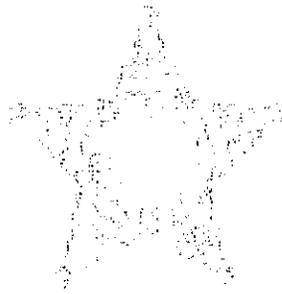


**BROOKINGS COUNTY  
SHERIFF'S  
DEPARTMENT**



**RSVP  
STANDARD OPERATING  
PROCEDURES**

## RSVP Patrol Volunteer

### GENERAL STATEMENT OF DUTIES

Work under the direct supervision of the Brookings County Sheriff and/or designee. Be able to perform support services and functions of the Brookings County Sheriff's Office.

### DUTIES AND RESPONSIBILITIES

- Develops and maintains a positive, professional relationships with the general public and other employees.
- Performs work in a manner consistent with safe practices.
- Provides assistance, when needed, within employees capabilities.
- Provide assistance to the Sheriff's office during major events and holidays.
- Note suspicious persons and activities and report to patrol deputy
- Operate law enforcement vehicle in a safe and responsible manner while on duty.
- Check on anhydrous storage, fuel storage and electrical substations. Possible home checks in town or rural areas when parties are away for any length of time.
- School patrol, before and after school and during recess if in the vicinity
- Observes, detects and reports violations of law, ordinances and unsafe conditions.
- Assists disabled motorists.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

### QUALIFICATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively to citizens.

REASONING ABILITY - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid South Dakota driver's license.

### PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands or arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **INTRODUCTION.**

The purpose of this Standard Operating Procedure is to establish guidelines for the operation and administration of the Brookings County Sheriff's Office RSVP Program.

The objective of the program is to gain assistance of volunteers in the observation of criminal violations within our county, providing a greater visible presence, and to assist the Sheriff's Office and the citizens of Brookings County in any tasks the Sheriff deems beneficial to Brookings County

2. **ELIGIBILITY:**

- A Applicants must complete a Sheriff's Office RSVP program application that will be reviewed by the Sheriff.
- B Only those applicants with good moral character and positive attitude will be considered for the program.
- C To be eligible to drive a Sheriff's Department vehicle, you must pass a drivers license background check and possess a valid driver's license

3. **TRAINING:**

The volunteer will attend a training program conducted by the Sheriff's Office. The training curriculum will consist of classroom and practical sessions

4. **AUTHORITY:**

- A A volunteer has **NO** legal authority to stop, detain, or hinder any person from moving about freely.
- B A volunteer has **NO** legal authority to stop and question any person or persons.
- C A volunteer has **NO** Law Enforcement authority and **WILL NOT** carry any type weapon when working as a RSVP volunteer, even if licensed to do so

5. **AUTHORIZED UNIFORM:**

- A The Brookings County Sheriff will issue all RSVP Volunteers a uniform. The uniform shall be worn by the volunteer while performing duties for the Sheriff's Department.
- B Should there be any break in service the uniform shall be returned to the Sheriff's Department

6. **AUTHORITY OF THE SHERIFF.**

The Sheriff is the appointing authority and retains authority to rescind the appointment of any volunteer and to limit the extent of law enforcement authority, if any, which he delegates. The Sheriff is the final authority over all matters of policy and procedures and he retains the right to amend, suspend, change, delete, or add to the provisions of this procedure

### **What the RSVP Volunteer *will do*:**

- Will* observe in a diligent and professional manner and report any suspicious occurrence, people or object.
- Will* direct traffic when ordered to do so by a Deputy Sheriff.
- Will* check on vacant homes as requested.
- Will* report identifiable or potential hazards within the area.
- Will* attempt to deter crime in the community by their visible presence.

### **What the RSVP Volunteer *will not do*:**

- Will Not* perform any law enforcement function.
- Will Not* interfere with matters relating to law enforcement and/or traffic violations.
- Will Not* carry any weapons whether licensed or not, while in uniform or on patrol or while representing the Brookings County Sheriff's Office.
- Will Not* violate any traffic laws; will not get involved in any pursuits, chases or traffic violation stops.

## VEHICLE USAGE AND PATROL PROCEDURES

1. All volunteers must have and maintain a valid South Dakota driver's license
2. All traffic laws must be strictly adhered to when using a Sheriff's Department vehicle
3. While on patrol, no pursuits, chases, or traffic violation stops are allowed. This is not to preclude the following of a suspect vehicle at a safe distance and not exceeding the posted speed limits
4. The use of emergency warning signals is strictly prohibited except for traffic control direction (accident scenes, disabled vehicles, and special events) or at the direction of a sworn law enforcement officer
5. It is preferred that each scheduled patrol includes two volunteers
6. If a volunteer finds they are unable to fulfill their normal scheduled patrol they should contact their patrol partner and the Sheriff's Department. This should be done as soon as this problem is known.
7. Patrols are normally for duration of four (4) hours or less on the road
8. Before departing on patrol the two patrol partners should thoroughly inspect the vehicle. Any deficiencies should be reported to the Sheriff and county mechanic.
9. The volunteers should log their activity of any occurrence, assignment, or problems out of the ordinary that may arise. This log should be turned in at the Sheriff's Department at the end of each shift
10. Before completing a patrol and going out of service the vehicle should be filled with gas so it is ready for the next shift.

### 11. ABANDONED VEHICLES

- A. When an abandoned is encountered dispatch should be notified including exact location, description of vehicle, and license number. This should be done prior to one volunteer leaving the patrol vehicle to investigate.
- B. Look for indications that the owner isn't close by. Try to assess if the vehicle is truly abandoned
- C. Try to assess if the vehicle is creating a traffic hazard to other motorists in its present location. If the vehicle appears to be a hazard the on-duty deputy should be contacted to obtain authorization to have the vehicle towed
- D. If the vehicle is not creating a hazard an orange abandoned vehicle tag should be filed out and attached to the lower right corner of the driver's side window. Dispatch should be notified that the vehicle has been tagged as abandoned. Log the vehicle information and location on your daily activity sheet

### 12. ASSISTING DISABLED MOTORISTS

- A. Notify dispatch of disabled vehicle including exact location, description of vehicle, license number and number of occupants. This should be done prior to one volunteer leaving the patrol vehicle to investigate the problem
- B. Attempt to assist the motorist in making contact with the proper services or in contacting a person of their choosing for a ride. If they are unable to

make contact the volunteer may transport the stranded motorist within a reasonable distance

- a No volunteer will remain with the stranded vehicle
  - b Prior to transporting, call dispatch with the starting mileage, destination, and number of people being transported
  - c Upon arrival at the destination, call dispatch with your ending mileage
- C. If the disabled vehicle is creating a traffic hazard, use the flashing signals of the patrol vehicle and traffic cones to direct traffic around the vehicle until it can be removed

### 13. INJURIES AND DAMAGE TO EQUIPMENT

- A It is the responsibility of the RSVP volunteers to immediately report any injury, damage to equipment and/or vehicles to the proper supervisor.
- B All accidents and/or injuries must be reported to dispatch immediately. The volunteer will notify dispatch of all relevant details such as location, type of accident/injury, and the severity
- C Under no circumstances should you leave the scene of an accident involving a Sheriff's Office vehicle until a BCSO deputy/supervisor has responded and given permission for you to leave.

### 14. TWO-WAY RADIO OPERATION

- A. Radio traffic should be short and official. Sarcasm, humor, and trivial conversation should be avoided. Radio users should fully employ the ten signals and phonetic alphabet to maximize clarity when possible
- B. Radio transmissions within the Brookings County Sheriff's Office are voiced in everyday English, supplemented with a combination of 10-codess, Standard Signals and a Phonic Alphabet. Each of these procedural tools is described in subsequent text, along with typical applications for each
- C. Although the use of 10-codes, standard signals and phonic alphabet provides less chance for misinterpretation of messages, and essentially reduces communication times, it is important to understand that simple verbal descriptions of an incident (traffic accident, suspicious persons, etc ) are totally acceptable in lieu of the more professional codes and/or signals. This is especially true when the volunteer on patrol does not have a ready knowledge of these codes/signals and would waste valuable time to look them up before calling into the dispatcher
- D. The best of all communications, however, consist of accurate and concise information delivered in a deliberate manner that leaves no room for misinterpretation—regardless of whether or not 10-codes or standard signals are used. Trying to rush a transmission can often lead to communication problems. It is better to slow down and be accurate than to rush and cause confusion.

## 10-CODES and SIGNALS

- |                                       |   |
|---------------------------------------|---|
| 10-1 Receiving Poorly                 | 10-37 Operator on Duty                                      |
| 10-2 Receiving Well                   | 10-39 Your Message Delivered                                |
| 10-3 ETA Landline Residence           | 10-40 Clear for local dispatch                              |
| 10-4 OK, Affirmative, Will Do         | 10-41 Permission Granted for 10-40                          |
| 10-5 Relay                            | 10-42 Officer now at residence                              |
| 10-6 Busy, Standby                    | 10-44 Traffic Stop  |
| 10-7 Out of Service                   | 10-45 Patrol with 2 officers                                |
| 10-8 In Service                       | 10-50 Use Caution   |
| 10-9 Repeat                           | 10-53 Request Backup  |
| 10-10 Out of Service, Subject to Call | 10-54 Emergency Backup Needed                               |
| 10-12 Visitor                         | 10-58 Drivers License History                               |
| 10-13 Weather and Road Conditions     | 10-59 Drivers License Status                                |
| 10-14 Escort                          | 10-60 Next Case Number                                      |
| 10-15 Prisoner In Custody             | 10-70 Is There Traffic for this Unit                        |
| 10-16 NCIC Check                      | 10-71 Send Coroner  |
| 10-19 Return to your Station          | 10-78 For Your Information                                  |
| 10-20 Location                        | 10-80 Any Narcotics Info                                    |
| 10-21 Call this Station by Telephone  | 10-88 What Number Shall I Call                              |
| 10-22 Disregard                       | 10-89 Unit is Off Air for Service                           |
| 10-23 Status Check                    | 10-90 Civil Disturbance                                     |
| 10-24 Make Personal Contact           | 10-97 Arrived at Scene                                      |
| 10-25 Do you have Contact With        | 10-98 Competed Assignment                                   |
| 10-28 Check Registration              | Signal 1 – Accident with Injury                             |
| 10-29 Check Local Record              | Signal 2 – Accident –no injury                              |
| 10-30 Against Rules                   | Unknown Signal 1/Signal 2-<br>unknown if there are injuries |
| 10-31 Send Wrecker                    | Signal 8 – Drunk Driver                                     |
| 10-32 Send Ambulance                  | Signal 20 – Suicide   |
| 10-33 Emergency Traffic Only          | Signal 40 – Request Emergency<br>Backup                     |
| 10-35 Confidential Information        |   |
| 10-36 Correct Time                    |   |

## PHONIC ALPHABET

- |            |            |            |
|------------|------------|------------|
| A- Adam    | L- Lincoln | W- William |
| B- Boy     | M- Mary    | X- X-ray   |
| C- Charles | N- Nora    | Y- Young   |
| D- David   | O- Ocean   | Z- Zebra   |
| E- Edward  | P- Paul    |            |
| F- Frank   | Q- Queen   |            |
| G- George  | R- Robert  |            |
| H- Henry   | S- Sam     |            |
| I- Ida     | T- Tom     |            |
| J- John    | U- Union   |            |
| K- King    | V- Victor  |            |

**Brookings County Sheriff's Office**  
**RSVP Program**  
**Vacation Watch Procedure**

- A. RSVP Volunteers shall check homes of vacationing citizens protecting the community with their presence and observations and in a manner prescribed by this procedure. There must be a two volunteer partners working together to conduct vacation watches. Vacation watches cannot be done by one volunteer on his/her own. Addresses of such vacation homes will be made available to the RSVP volunteers and only those homes will be checked.
- B. A house watch information form must be completed and signed by the home owner or authorized designee with all the pertinent information included. This form will be given to the office manager upon completion. The office manager will ensure the form is copied for the RSVP volunteers.
- C. All house watches will be listed in numerical order and upon expiration of the house watch, they will be removed from the list.
- D. The house watch information will be made available as part of a information sheet, to be picked up at the beginning of shift with the vehicle keys. All pertinent information about each house watch will be noted on the rear of the daily log after each check of the property.
- E. Out of the vehicle house watch inspections may be performed only during daylight hours. Visual drive-bys will be done at all other times.
- F. Before leaving the patrol vehicle for a physical house watch inspection, visually inspect the premise and immediate area for any signs of people in or about the building and assess the area for evidence of any pets (dogs).
- G. The volunteer making the physical inspection should not approach the house and ring the doorbell or knock on the door. If it appears that the resident may have returned, contact Dispatch and the dispatcher should attempt to verify by calling the premises or the emergency contact person. The dispatcher, when satisfied with information received, will request that a person in the premises go out to the patrol vehicle for further identification check and verification.
- H. If there is suspicious activity in or about the house watch premises, contact Dispatch with all available information. Keep premises under surveillance while moving vehicle a safe distance and await further instruction.

- I. When satisfied there is no suspicious activity about the premises, one volunteer will exit the vehicle while the other volunteer remains in the vehicle.
- J. When doing a physical inspection of the exterior of the premise, volunteers will not attempt to open doors or windows. If any door or windows are found open or possible damage or entry into the premises are apparent, immediately notify Dispatch and return to the vehicle to await further instructions
- K. No volunteer is allowed to enter any house watch premises under any circumstances unless and until directed to do so by a deputy on the scene
- L. All information relayed to and from Dispatch pertaining to each house watch will be entered into the dispatch log by the dispatcher for future reference.
- M. The volunteers making the actual house watch will note on their daily log all information about that particular house watch upon completion (time, completion) The daily log will be turned in at the completion of the patrol
- N. **NOTE: When discussing house watch on radio, use house watch number assigned. NEVER give actual street address.**
- O. Newspaper, radio and such other media, as the Sheriff deems proper, will inform local citizens of the services of the Senior Volunteer Program and of the service of Vacation Watch. Those people desiring these services will call and request these services in compliance with the house watch regulations. When the volunteer inspection reveals a possible break in, vandalism, or other suspicious activity, a call must be placed for the services of a deputy. The volunteers *MAY NOT* apprehend anyone but will wait in an area until proper assistance arrives



P.

## HOUSE CHECK - CHECKPOINTS

- A. Check Security Lights
- B. Garage Door Open
- C. Vehicle Missing
- D. Front Door Ajar, Jimmied
- E. Window Open or Jimmied
- F. Screen Removed or Cut
- G. Alarm Sounding
- H. Check Screen Porches and Sliding Doors
- I. If any of the above listed problems are observed or any other suspicious activity is noted, contact Dispatch to have a deputy respond.
- J. Under no circumstances, enter any portion of the home or disturb any potential crime scene.





**Brookings County Sheriff's Office**  
**Retired Senior Volunteer Program**  
**House Watch Application**

TO BE FILLED OUT BY OWNER/TENANT:

Today's Date \_\_\_\_\_

To the applicant ..  
Stop your mail and newspapers for the duration of your absence  
Are your house numbers properly displayed? Yes \_\_\_\_\_ No \_\_\_\_\_

Owner/Tenant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

General Location \_\_\_\_\_

Phone Number \_\_\_\_\_

Party checking on premises \_\_\_\_\_ Phone # \_\_\_\_\_

Date leaving \_\_\_\_\_ am \_\_\_ pm \_\_\_ Date returning \_\_\_\_\_ am \_\_\_ pm \_\_\_

Away phone number (in Emergency) \_\_\_\_\_

Away Address \_\_\_\_\_ City, State \_\_\_\_\_

Vehicle in Garage? Yes \_\_\_ No \_\_\_ If yes, Tag No \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_

Vehicle in Driveway? Yes \_\_\_ No \_\_\_ If yes, Tag No \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_

Alarm System? Yes \_\_\_ No \_\_\_

Lights left on? Yes \_\_\_ No \_\_\_ Days? \_\_\_\_\_ Night Timers? \_\_\_\_\_

Windows left open? Yes \_\_\_ No \_\_\_

Pets on Premises? Inside \_\_\_\_\_ Outside \_\_\_\_\_ Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other \_\_\_\_\_

Will there be any other vehicles/people on the premises during your absence? Yes \_\_\_ No \_\_\_ (list below)

Fences: Property fully fenced \_\_\_\_\_ Backyard Only \_\_\_\_\_

Gate is locked: Yes \_\_\_\_\_ No \_\_\_\_\_

Special information or situations about the premises that should be known during absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and acknowledge that a request for a house check pursuant to this program does not guarantee the safety or security of my property. I further acknowledge that the Brookings County Sheriff's Office is in no way responsible for my property in my absence and that the Retired Senior Volunteer Program/Brookings County Sheriff's Office may visually and/or physically inspect my premise during their patrols.

Owner/Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

House Watch Cancel Date \_\_\_\_\_ By \_\_\_\_\_



# RSVP TRAINING LOG

NAME \_\_\_\_\_

	<u>Date Completed</u>	<u>Initial</u>
<b>1. Orientation</b>		
a. Overview of the RSVP program		
b. Job Expectations	___ / ___ / ___	___
c. Benefits to the Department & Community		
<b>2. Safety on the job</b>		
a. Vehicle Operation		
b. Confrontations with general public	___ / ___ / ___	___
c. Requesting assistance When-Why-How		
<b>3. Reports</b>		
a. Types of Report Forms		
b. Getting the Required Information and Why We Need It	___ / ___ / ___	___
<b>4. Livestock Out</b>		
a. Getting an exact location		
b. Identifying the owner and making notification	___ / ___ / ___	___
c. Livestock out report forms		
<b>5. Minor Vandalism</b>		
a. information for report		
b. suspects	___ / ___ / ___	___
c. special report form for mailbox damage		
<b>6. Parking Complaints/Violations</b>		
a. Parking Violations – State Law vs. City Ordinance		
b. Warning Tickets	___ / ___ / ___	___
c. Parking Ticket – issued by certified officer		
<b>7. Accidents</b>		
a. wild animal vs. vehicle		
b. minor private property	___ / ___ / ___	___
c. reportable vs. non-reportable		
d. damage estimates		
e. required information / report form types		
f. red accident tags		
<b>8. Traffic Control</b>		
a. safety		
b. vehicle position	___ / ___ / ___	___
c. basic traffic radar operation		
<b>School Zones</b>		
a. High visibility		
b. monitor speed/safe driving/crosswalks	___ / ___ / ___	___

**10. Abandoned Vehicles**

- a. Safety Hazard
- b. Vehicle Information (License, Description, etc )      \_\_\_/\_\_\_/\_\_\_
- c. Log w/ dispatch
- d. Abandoned vehicle tag

**11. First Aid**

- a. Basic First Aid and CPR      \_\_\_/\_\_\_/\_\_\_
- b. AED

**12. Two-Way Radio**

- a. Operation
- b. Radio Etiquette      \_\_\_/\_\_\_/\_\_\_
- c. 10 signals code

**13. Orientation to County Roads and Town**

- a. Street Addressing System
- b. Introduction to City Personnel
- c. Familiarization with landmarks/patrol area/security concern locations

Date \_\_\_/\_\_\_/\_\_\_      Hours \_\_\_      Initial \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_      Hours \_\_\_      Initial \_\_\_\_\_