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LOS SANTOS SHERIFF'S DEPARTMENT STANDARD OPERATING PROCEDURES

Official Department Policy Handbook + Field Operations Guide

For Internal Use Only



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Last Amended - 04/01/2024

LOS SANTOS SHERIFF'S OFFICE STANDARD OPERATING PROCEDURE

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LOS SANTOS SHERIFF'S OFFICE STANDARD OPERATING PROCEDURE

1. Mission Statement

It is the mission of the Los Santos Sheriff's Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

2. Joining LSSD

To join the Los Santos Sheriff's Department, potential applicants will need to complete the department application. Applications are checked at least once a week on a set date designated by the sheriff, *Sundays*. Those hired or denied will be announced in the department's public records channel in the COJ Discord. Applicants with previous disciplinary issues in other departments within the past 30 days will be denied. The Sheriff will have the final say on all applicants.

Members coming from BCSO or SASP who are corporal, master trooper, or higher ranking will be considered for Senior Deputy positions, if available, based upon their previous experience and training allowing for their advanced ranks.

Members applying from Grapeseed Sheriff's Office, Paleto Bay Police, Parks, or other departments will do a case-by-case analysis on whether advanced rank to Senior Deputy will be offered. If not, they will be given the Deputy rank.

3. General Guidelines

- All Deputies of the Los Santos Sheriff's Department, including but not limited to: Patrol Deputies, Supervisors, Command, and High Command will Adhere to ALL Guidelines outlined in this handbook. Failure to do so will result in disciplinary action.

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- All deputies will maintain a professional demeanor at all times. No situation should warrant a deputy to lose their professionalism, all officers represent the LSSD and must maintain a good image.
- Supervisors and Command shall not administer an order to their subordinates that is unlawful or unethical. No Deputy is expected or allowed to follow orders that are unlawful or unethical regardless of the rank and position of the approving party. Any incidents should be reported to High Command immediately
- Deputies are to adhere to the Chain of Command at all times (Outlined in Section 5) Failure to do so will result in disciplinary action as seen fit.
- **All deputies will issue a detailed arrest report when any arrest is made and will forward it to the DOJ. Failure to do so will be met with disciplinary action.**
- All deputies will issue a formal police report after responding to any call or interaction.
- No deputy shall engage or activate under the authority of a unit they are not trained or certified in. (See Section 17 - Special Operation Guidelines)
- LSSD Does not tolerate the use of AI-Generated responses in applications. We screen all applications with detection software and any responses flagged for AI use will be denied, repeat offenses may be subject to demotion or termination.
- High Command reserves the right to make changes and amendments to this handbook at any time. Command will give a notice if there is an update to this handbook.

4. Policy of Misconduct and Criminal Activity

Deputies of LSSD are expected to enforce the law and protect the rights of citizens. Because of this important mission, the department holds a No tolerance policy against Corruption, Misconduct, or Criminal activity outlined as follows:

1. Any and all reports of Corruption or misconduct will be taken very seriously and initiate an investigation held by the High command along with the command team of LSDD.
2. Misconduct is defined as any deputy who, whether willingly or unwillingly, disregards the policies outlined in this handbook or whose actions do not align with the standard LSSD Deputies are held to.
3. Corruption is defined as any deputy who willingly or unwillingly disregards the Rights of citizens or the Law in order to acquire illicit benefits or abuse power and position for their own personal gain.
4. Deputies of LSSD, In Accordance With Employment Laws, will be advised before being suspended pending investigations, of active investigations against them, or have administrative disciplinary action taken against them (IE Strikes, Suspension). Deputies will also receive constructive coaching in regards to the incident before any action is taken.
5. In accordance with *Garrity v. New Jersey*, 385 U.S. 493 (1967) Deputies will be asked to provide any information in regards to a case in which they are accused of a criminal act and have the right to only voluntarily provide information any may refuse to answer any questions.

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LSSD will not issue disciplinary action to deputies for refusing to answer but remaining silent may be used as a fact of the case. This does *not* apply to non criminal investigations.

6. Any deputy found to participate in criminal activity up to a misdemeanor charge will be reprimanded and possibly demoted.
7. Any deputy found to participate in criminal activity and charged with Felony charges will immediately face termination from LSSD.

5. Promotions

Promotions are solely at the discretion of the Sheriff and Undersheriff. Captains have the authority to promote up to Senior Deputy. Promotions can occur for a variety of reasons such as division assignments and administrative tasks. Sergeants and higher are always putting notice to the command of deputies out in the field putting in good work.

To be considered for promotion, ensure you are doing the following:

1. When going on duty, ensure you are going on duty in CAD.
2. Following all policies in place in the SOP
3. Maintain professionalism at all times while on duty
4. Completing all aspects of your job such as investigations, completing calls entirely, not just finding a dead body, calling the coroner, and going back on duty. Do some basic investigative work.

6. Chain of Command

Chain of command refers to the order in which support should be requested, starting from the rank above yours to reduce the strain on higher rank. The chain of command is listed below in order:

- 1. Sheriff** - *The Sheriff is the main operational director of the department, and is tasked with the everyday operation of the department*
- 2. Undersheriff** - *The Undersheriff assists the Sheriff in administrative duties and with the operation of the department. Has the authority to send officers off duty for their shift for policy violations, criminal acts, or any actions that puts LSSD deputies or other individuals at risk. The Undersheriff may suspend or terminate a deputy for any of the above infractions.*
- 3. Major** - *Majors serve as directors and oversight for the different divisions of the department. They directly oversee Command and supervisory staff and serve as a direct liaison between the lower ranks and the Sheriffs.*
- 4. Captain** - *The Captains are divisional command within the department, operating as the lead units in divisional command. Has the authority to send officers off duty for their shift for policy*

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violations, criminal acts, or any actions that puts LSSD deputies or other individuals at risk. Must consult with a higher ranking deputy if another higher ranking is on duty.

- 5. Lieutenant** - *Lieutenants are tasked with assisting the Captains with their divisional command, operating as assistant leads of a division. Has the authority to send officers off duty for their shift for policy violations, criminal acts, or any actions that puts LSSD deputies or other individuals at risk. Must consult with a higher ranking deputy if another higher ranking is on duty.*
- 6. Sergeant** - *Sergeants are the 10-71 supervisor rank within the Sheriff's office, operating as patrol command while on duty. Has the authority to send officers off duty for their shift for policy violations, criminal acts, or any actions that puts LSSD deputies or other individuals at risk. Must consult with a higher ranking deputy if another higher ranking is on duty.*
- 7. Corporal** - *Corporals are the most experienced non-supervisory deputies in the department, and can act as a role model to the Deputies*
- 8. Senior Deputy** - *Senior deputies are more experienced units in the department, and can act as a role model to the Deputies*
- 9. Deputy** - *Deputies are the base level in the department, operating in day-to-day patrol.*

Seniority

Please use the following order to determine who has seniority over their fellow deputies. If the first criteria is equal, move to the remaining in order.

1. Rank
2. Promotion Date
3. Hire Date
4. Call Sign

7. Jurisdiction

LSSD is authorized to patrol within Los Santos city limits and the greater Los Santos County area.

While sharing Los Santos city jurisdiction, scene command will fall on the agency first on scene. **LSSD has Davis Station (South LS) and Chumash Station (West LS) as our primary stations.**

8. Patrol Operations

- Deputies will use #C-## (Charlie) for their callsign.
- Deputies will have their RTO display name as:

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- 3C-## | Dep ##### | LSSD
- 2C-## | Sen Dep ##### | LSSD
- 1C-## | Sgt ##### | LSSD
- 1C-## | Lt ##### | LSSD
- 1C-## | Cpt ##### | LSSD
- Deputies will go on duty from Davis Sheriff's Station (South LS), Rockford Station (North LS) or Chumash Joint Station (West LS)
 - Deputies will process arrestees at these two stations only.
- Deputies will operate on RTO Channel 5 as our primary communications line.
- Unless in plain clothes for Undercover Operations all deputies upon request of a citizen or suspect must give their name and badge number if requested.

9. Vehicle Operations

- Deputies will keep their patrol vehicles in good working order while on duty.
- Deputies will operate their vehicles in a safe manner with regard to other vehicle operators on the road.
- Ghosted Liveries are only to be used by Sergeant+ or unless otherwise approved for specialized patrols.
- **The use of unmarked cars is authorized by the Sheriff for anyone that is a LT or above or use of divisional approved vehicles. Deputies will remain in their standard patrol uniforms. We have no plain clothes patrol officers.**
- Deputies will use default rims or add on appropriate rims for their vehicles. Deputies should use common sense when changing these.
- Deputies can add engine, transmission, brake, and Xenon headlights to their car. **Turbo is not permitted.**
- **Deputies will have their license plates assigned automatically, there is no particular structure to them.**

Vehicles are stocked with a first aid kit, crime scene kit, and a limited amount of cones and barriers for scene and traffic control.

10. Weapon Operations

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LSSD Standard Patrol Loadout

- Combat Pistol
 - Flashlight
- Stun Gun
- Carbine Rifle - **If Server Certified**
 - Grip
 - Flashlight
 - Scope
- Pump Shotgun (*or MK2 with default rounds only.*)
- Bean Bag Shotgun
 - Found under addon weapons
- Fire Extinguisher
- Flashlight
- Nightstick

Any use of privately owned weapons will be allowed *Only* with approval from the Sheriff

11. K9 Division

Members of the LSSD who have been given the K9 certification may activate as a K9 handler or canine while on duty. K9 handlers may use canines from other departments as long as the canine has the appropriate certifications within their respective department. LSSD canines may partner with a K9 handler from another department **ONLY** when the AOP is within LSSD jurisdiction meaning LSSD canines cannot patrol with BCSO K9 Handlers in Blaine County. LSSD Canines should only partner with LSPD, SASP, Parks, Port Authority or USCG K9 Handlers in LSSD jurisdiction. K9 handlers may use certified canines from any department within San Andreas.

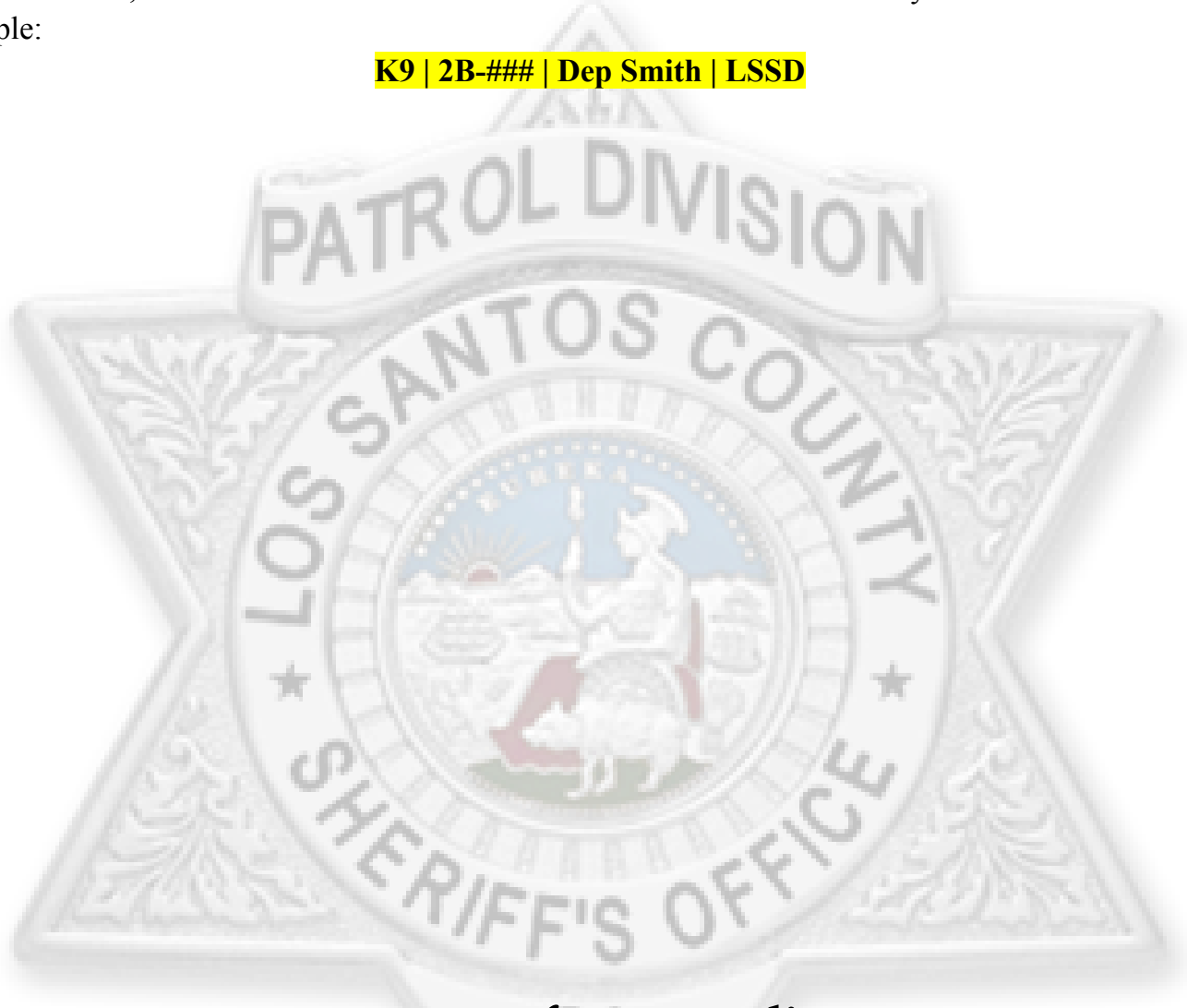
When activating as a canine for another department, remember that you are representing the LSSD and should act accordingly. Any reports of inappropriate conduct will result in the removal of the K9 certification.

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When on duty as a K9 handler, you will use the K9 F150 for your patrol. If you deactivate as a handler during your patrol, you will return to station and take a normal patrol vehicle out for the remainder of your shift.

For RTO names, K9 handlers will add "K9" to the front of their name for easy identification. For example:

K9 | 2B-### | Dep Smith | LSSD



12. Use of Force Policy

Deputies are bound to face individuals who do not comply with deputy commands or actions. Individuals may also use force against deputies that will require deputies to use equal or elevated force to overcome the threat. Deputies will need to exercise good judgment when using force depending on the situation present, but **deputies will use the minimum amount of force necessary to handle a situation at all times.** Any use of excessive force will result in discipline up to termination.

Levels of Force:

1. Officer Presence

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- a. Sometimes just showing presence is enough to gain control over a scene, without a requirement to even give verbal commands.
2. Verbal Commands
 - a. A deputy may issue verbal commands to get a subject to comply
3. Physical Restraint
 - a. A deputy may use physical restraint using various holds and grips to force a subject to comply with a deputy's commands.
4. Use of Non-lethals
 - a. A deputy may use a non-lethal weapon on their duty belt such as a TASER or nightstick to control a non-compliant and combative suspect and also a suspect who poses a risk of harm to a deputy or another person.
 - b. Once the suspect becomes compliant or is no longer a risk of harm to the deputy, the non-lethal force will cease.
5. Use of Deadly Force
 - a. Deadly force should be the last resort option deputies should use.
 - b. Deadly force is only permitted when a suspect poses an imminent risk of serious physical harm or death towards the deputy or another individual.
 - c. Deadly force will be ceased when a suspect becomes compliant and no longer poses an imminent risk of serious physical harm or death towards the deputy or another individual.

Note: At any point, the levels of force may escalate or deescalate based upon what the situation presents. Deputies need to exercise good judgment when using force.

13. Pursuit Policy

Deputies will face non-compliant suspects on traffic stops and scenes that will flee deputies in a vehicle. This policy will outline the actions deputies will take when faced with a situation like this.

Deputies will exercise “due regard” for the public when pursuing an individual. This means that deputies will need to be cautious when pursuing in heavily populated areas or intersections that could pose a serious risk to the public.

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For minor traffic offenses, non-violent misdemeanor crimes, or non-violent felony crimes, deputies may initiate a pursuit but will need to exercise good judgment to determine if the suspect is not caught immediately, will they pose a serious risk to the public. Deputies should terminate a pursuit when it becomes unsafe and place a BOLO out for the fleeing vehicle along with an arrest warrant for the driver if that information is available.

For violent misdemeanors or violent felonies that, if the suspect were to flee, would pose a serious risk to the public, deputies may pursue if safe to do so. Deputies will need to consider time of day, weather, traffic conditions when pursuing a suspect. Deputies should utilize other resources such as additional officers/deputies in the city to assist with traffic control during the pursuit, or reaching out for air support to follow the suspect.

Deputies may utilize tools such as spike strips or roadblocks to slow down or stop a suspect. If the suspect flees and visual is lost, a BOLO and warrant will be issued.

14. Ride Along Policy

Deputies are encouraged to conduct ride alongs with their fellow members of LSSD to boost department cohesion and provide immediate backup to their fellow deputies.

Deputies are permitted to have members of other LEO departments as a passenger to include LSPD, SASP, Port Authority, and Parks. USCG and DOJ are federal agencies and have their own separate laws they enforce and should not be a part of ride alongs.

Deputies are permitted to have members of the public conduct a civilian ride along. If doing so, deputies will be responsible for that civilian at all times. Deputies will refrain from going to violent calls or participating in vehicle pursuits with a civilian ride along. If the violent call volume is high and the need for the deputy is great, the deputy will cease the ride along and return the civilian to the station they were picked up from.

Deputies may also be passengers in ride-alongs with members of other departments including CSLE, LSPD, SASP, Port Authority, and Parks. USCG and DOJ are federal agencies and have their own separate laws they can enforce and should not be a part of ride alongs. Deputies will still abide by LSSD policies even as a passenger to another department.

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15. Calls and Scene Command/Control

The Los Santos Police Department and Los Santos Sheriff's Department share much of their jurisdiction with each other and thus will end up on calls together. This policy is to establish who's call it is and who will have scene command and control.

In coordination with the San Andreas State Government, it has been determined that when a call goes out, the first officer/deputy to the scene will have control and it is their scene. A deputy may pass the scene off to another deputy or an officer of another department if it is outside of their training, the other department has the resources to handle it, or a Sergeant or higher ranking orders so.

Deputies in charge of a scene will take command from the most senior deputy on scene. If a situation requires the need for mutual aid from another department, the most senior deputy on scene may do so

Deputies will offer aid and assistance to other LEO departments in our jurisdiction. **Deputies will not follow orders from other departments that are clear violations of LSSD policy or will put that deputy or others in immediate harm's way.** Any instance of this should be captured on body cam and forwarded to the Sheriff or his designee to be addressed.

16. Supervisor Requests

While in the field, a citizen may request to speak with a supervisor of the Los Santos Sheriff's Department for a variety of reasons. **Speaking with a supervisor is a privilege, not a right, and such is not required.** If an LSSD supervisor is available, they should be contacted and the requesting deputy will take instruction from the supervisor on any further actions.

An LSSD supervisor is a Sergeant or higher only. Senior Deputies are not considered supervisors.

Responding supervisors may choose to respond to the scene or if not immediately available, may respond to the station once complete with their duties. Supervisors will direct their requesting deputies on what actions to take.

If the nature of the supervisor request is a complaint against a deputy, supervisors may resolve the complaint right there if the situation is able to. If any action against the deputy is taken, please notify the Sheriff in the supervisor section of the Discord.

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A LSSD deputy may, in the absence of a LSSD Supervisor, contact an outside agency Supervisor for assistance. A LSSD deputy must still act in accordance with the department SOP regardless of the guidance given by an outside agency Supervisor. **A LSSD deputy must also remember they do not have to take orders from an outside agency Supervisor unless the reason for the supervisor request is in regards to a criminal act committed by the deputy and thus all actions taken by the outside agency supervisor are considered lawful and within LSSD policy.**

