:		<input type="checkbox"/>	<input type="checkbox"/>

G. CLERK OF THE COURT'S CERTIFICATION

I certify that the foregoing is a correct abstract of the disposition of arrest and court action in this case. (Certification required for conviction)		<input type="checkbox"/> Charges and direct consequences of plea	<input type="checkbox"/>	<input type="checkbox"/>
Clerk's Name (Printed or Typed)		Defendant was advised of, understood, and waived:		<input type="checkbox"/>
Date (mm-dd-yyyy)		<input type="checkbox"/> Privilege against compulsory self incrimination	<input type="checkbox"/>	<input type="checkbox"/>
Title		<input type="checkbox"/> Right to confront and cross examine witnesses	<input type="checkbox"/>	<input type="checkbox"/>
County		<input type="checkbox"/> Right to trial by jury	<input type="checkbox"/>	<input type="checkbox"/>
		Court found admission was knowledgeable, intelligently made, and voluntary		<input type="checkbox"/>
		Defense counsel concurred in defendant's admission		<input type="checkbox"/>

JUS8715/8715A INSTRUCTIONS AND CODE EXPLANATIONS

Please refer to the
DISPOSITION REPORTING GUIDE
for complete instructions.
The guide is located on the CLEW
website at <https://clew.doj.ca.gov/>

SUBJECT INFORMATION

The agency that initiates the JUS 8715/8715A must fill out this section.

A. LAW ENFORCEMENT

The JUS 8715/8715A is to be initiated by the agency that makes an arrest for which a fingerprint-based arrest report has been submitted to the California Department of Justice (DOJ). The arresting/booking agency should complete Section A then either furnish the form to the DOJ (if disposition is final) or route the form to the prosecution when requesting that charges be filed.

Enter one of the following codes to indicate final disposition at the law enforcement level:

849(b)(1) PC

- 1 Complainant Refuses to Prosecute
- 2 Arrestee Exonerated
- 3 Further Investigation
- 4 Admissible Evidence Insufficient
- 5 Ascertainable Evidence Insufficient
- 6 849(b)(2) PC
- 7 849(b)(3) PC
- 8* Other Law Enforcement Disposition

Out-of-County Warrant Releases

- 10 Released on Bail
- 11 Extradition Proceedings
- 12 Cited and Released
- 13 Release/Enroute to Other Agency/Jurisdiction (Specify in Remarks Area)

* Enter the particular reason(s) for release in the "Remarks" area of Section A of the JUS 8715.

B. PROSECUTION

The prosecuting agency is responsible for completing Section B on the JUS 8715 when deferring or rejecting any charge.

Enter one of the following disposition codes in the corresponding charge box for each charge deferred or rejected:

- A Lack of Corpus
- B Lack of Sufficient Evidence
- C Inadmissible Search/Seizure
- D Victim Unavailable/Decline to Testify
- E Witness Unavailable/Decline to Testify
- F Combined with other Counts/Cases
- G Interest of Justice
- H Other (indicate reason in "Remarks" area)
- I Referred to Non-California Jurisdiction
- J Deferred for Revocation of Parole
- K Further Investigation
- L Prosecutor Prefiling Deferral

After deferral, the prosecutor is responsible for completing Section B, Reopen from Prosecution Prefiling Deferral, on the JUS 8715A.

C. COURT

When the court initiates the disposition document, the complete booking information must be added by the court, or the disposition must be forwarded to the booking agency for the missing arrest/booking information. In cases where the subject has not already been booked, the court should order the subject booked. The court is responsible for initiating a disposition document when:

- The JUS 8715 was not initiated by a law enforcement agency, but the subject appeared in court.
- The case was reopened, retried, or subsequent action occurred. Use the JUS 8715A to record this information.

The court is responsible for completing Sections C, D, E, F, and G on the JUS 8715 and Sections C, D, E, F, G, and H on the JUS 8715A.

Enter one of the following dismissal codes in the corresponding charge box for each charge dismissed:

- a* 1385 PC - Dismissal in the furtherance of justice.
- b 1377-1378 PC - Case compromised/restitution or satisfaction made.
- c 871 PC - Court found insufficient cause.
- d 1381-1382 PC - Delay - not filed/brought to trial within time.
- e* 995 PC - Accusation set aside.
- f 1008 PC - Defective accusation.
- g 1099 PC - Defendant became witness for the people.
- h 1100 PC - Insufficient evidence - witness for codefendant.
- i 1185-1187-1188 PC - Judgment arrested - defendant discharged.
- j 1185-1187-1188 PC - Judgment arrested - defendant recommitted.
- k* Mistrial - defendant discharged.
- l* Mistrial - defendant recommitted.
- m* Any dismissal other than a through l.

* Note the particular reason(s) for dismissal or declaration of mistrial in the "Remarks" area of Section E of the JUS 8715 and Section F of the JUS 8715A.

ROUTING

All pages of the JUS 8715/8715A forms accompany case documentation as it is forwarded to each agency involved in processing the case. Once a final disposition is rendered, the original first page is sent to the DOJ at the following address:

California Department of Justice
Bureau of Criminal Information and Analysis
P.O. Box 903417
Sacramento, CA 94203-4170

- A. **JUS 8715:** The second page (blue) is retained by the law enforcement agency if final disposition occurred at the law enforcement level. If final disposition occurred at any other level, the second page (blue) should be returned to the law enforcement agency when final disposition occurs. The third page (green) is retained by the court having final jurisdiction.
- B. **JUS 8715A:** The last page (JUS 8715A) is retained by the court and used to report any pertinent subsequent action information. Once completed, the original JUS 8715A is mailed to the DOJ, a photocopy is forwarded to the law enforcement agency, and a photocopy is retained by the court.



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE JOEL E. NORTHRUP, MARSHAL

To: All Sworn Personnel
From: Marshal Joel Northrup *JN #101*
Subject: Intermediate Defensive Weapons
Date: June 22, 2018

Reference: Policy Section 303 Control Devices

Purpose: To establish uniformed guidelines in the carrying of intermediate defensive weapons.

1. It is the directive of the Marshal that all uniformed staff carry a minimum of 2 intermediate defensive weapons while on duty and in uniform.

All intermediate defensive weapons will be carried in compliance with applicable department policy and upon proper training and certification.

Examples of intermediate defensive weapons are: A baton, taser or OC/pepper spray.

Exemption. Exempted from this procedure are personnel engaged in plain clothes and/or administrative assignments, training and/or as designated by the Marshal.

SHASTA COUNTY MARSHAL'S OFFICE TRAINING AND FAMILIARIZATION FOR PATROL READY A SHOTGUN

PATROL READY DEFINED

Shotguns which are patrol ready are to have an empty chamber, the magazine tube loaded with four rounds of ammunition, the action shall not be cocked, and the safety shall be off.

The following will be the steps taken to achieve patrol ready status.

UNLOADING:

1. Activate the shotgun's safety to the on position.
2. Visually inspect the chamber to insure that there are no rounds in the chamber. This is accomplished by pulling back the slide approximately one inch to allow you to inspect the shotgun's chamber. Once you determine an empty chamber, continue to open the action as you apply an upward pressure to the spoon until the slide is in the rear position.
3. Keeping the slide to the rear position and the spoon in the upward position, depress the shell latch to remove each shell from the bottom side of the magazine tube.
4. If the slide will not move without the use of the slide release, this indicates that the shotgun is cocked and more than likely loaded with a shell in the chamber. If a live round is located in the chamber, carefully remove it before removing the shells from the magazine tube.
 - A.) Slowly open the action to allow the chambered shell to be extracted from the chamber allowing it to move to the back of the action. When the shell becomes partially ejected, remove the shell, apply an upward pressure to the spoon, and continue to move the slide to the rear position.
 - B.) Keeping the slide to the rear position and the spoon in the upward position, depress the shell latch to remove each remaining shell from the bottom side of the magazine tube.
5. Check all ammunition for condition and proper type.
6. Check barrel for obstructions.
7. Check action for proper (smooth) function.
8. Check exterior and interior for defects, rust, and/or grime.

RELOADING:

1. Slowly close the action insuring no live round is in the chamber. Visually and physically inspect the magazine tube to insure no live rounds are present.
2. Switch the safety to the off position and after pointing the muzzle of the shotgun in a safe direction, pull the trigger. This will activate the slide release. **DO NOT RE-COCK THE SHOTGUN.**
3. Load the magazine tube with four live rounds of authorized ammunition, leaving the safety off.
4. **THERE ARE TO BE NO LIVE ROUNDS IN THE CHAMBER OF ANY SHOTGUN AT ANY TIME OTHER THAN AT THE RANGE OR IN AN ACTUAL INCIDENT WHERE THE SHOTGUN IS DEPLOYED.**
5. Place the shotgun back in the electronically operated locking shotgun rack in the patrol vehicle or back in the Marshal's Office squad room gun rack.



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE JOEL E. NORTHRUP, MARSHAL

To: All Personnel
From: Marshal Joel Northrup *Jm #101 2/5/16*
Subject: Evidence Collection
Date: January 28, 2016

Reference: Policy Section ⁸⁰² 208

Purpose: To establish a uniform procedure for Shasta County Marshal's Office personnel in collecting evidence in criminal cases.

1. Deputies responsibilities: The deputy in charge of a criminal investigation and/or a crime scene will:
 - A. Search for, photograph in place, document the location of, properly collect and process all evidence associated with the crime of which he/she is investigating.
 - B. Insure all information pertaining to each piece of evidence is recorded on all associated forms.
 - C. Promptly and without delay deliver all evidence collected to the evidence officer or technician.
 - D. Insure that dangerous and/or infectious materials are properly sealed and noticeable warnings are applied to the packaging, which are observable to all persons handling the evidence.
 - E. Record in the police report, each item of evidence, where it was located and the nexus to the case.
 - F. Record in the police report and/or on associated documents the "Chain of Custody" of the evidence.

- G. Insure the documentation of evidence testing and results of the testing are documented in a report, placed into evidence and copies of the results are distributed to the proper authority.
- H. Immediately report any problems involving evidence, such as contamination or lost evidence to a supervisor.
- I. All evidence shall be logged and processed in accordance with Marshal's Office Policy 802.

2. Collection and Packaging:

A. Stationary physical evidence is an object by its nature will show a nexus between itself and the commission of a criminal offence. Such as a bullet hole in a house or pry marks on a barn door.

- 1. Photograph the object and record its location from another fixed object, address or geographical location
- 2. Remove by whatever means necessary any trace evidence or other evidence contained within or embedded into the stationary object.
- 3. Package the evidence removed from the stationary object according to evidence handling guidelines and submit to the evidence officer.

B. Mobile physical evidence is an object by its nature will show a nexus between itself and the commission of a criminal offence. Such as a gun, stick, credit card, ect. Which is capable of being collected and transported.

- 1. Photograph the object and record its location from another fixed object, address or geographical location.
- 2. Package the evidence according to evidence handling guidelines and submit to the evidence officer.

C. Trace evidence is evidence, which may or may not be observed by the naked eye and by its nature will show a nexus between itself and the commission of a criminal offence.

- 1. Trace evidence such as paint chips that can be seen may be scraped up, picked up with tweezers or any method to retrieve the same and packaged in a sterile container.
- 2. Vacuuming, removing the surface, which contains the evidence, and packaging in a sterile container may collect trace evidence that cannot be seen however is suspected to be present.

D. Blood Evidence:

1. Fresh or liquid form of blood will be collected by dipping a cotton swab in the blood, air dry the swab and package in a sterile paper package or bindle.
2. Dried blood will be collected by wetting the end of a cotton swab (distilled water is preferable) and rubbing the swab in the dry blood until the blood is absorbed into the cotton swab, air dry and package in a sterile paper package or bindle.
3. Bloody clothing or cloth articles will be collected by removing the articles to a secure location and air dry the articles. Fold the article by placing sterile paper between the folds and package in sterile packaging.
4. Standard required
 - a. When collecting blood evidence collect the blood you need examined and an equal amount of samples to use for a standard or control sample.
 - b. When collecting blood with the use of water, keep a sample of the water used for a standard or control.

E. Marijuana or vegetative type controlled substances:

1. If the marijuana is already packaged in plastic in a semi dry form then place in paper evidence envelop.
2. If the marijuana is fresh and green, it must be placed in paper or burlap to allow to air dry.

F. Projectiles, or articles with striation marks:

1. Wrap in a soft tissue and place in a protective package so the striation marks will not be destroyed.



Shasta County Marshal's Office

Joel E. Northrup, Marshal

Memorandum

To: All Marshal's Office Staff
From: Marshal Northrup
Subject: Use of Personal Electronics
Date: September 14th, 2018

This memo updates and supersedes the memo entitled "Use of Personal Electronics" dated April 30th, 2015.

Marshal's Office policy manual section 701 *Personal Communication Devices* generally addresses the use of personally owned electronic devices. However, the purpose of this memo is to clarify the Marshal's Office expectations regarding inappropriate use of electronic devices found in policy section 701.2.

All members of the Marshal's Office shall not use cell phones, tablets, notebook style computers or any other personal electronic device while in a courtroom unless the courtroom is dark (the public, litigants and attorneys have cleared from the courtroom and the Judge is off the bench) or with supervisor approval while working on department business.

All Marshal's Office staff shall not use cell phones, tablets, notebook style computers or any other personal electronic device while on duty, in uniform and in public view or when it would otherwise jeopardize officer safety. This includes assignments, such as, the screening stations, building security patrol and perimeter patrol. An exception would be for exigent or emergency use.

All members of the Marshal's Office shall not use cell phones, tablets, notebook style computers or any other personal electronic device while attending staff briefings, trainings, or other work related meetings unless authorized by a supervisor or in the event of an emergency.

All Marshal's Office staff shall use good judgment in the use of personally owned electronic devices. As a uniformed member of the Marshal's Office, the public, defendants, court staff and bench officers are observing your conduct. At all times, you must maintain good officer safety habits and a professional image.



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE JOEL E. NORTHRUP, MARSHAL

To: All Personnel
From: Marshal Joel Northrup *JN #101 2/5/16*
Subject: Report Writing Procedure
Date: January 28, 2016

Purpose: To establish a standardized procedure for report writing for the Shasta County Marshal's Office.

1. FACE SHEET

- A. This section will give detailed instructions on the proper way to complete the report face sheet. The instructions will deal with each box as it appears on the face sheet.
1. Date and time occurred: This is the date and time the incident occurred.
 2. Date and time reported: This is the date and time SCMO received the information on the call.
 3. Crime code (s): List of violations of any statute found within the State of California or any other statute found in any federal code or county ordinance. When listing crime codes, use the most serious charges in the space provided.

Information report: Any information reported to this department and by its nature is of interest to this department and is not a violation of a crime.

4. Crime severity M/F: Check the appropriate crime severity box corresponding with charge. If the crime is a crime of domestic violence, check the corresponding "DV" box.

5. Report No: A report number will be required for all written reports and will be obtained from dispatch. The report number will always appear with the two digit year first (16) a dash mark (-) and a computer generated report number (0123). Example: 16-0123.
6. Assoc. Case No: List other case numbers associated with the report other than the primary report numbers. These case numbers would include other agency case numbers.
7. Supplemental Report: The supplemental report box should be checked if the report is information received that pertains to previous information that has already been received and assigned a case number.
8. Location of Occurrence: This area should be used for the location of the crime of incident. You should list the address by number, street and town. If there is no address available, you will provide the closest known geographical location.
9. Check the appropriate box in relation to the crime/Incident:

Firearms/Deadly Weapons
DV/SE Assault, Form provided
Hate Crime
5150 Firearms Hold.
10. Codes: Use the abbreviations found in the CODES section to classify the people you are listing.
11. Name: This area is used to list the names of persons mentioned in your report.
12. Race: List the individual's race. Common abbreviations are appropriate.
13. Sex: List the individual's sex. Common abbreviations such as "M" or "F" are acceptable.
14. DDL: List the individual's driver's license or identification card number and state of issue.
15. Address: List the full address. If they use a P.O. Box, you are required to obtain the physical location of their home.
16. DOB/Age: List their date of birth by month, day and year and list their current age.

17. Social Security Number: List their social security number
18. Home Phone: List the primary contact phone number provided, including area code. If additional Phone numbers are provided, list them in the box "Phone-other" and indicate what type of number it is.
19. Height, Weight: List the individually current height and weight.
20. Hair, Eyes: List the individuals current hair color and eye color.
21. Charges/OR FCN: List additional charges not listed in "Crime Code" sections or check "Same as above" box if charges listed above pertain to the listed individual. If the incident involves domestic violence, check the "DV" box. OR/FCN: For missing persons reports list FCN number.
 - a. Check the appropriate corresponding box to indicate if the individual was "Booked" or "Cited".
22. Business Phone: Supply current business phone number including area code.
23. Phone – Other: List additional phone numbers.
24. Clothing Description: List the clothing worn by the subject.
25. Citation Number: If a citation was issued, list the citation number.
26. Tattoos/Scars/Marks: List any Tattoos/Scars/Marks.
27. Place of Birth: List the individual's city and state of birth.
28. FBI and CII number: This information can be obtained from dispatch.
29. Narrative: This narrative section should be used to document information for reports only requiring the completion of a face page report.
30. Vehicle Info: Use the abbreviated codes in the corresponding boxes to list all vehicles in your report.

31. Citizens Arrests: Use the space provided for persons wishing to make a citizen's arrest. Persons wishing to make a citizen's arrest must initial in the areas indicated and sign in the signature area. They must also complete the address and phone number information.
32. Status: This area is used to indicate the status of the report. If the case is still open and requires additional investigation, check the "OPN" box. If the case is close, check the "CLO" box. If the case is inactive, check the "INA" box.
33. Clearance: This area is used to indicate the case clearance. If the case resulted in an arrest, check the "ARR" box. If the case was filed with the District Attorney's Office, check the "DA" box. If the subject of the report was released with citation, check the "CT/REL" box. If after investigating the report the reporting deputy determines that the case is unfounded, check the "UNF" box. If the report is for informational purposes, check the "INFO ONLY" box.
34. Routing: Check the appropriate box to indicate which agencies the report needs to be routed to.
35. Officer, ID No, Date: List the deputies name, ID number and the date the report was completed.
36. Narrative-Property (page 3): Use the property codes to list items of property pertaining to the report.
37. Narrative (page 3): Use this narrative section for additional information from the narrative section on page 1.
38. Misdemeanor non-release: Whenever an arrestee is booked on misdemeanor crime(s) ONLY, this section must be completed. Check all of the corresponding boxes that apply.
39. Page 3, Boxes 1 through 5: Check all applicable boxes relating to crimes involving theft, burglary, forcible entry, assaults and domestic violence.
40. Property: Complete this section relating to the value of stolen or recovered property.

2. REPORT CONTENTS

A. The first paragraph of any Police Report should set the stage for what the report is all about. The first paragraph will contain the following information:

1. Date and time you received the information.
2. Method by which you received the information.
 - a. Dispatched to
 - b. Observed
 - c. Assigned (follow up)
3. Location where you are or where you are being sent.
4. What is the information: Describe what you understand the information is.

Example: On 01282016 at about 1002 hours, I was dispatched to the parking garage located at 1454 Court street in regard to a vandalism that had just occurred.

Or

On 01282016 at about 1030 hours, I observed two white male adults fighting in the middle of the public parking lot located at 1500 Court Street.

B. Your second paragraph is where you start with your information. In your report, you are required to supply the following information:

1. The elements of each crime.
2. List all witnesses and their information, which pertain to the investigation.
3. All of your actions that pertain to the investigation
4. All of our observations that pertain to the investigation.
5. Detailed information on evidence location, how you found it, photographed in place and how it was collected and processed.
6. Miranda warning if it applies.

7. Your information will run in chronological sequence and correspond with the order in which you received the information or your activity during the call or investigation.

3. OTHER AGENCY ASSIST/SUPPLEMENTAL REPORTS

1. Whenever you are involved in another agency assist and there is a reasonable likelihood you will be called to court, you are a witness or you are requested to write a report, you will draw a case number and write a report per this procedure.

4. REPORTING REQUIREMENTS

A. Written reports will comply Marshal's Office Policy section 343.2

B. The following types of incidents may be documented with a "face page report". This type of report will include the completion of a face page including the face page narrative section.

1. Reports where property/contraband is taken but no charges are desired
2. Found property with a known owner
3. As directed by a Supervisor

C. Computerized log entries:

1. Incidents that do not fall into any of the reporting requirements listed above should be documented via an electronic log entry. ie citizen assists, verbal disturbances, ect

4. REPORT COVER SHEETS

1. All submitted reports shall be accompanied by a report tracking sheet.



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE JOEL E. NORTHRUP, MARSHAL

To: All Personnel
From: Marshal Joel Northrup
Subject: Sick Call Procedure
Date: February 2, 2016

#101
Jm 2/4/16

Purpose: To establish a uniform procedure for Shasta County Marshal's Office personnel in the notification of sick call insns.

1. Staff responsibility.

- A. Staff that is unable to report for a scheduled shift due to an illness or qualified family illness are required to notify Dispatch and their immediate supervisor.
- B. When notifying dispatch of your absence for a scheduled shift, you are required to either speak directly with someone or leave a voice message.
- C. When notifying a supervisor of your absence for a scheduled shift, you are required to either speak directly to the supervisor or leave a voice message on their office phone.
- D. When calling in sick for a scheduled shift, staff should give sufficient notice so that a reasonable effort can be made to cover the staffing shortage.



MEMORANDUM

SHASTA COUNTY MARSHAL'S OFFICE
JOEL E. NORTHRUP, MARSHAL

To: Marshal's Office
From: Marshal Northrup
Subject: Authorized Uniforms
Date: July 6th, 2018

Jm #107

The following are the uniforms authorized for use by the Marshal's Office.

All Fechheimer/Flying Cross

Elbeco

Tex Trop 2

Prestige West Coast

- Authorized uniforms shall contain no cotton
- Pants shall contain no external "cargo" pockets

If you have any questions, please consult a supervisor or myself before you purchase uniforms.