

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
OFF-ROAD ENFORCEMENT TEAM (ORET)**



STANDARD OPERATING PROCEDURES

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1.0 ROLE OF THE OFF-ROAD ENFORCMENT TEAM

The San Diego County Sheriff's Department Off-Road Enforcement Team (ORET) provides a variety of support services to the San Diego Sheriff's Department, other law enforcement and public agencies. ORET's primary focus is on public education, medical assistance, and off-road enforcement in areas of the county where off-road riding is restricted or prohibited. ORET provides effective law enforcement services to areas that are not accessible by regular patrol vehicles (due to the terrain), using specially trained ORET reserve deputies and off-road equipment.

1.1 Justification

The need for public education regarding off-road laws and safety issues, seasonal riding medical assistance, and off-road abuses are a continuing problem throughout the San Diego County. ORET is a highly specialized, well-trained unit that deploys in areas where other equipment and vehicles are impractical.

1.2 Functions:

The ORET unit is highly mobile and can quickly and effectively solve many law enforcement problems. ORET can move from on-road to off-road to locate, contact and resolve off-road problems. ORET provides critical services to the San Diego Sheriff's Department and have been trained and equipped for:

- **Public Education** - Provide displays, brochures, and educational opportunities to the off-roading public.
- **Medical Assistance** - Provide patrols in areas with a high probability of off-road related accidents and medical situations where our unique equipment and training can provide immediate medical assistance.
- **Off-Road Vehicle Enforcement** - Provide directed patrol in areas that are off the paved roadways to detect and stop illegal off-road riding.
- **Off-Road Illegal Shooting** - Provide patrols in areas that are off the paved roadways to detect and stop the illegal use of firearms.
- **Park Patrol** - Provide patrols in county parks to control damage to property and facilities.
- **Stolen Vehicles** - Provide identification and recovery of vehicles in off-road areas.

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- **Traffic & Crowd Control** - Provide for control of large traffic and/or crowd problems where normal patrol vehicles and tactics are not effective.
- **Tactical Response** – Provide the capability quickly to respond to tactical problems and civil unrest such as riots, demonstrations, or situations where less-lethal may need to be deployed or where long-range intelligence gathering may be needed.
- **Emergency Response** - Provide the capability to respond to a variety of emergencies such as urban searches, wildland fires, floods, earthquakes and civil unrest. Provide patrol capability, intelligence gathering, and reporting, and conduct evacuations.
- **Land Fill Patrol** - Provide patrols to areas in and around landfills to detect and stop illegal dumping, vehicles with uncovered loads and vehicles spilling their loads on highways.
- **Snow Patrol** - Provide directed patrol to snow covered rural mountain areas to ensure the safety of visitors and the community.
- **Public Awareness** - Provide personnel and equipment to schools, civic and public meetings to explain departmental goals and objectives.
- **Wildland Fires** – Provide specialized off-road equipment to locate and report wildland fire movement, fire lines and evacuation needs to the Incident Command Post.

1.3 Mission Based

ORET operates on a mission basis which is initiated by a citizen request, law enforcement request, citizen complaint, or identified as a high problem off-road area. In addition, ORET must prioritize missions within the parameters set forth by the Off-Highway Vehicle (OHV) State Funding Source. All requests for service throughout the County shall be submitted to the Reserve Coordinator who will schedule and field the appropriate ORET units to handle the request(s). Requests should be prioritized as follows:

- Sheriff's Department emergency response requests
- ORET training requirements
- Sheriff's Department contract city requests
- Sheriff's Department unincorporated county requests
- Other county department requests
- Other cities requests
- Other governmental requests

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1.4 Service Request

Service Requests should specify the mission, number of personnel, specific goals, and length of time ORET will be needed. Requests for ORET can be in writing, by telephone, by e-mail, or through the individual Sheriff's Department Commands. All requests for service shall be formalized on the Reserve Bureau Service Request Form. The Reserve Coordinator shall approve all ORET missions.

2.0 GOALS AND OBJECTIVES OF ORET

The goals and objectives of the Off-Road Enforcement Team will be prepared in accordance with department policy and procedures. The goals and objectives will be disseminated to all personnel and updated on a yearly basis.

Prior to the beginning of each fiscal year, the ORET Reserve Commander and the Reserve Coordinator will review the previous year's goals and objectives and forecast for the upcoming year.

3.0 FUNDING

The County Board of Supervisors provides limited funding from state sources to operate ORET as a reserve unit on a countywide basis. State law 38240(b)(2)-CVC mandates that those funds are to be used for law enforcement of state and local ordinances relating to Off-Highway Vehicles (OHV) and for educational purposes. Additionally, limited general funds are provided for the maintenance and operation of the unit and equipment.

ORET receives money each year from a special revenue offset fund authorized by the County Board of Supervisors for the operation, acquisition, and maintenance of off-road equipment. Other funds may become available through donations, grants or contracts.

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3.1 Use of Funds

The process for the use of off-road funds will be as follows:

- The Reserve Commander will develop a list of spending needs based on the allowed uses for the funds. Consideration should be made for unexpected or emergency needs.
- The list will be reviewed, prioritized, and conferred upon at an open ORET Unit meeting.
- The prioritized list will be reviewed and approved by the Reserve Coordinator and returned to the Reserve Commander for the processing of the purchase requests.
- The Emergency Services Division Lieutenant and Reserve Coordinator will have the final approval of the ORET Budget.

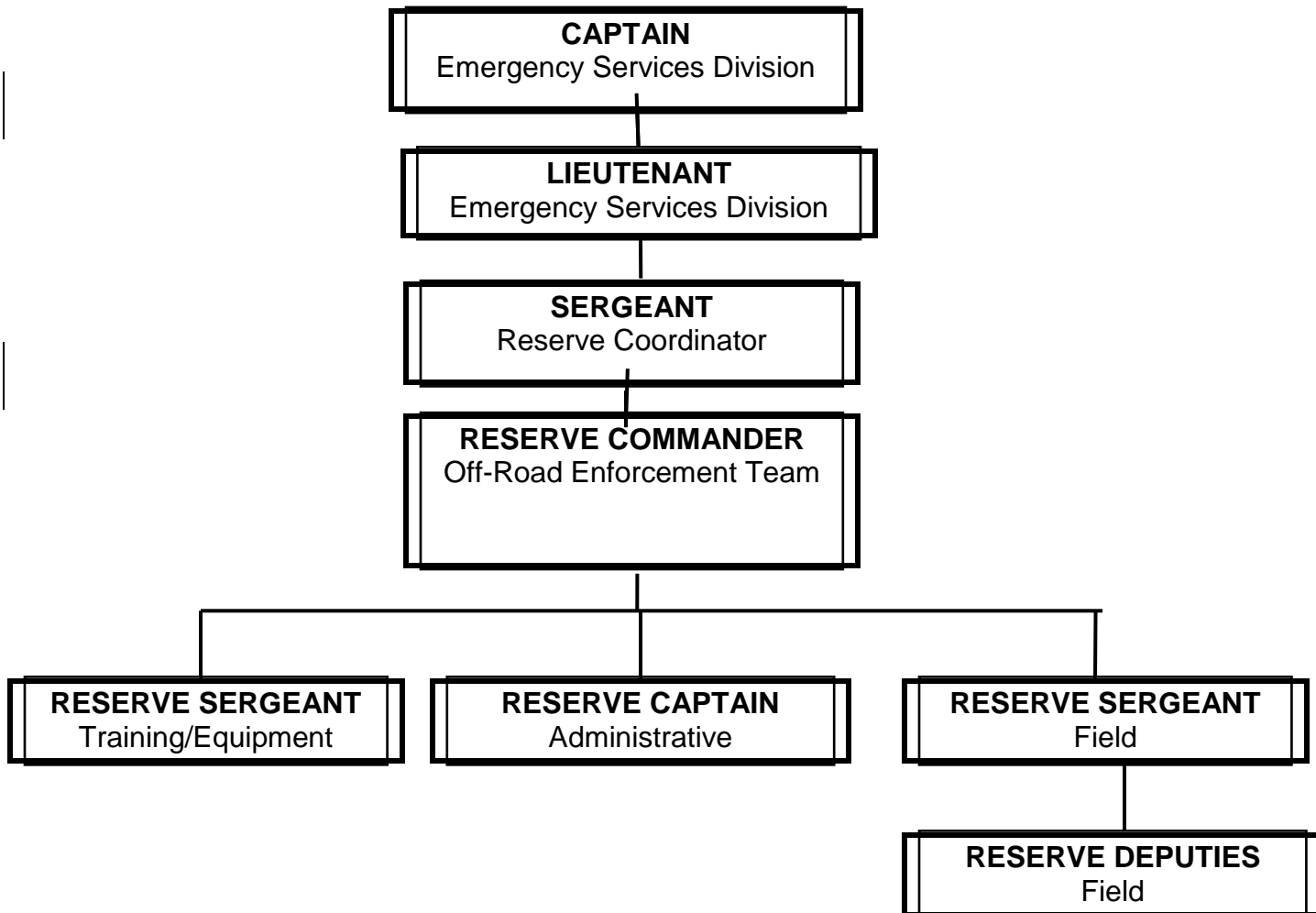
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4.0 ORGANIZATION

ORET is organized consistent with other patrol station with the exception that it derives funding from state sources and maintains specialized off-road equipment. The unit consists of an Emergency Services Division Captain, Emergency Services Division Lieutenant, Reserve Coordinator, Reserve Commander, Reserve Captain, Reserve Sergeant and Reserve Deputies that carry out the specialized duties inherent in their mission.

4.1 Organization Chart

The following organizational chart represents the Off-Road Enforcement Team:



5.0 DUTIES AND RESPONSIBILITIES

All Off-Road Enforcement Team personnel are responsible for knowing the duties and responsibilities as outlined in this section. The Reserve Coordinator must approve any deviations from the policies and procedures as published in this Standard of Operation Procedures Manual.

Reserve Coordinator – A full time Sheriff's Sergeant who reports to the Emergency Services Division Lieutenant and is responsible for general supervision and management of the ORET Unit. The Reserve Coordinator maintains the monthly ORET deployment schedule and equipment / vehicle inventory.

Reserve Commander – Reports to the Reserve Coordinator and is accountable to the Reserve chain of command. The Reserve Commander is responsible for the supervision of all ORET personnel in the performance of their duties and may serve as the team leader during operations.

Administrative Reserve Captain – Is responsible for insuring that all administrative functions are completed in a complete and timely manner. He maintains the monthly deployment schedule and the monthly unit statistics. The Reserve Captain may be responsible for the duties of the Training/Equipment and Field Sergeant as needed.

Training/Equipment Sergeant – Is responsible for insuring that training files and equipment are properly maintained and in compliance. The Training/Equipment Sergeant may be responsible for the duties of the Administrative Sergeant as needed.

Field Sergeant – Is responsible for insuring all ORET personnel can accomplish assigned missions. The Field Sergeant will also insure that each ORET personnel are operating within the prescribed policies and procedures as set forth in this manual. The Field Sergeant may be responsible for the duties of the Training/Equipment and Administrative Sergeant as needed.

Reserve Deputies – The field personnel receive first line supervision from the ORET Reserve Sergeant or Reserve Captain. The reserve deputy may be called upon to perform any of the duties listed in Section 1.1 of this manual.

6.0 OPERATIONS GUIDELINES

ORET is a specialized and highly trained unit. There are dangers associated with this assignment and the following guidelines will be used to minimize the dangers and the possibility of accidents or major injuries. The Reserve Coordinator will manage all ORET details and activities. The ORET Reserve Commander will make recommendations based on the appropriateness of any mission.

6.1 Safety

The main objective in ORET operations is the safety of personnel and the public. Generally, ORET operations take place during daylight hours, and in no event when conditions cause safety concerns that outweigh the benefits of the off-road operation.

The ultimate authority to terminate an ORET detail due to safety concerns is the responsibility of the Reserve Coordinator. Any ORET member shall notify any safety concerns to their partners and supervisors immediately.

6.2 Night Operations

The Reserve Commander will approve nighttime operations in advance with concurrence of the Reserve Coordinator and the Emergency Services Division Lieutenant.

6.3 ATV and UTV's Operations

Off-Road operations utilizing UTV's or ATV's will generally require at least two UTV's and/or ATV's in visual or close proximity to one another or a single UTV or ATV supported by a 4X4 patrol vehicle that is able to maintain visual contact with the vehicles. The ORET Reserve Coordinator may approve deviations for good cause.

ORET operations will be conducted by personnel equipped with proper safety equipment in appropriate uniforms, using vehicles that are appropriately equipped and in safe operating condition. All ORET members will possess the required training and expertise necessary to operate their designated off-road vehicle.

6.4 Communications

ORET operations will use 10ZM1 thru 10ZM20 call signs and will call the Communications Center and advise them of the initial station command area. Prior to moving to another station command radio frequency or talk group, ORET members will advise the Communications Center of the frequency or talk group that they are switching to.

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6.5 Notifications

Prior to commencing ORET operations in a station command area, the patrol sergeant will be notified by a team member that ORET operations will be conducted in their area. The Reserve Coordinator will insure that ORET personnel respond, if available, on short notice to emergency missions in the command area.

6.6 Reports

All reports will be turned into the station where the incident occurred in accordance with department policy. Original citations will be turned into the station where it was written or sent within 2 working days to the proper station command using county mail.

7.0 EQUIPMENT

All ORET members will maintain their personal safety equipment in good operating condition for deployment. Only ORET personnel will have access to ORET equipment and vehicles. All other personnel requires prior permission from the Reserve Coordinator to use ORET equipment.

7.1 Inventory

All equipment acquired by the Off-Road Enforcement Team shall be kept on a master inventory list maintained by the Reserve Coordinator.

All equipment shall be inventoried on a yearly basis. All lost, stolen, or damaged items will be reported and a copy of the report will be filed in the inventory file.

7.2 Radios

Some ORET members will be issued and maintain an 800 MHz radio. All other patrol radios and radio equipment will be kept with the Reserve Coordinator. When not in use the radio batteries will be kept on a battery charger.

7.3 Vehicles

Prior to each ORET detail, personnel will inspect their vehicles and safety equipment to insure they are in good operating condition. After the ORET detail, personnel will clean all vehicles and carefully inspect them. Any problems found will be reported to the Reserve Coordinator. A Vehicle Service Request Form for any damaged vehicle will be completed and forwarded electronically to the Reserve Coordinator and a hard copy will be provided to the repair facility.

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7.4 Personnel Equipment

The Reserve Coordinator will issue specific off-road equipment to all ORET members. ORET members returning old or damaged equipment must be turned into the Reserve Coordinator.

As equipment is received into the ORET unit, it will be entered on the master inventory sheet. The inventory shall include:

- Description of the item.
- Identification numbers.
- Issue date

An issued equipment inventory sheet will be maintained for each ORET member detailing the specific equipment assigned to him or her. When leaving the ORET unit, it is the ORET member's responsibility to turn in all issued equipment to the Reserve Coordinator. The issued equipment inventory sheet will be used to verify all equipment is returned to the unit. If any equipment is missing, unaccounted for, or damaged, the appropriate paperwork will be completed by the reserve deputy and turned in to the Reserve Coordinator.

7.5 Vehicle Keys

All ORET vehicle keys when not in use will be kept with the Reserve Coordinator at the Emergency Services Division.

8.0 STAFFING

The Off-Road Enforcement Team (ORET) requires a minimum level of staffing by the reserve administration in order to meet the level of off-road service requests within the county.

ORET is authorized the following number and type of personnel:

- Reserve Coordinator Sergeant (1)
- Reserve Commander (1)
- Reserve Captain (1)
- Reserve Sergeant (open)
- Reserve Deputy (open)

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8.1 Selection

ORET personnel will be selected in accordance with department policy for Police Officer Standards and Training (POST) reserve deputies. Level-1 and Level-2 reserves shall be assigned to the ORET unit.

9.0 UNIFORMS

All ORET personnel will be issued all uniforms and equipment necessary to perform their duties in a safe and effective manner. ORET personnel are required to have in their possession on short notice ORET uniforms and clothing to adequately perform their duties. The type of uniform worn during any given ORET detail will be determined by the Reserve Coordinator.

9.1 ORET Standard Uniform

- Shirt – Standard patrol long or short sleeve tan shirt with shoulder patches, cloth badge, cloth name strip, and unit insignia shoulder patches, if UTV or ATV certified.
- Black Polo Shirt – Long or short sleeve with shoulder patches, cloth badge, cloth name strip and unit insignia shoulder patches.
- External green vest carrier or patrol vest.
- Pants – Standard Mobile Field Force (5.11) olive drab green “BDU” cargo pants.
- Footwear – Black or tan leather or canvas boots.
- Weapon – Issued Glock with waist or thigh type nylon holster, gun belt, and accessories.

Optional

- Jumpsuit – Issued removable sleeve olive jumpsuit with shoulder patches, cloth badge, cloth name strip, and unit insignia shoulder patches.
- Head Gear – Sheriff’s Authorized Black “ball cap.”

9.2 ATV / UTV Uniform

- Shirt – Standard patrol long sleeve tan shirt with shoulder patches, cloth badge, cloth name strip, and unit insignia shoulder patches.
- Black Polo Shirt – Long or short sleeve with shoulder patches, cloth badge, cloth name strip, and unit insignia shoulder patches.

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- Pants – Standard Mobile Field Force (5.11) olive drab green “BDU” cargo pants.
- External green vest carrier or patrol vest.
- Footwear – Black or Tan ankle-high boots, moto-cross, or dual-sport motorcycle boots.
- Head Protection – Full faced black off-road motorcycle helmet.
- Weapon – Issued Glock with waist or thigh type nylon holster, gun belt, and accessories.

Optional:

- Jumpsuit – Issued removable sleeve olive jumpsuit with shoulder patches, cloth badge, cloth name strip, and unit insignia shoulder patches.
- Protection – Elbow pads, knee pads.

9.4 Special Events – Uniform

- Shirt – Standard patrol long or short sleeve tan shirt with shoulder patches (Class C uniform)
- Pants – Standard Mobile Field Force (5.11) olive drab green “BDU” cargo pants.
- Footwear – Standard black nylon boot, tactical boot, or other appropriate patrol footwear.
- Weapon – Issued Glock with waist high type nylon or leather holster, gun belt and accessories.

Optional:

- As directed by the Reserve Coordinator.

9.5 Uniform / Assignment Usage

- **ORET assignments in 4x4 Jeep**
ORET standard uniform
- **ORET assignments on ATV's / UTV's**
ATV / UTV's uniform or ORET standard uniform

9.6 Unit and Rank Insignia

- **ORET Unit Insignia**
Yellow multi-spoked wheel with “Off-Road Enforcement Team” around the edge with a white arrow through it

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Unit insignia are an optional for ORET members. The unit insignia's are not to be worn for non-ORET details unless approved by the Reserve Coordinator.

Rank insignias shall not be worn during any ORET details unless directed by the Reserve Coordinator.

10.0 TRAINING

All ORET members must successfully complete mandatory training in order to become an operational member. All persons operating vehicles assigned to ORET must complete a structured documented training program prior to driving the ORET vehicles independently. The vehicle training programs will be designed to familiarize the Reserve Deputy with the off-road vehicle, with an emphasis on maximizing officer and public safety, while minimizing potential damage to the equipment.

10.1 Responsibility

The Training/Equipment Sergeant will insure that individual training files are maintained to document Unit Training, and to assist with planning future training. The Training/Equipment Sergeant is responsible for maintaining records of all ORET training such as training type, training synopsis, attendance dates and personnel. All training received by ORET members will be documented and placed in the appropriate training files. This includes training provided by personnel or providers from outside the Unit.

It is the responsibility of each ORET member to ensure that training certificates are copied and provided to the Reserve Coordinator for filing in their individual training files within the Emergency Services Division.

10.2 Required Training

All personnel must complete the following mandatory training:

- A POST 4x4 Vehicle training class, generally 16 hours in length, focusing on all aspects related to the safe use and care of 4x4 vehicles, and winch equipment operation on 4x4 vehicles used to conduct off-road law enforcement patrols.
- A POST Off-Road ATV / UTV training class is generally 8 hours in length taught by a certified ATV / UTV instructor. The class is an introduction to trail riding to expose the student to a variety of off-road terrains. The ATV / UTV training will cover all aspects related to the safe use and operation of off-road vehicles in a law enforcement setting.
- On-going training as needed to maintain proficiency operating all ORET vehicles.
- Training in the specialized laws pertaining to the off-road environment.

10.3 ORET Instructor

Off-Road Vehicle training courses will be instructed by personnel who through their years of practical experience and completion of a POST certified instructor course have demonstrated a high-level of competency to instruct others in the operation of ORET vehicles.

Instructors must remain current in their use of the ORET vehicle in order to be current as an off-road instructor.

All ORET vehicle instructors must be approved by the Emergency Services Division Lieutenant and the Reserve Coordinator.

10.4 Perishable Skills

The following types of ORET vehicles are designated “perishable skills” vehicles:

- Jeeps
- ATV's
- UTV's

To remain current with the unique operational requirements of ORET “perishable skills” vehicles all ORET personnel must work at least two off-road “enforcement” details, operating the specific type of ORET vehicle, during the prior 12 months.

Anyone who is NOT current with a specific type of ORET vehicle must:

- Work with an ORET team member who is current with the specific type of vehicle who will provide re-orientation to the vehicle
- Demonstrate knowledge and proficiency in all areas related to safely operating the vehicle
- The Reserve Coordinator will have the final approval for all ORET members operating an off-road vehicle after being re-familiarized with the equipment.

10.5 Patrol Proficiency

All ORET personnel are required to maintain Level I or Level II patrol proficiency and are encouraged to work at least one station training patrol shift per quarter. The ORET personnel will notify the Patrol Sergeant and should notify the Reserve Lieutenant in each Station Command area at the start of their patrol shift.

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10.6 License

ORET personnel driving any vehicle pulling an ORET trailer rated over 10,000 GVWR must possess a valid Class A Non-Commercial License or higher.

No Level II Reserve can drive an emergency vehicle during patrol or ORET Details unless they possess an Emergency Vehicle Operations Certificate (EVOC) or have qualified for the specific vehicle.

11.0 OPERATING PROCEDURES

The unique nature of off-road law enforcement and the special working restrictions of reserve personnel due to their full-time employment require that the Off-Road Enforcement Team remain flexible in assigning work days and hours to insure adequate support to the Department.

11.1 Scheduling

A monthly deployment schedule will be created by the Reserve Coordinator of all known details, service requests, and definable ORET patrol details. The ORET schedule will be placed on Mission Manager for review by all team members. Additions and changes will be made to this schedule as needed by the Reserve Coordinator or by the Reserve Commander.

In addition, ORET personnel are encouraged to proactively conduct ORET patrols on varying days and times and multiple locations, when it is likely that illegal off-road activity will be occurring.

11.2 Directed Patrol

ORET personnel assigned to directed-patrol will respond to emergency calls, but will not respond to normal routine non-emergency calls unless requested. ORET personnel initiating field activity will prepare all required reports even when not associated with their specific mission and be submitted to the area supervisor before the end of the shift.

ORET personnel involved in law enforcement operations must be Level I or Level II POST certified Reserve Deputies and function within the requirements of POST.

12.0 OPERATIONAL PLANS AND AFTER ACTION REPORTS

An Operations Plan shall be used when preparing for any major ORET detail requiring coordination between multiple agencies or at a specific station's request. The Operational Plan should follow as close as possible the standard format used for ORET details.

An After-Action Report shall be used to document any major ORET detail requiring coordination between multiple agencies or at a specific station's request. The After-Action Report should follow as close as possible the standard format used for ORET details.

An Operational Plan shall be completed for all OHV grant details.

12.1 Operational Plan

ORET Operational plans should include the following:

Situation - A general overall description of the event. A brief summary of the situation should include:

- Persons or groups expected to participate
- Location
- Time and duration

Mission - A clear, concise statement of the task to be accomplished.

Execution – Statement of how the overall mission will be conducted operationally. Includes the following:

- Sufficient details to insure appropriate action by subordinates in the absence of additional specific instructions.
- Specific task assignments to individual elements of the command.
- Instructions to Reserve Units.
- Coordinating instructions containing details of coordination and control.
- Unique legal and procedural considerations.

Administration & Logistics:

- Reporting time and location.
- Uniform and equipment.
- Vehicles or transportation to be used.
- Personnel needed

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- Arrests, prisoner control considerations
- Traffic control needs
- Closest hospital in case there are Injuries

12.2 After Action Reports

After Action Reports should include the following:

General Description and Summary - A general overall description of the event

- A brief summary of the activity conducted during the detail.

Staffing:

- A breakdown of the names of ORET personnel working the detail.
- Hours worked, and type of patrol vehicles used.

Enforcement Activity - A breakdown of all enforcement activity conducted. Including:

- Number of citations / sections used for citations
- Arrests.
- Field interviews.
- Vehicles towed

Medical Activity – A breakdown of all medical-aid activity conducted. Including:

- Age, sex of victim.
- Type of accident.
- Nature of injuries.
- Disposition of the victim.

13.0 VEHICLE OPERATIONS

ORET maintains several specialized off-road vehicles and equipment that are required for the safe and effective execution of their missions. These vehicles are specifically designed and configured for the rigors of off-road use and as such, may only be operated by trained ORET members. ORET personnel are expected to utilize ORET vehicles while on duty for training and missions.

13.1 Vehicles

ORET has the following vehicles in inventory:

- **4X4 Patrol Vehicles (Jeep).**
 - The 4x4 Patrol/Support vehicles are equipped with specialized equipment to allow them to operate day and night in both on-road and off-road environments.
- **ATV's / UTV'S.**
 - The ATV's / UTV's are equipped with specialized equipment to allow them to operate unrestricted during the day and with some limitations during the night, in both on-road and off-road environments.
- **Enclosed Trailers.**
 - The enclosed UTV / ATV transport trailer is equipped with specialized equipment to allow them to operate day and night on-road and with limitations in the off-road environments for an extended time.

13.2 Vehicle Maintenance

ORET vehicles will be maintained in a manner that reflects positively on the Sheriff's Department and the Off-Road Enforcement Team. When notified a vehicle is due for service, it is the responsibility of the Reserve Coordinator to make appropriate arrangements with the county garage for repairs.

Since ORET is an emergency response unit, all ORET personnel will insure ORET vehicles are always fueled and in proper working condition.

All ORET vehicles will be inspected by the county garage after any collision with any object including, but not limited to rocks, logs, or other large objects, or any time a vehicle is "high centered." This procedure is intended solely to ensure that the vehicle is safe and in good working condition for continued operation.

13.3 Vehicle Uses and Function

4x4 Vehicles (Jeep) - Used as a fully equipped patrol vehicle for on and off-road details.

ATV's / UTV'S - Used primarily for off-road law enforcement on the beach and in areas where the terrain allows, public awareness and traffic & crowd control.

Enclosed Trailers – Used to store and transport UTV's / ATVs, supplies and provide protection from the weather.

14.0 OFF-ROAD TRAFFIC STOPS AND PURSUITS

Off-Road pursuits involve problems that are not usually encountered on normal on-road conditions. Off-Road pursuits involve a significantly higher hazard to ORET Reserve Deputies. A pursuit as it relates to this policy is generally defined as the continuation of an attempted traffic stop where the suspect vehicle fails to yield to lights and siren, and it is apparent that the suspect is aware that a traffic stop is being attempted.

ORET Reserve Deputies **SHALL NOT** engage in off-road vehicle pursuits.

14.1 Traffic Stops

All ORET vehicles that are equipped with at least a steady burning red warning lamp visible from at least 1,000 feet to the front of the vehicle (25252 CVC) and a siren (27002 CVC) may be authorized to operate Code 3 under the following guidelines:

- **Tactical Response** - When authorized by the Communications Center or a supervisor.
- **Directed Patrol** - May be used to effect vehicle stops.