

LOS SANTOS COUNTY SHERIFF'S OFFICE

# Command Bureau

STANDARD OPERATING PROCEDURES



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## 1| Expectations

### The Bottom Line

All Command members, regardless of department, are expected to abide by all Community Guidelines, departmental Standard Operating Procedures, and applicable subdivision regulations.

### Under no circumstance will a Command member be exempt from any stated rule, regulation, or guideline.

Command members are expected to serve as examples of good behavior while in the county. Members will look to Command members for guidance on expected behaviors, so it is crucial that Command members represent their respective departments well.

In addition, Command members are expected to uphold the following values through their leadership:

#### Accountability

Command members are expected to hold themselves, other Command members, and other Deputies accountable for their actions. Command members should speak up if they notice problems and offer guidance to those doing wrong to lead them back on the correct path. In addition, Command members should speak up if they have done something wrong. We value honesty and truth.

#### Respect

Command members should lead with respect, ensuring that all members are treated fairly and humanely. Command members should recognize that those around them are other people with their own lives, ambitions, and goals, and should strive to respect them. Command members should never treat other members in harmful, aggressive, or rude ways for any reason.

#### Professionalism

An integral part of being in Command is serving as a professional resource in the city. As such, Command members are expected to act professionally while on duty and in the Discord. Command members should not rough-house, fight, shoot, or pick on other members. Command members should strive to handle every situation and scene with the utmost professionalism.

#### Responsiveness

Although lapses and LOAs may occur, Command members are expected to communicate and respond when necessary. This includes regularly checking Discord and regularly flying into the city. Command should also be responsive and reliable while in the city, responding to Command and 10-32 requests promptly.

#### Trust

Command members are trusted members of the various departments. Department heads trust that Command members are able to act according to their SOPs and represent their departments well. Command members should remember that this trust can be broken and, if so, they may lose their Command status.

#### Community

Each department comes together to form the community that keeps San Andreas safe. As such, Command members should strive to strengthen our community by routine engagement in and out of the department. Command members should strive to communicate with other departments when applicable and avoid asserting that any one department is better than another. We are a team.

## 2 | Rank Structure & Responsibilities

Each Command rank comes with different responsibilities and some different expectations.

Within the LCSO, there are Command ranks and High Command ranks. Command ranks are Corporals, Sergeants, and Lieutenants. High Command ranks are Captains, the Chief Deputy, the Undersheriff, and the Sheriff.

### Sheriff

- Serves as the presiding authority figure over the department
- Serves as an ambassador for the department and liaison to other departments
- Oversees of all department operations and Deputies
- Produces, develops, and implements departmental policies and regulations
- Recruits and hires new Deputies
- Involved in promotional decisions
- Directly oversees behavior of High Command
- Issues all forms of [disciplinary action](#)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Undersheriff

- Serves as Second-In-Command to the Sheriff
- Is responsible during the Chief's absence
- Is responsible for Internal Affairs issues for the department
- Assists the Deputy Chief in Command trainings
- Produces, develops, and implements departmental policies and regulations
- Recruits and hires new Deputies
- Involved in promotional decisions
- Issues all forms of [disciplinary action](#) (excluding bans)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Deputy Chief

- Serves as Third-In-Command to the Sheriff
- Directly oversees the behavior of the Assistant Sheriff's and below.
- Oversees new and refresher Command training
- Assists the Undersheriff in Internal Affairs issues
- Produces, develops, and implements departmental policies and regulations
- Recruits and hires new Deputies
- Involved in promotional decisions
- Issues all forms of [disciplinary action](#) (excluding bans and kicks)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Assistant Sheriff

- Serves as a Bureau Commander.
- Directly oversees the behavior of Captains.
- Oversees new and refresher Command training
- Assists command personnel above in Internal Affairs issues
- Produces, develops, and implements departmental policies and regulations
- Recruits and hires new Deputies
- Involved in promotional decisions
- Issues all forms of [disciplinary action](#) (excluding bans and kicks)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Commander

- Serves as the Department Chief of Staff
- Assists members of the Command Bureau
- Assists command personnel above in Internal Affairs issues
- Produces, develops, and implements departmental policies and regulations
- Recruits and hires new Deputies
- Involved in promotional decisions
- Issues all forms of [disciplinary action](#) (excluding bans and kicks)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Captain

- Directly oversees one of the department's divisions
- Assists the Command Bureau in Command trainings
- Provides guidance to Lieutenants
- Issues specific [disciplinary action](#) (verbal/written warnings, re-certifications, and terminations/suspension from divisions)
- Produces, develops, and implements (sub)division policies and regulations
- Recruits and hires new Deputies
- Is involved in promotional decisions
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Lieutenant

- Directly oversees one of the department's subdivisions
- Serves as Second-In-Command to Captains
- Directly oversees subdivision training
- Assists Sergeants in certification processes and trainings
- Serves as a filter for promotional decisions (i.e., can deny if a request clearly does not meet standards, but does not approve promotions)
- Is involved in hiring decisions for their subdivision
- Can issue specific [disciplinary action](#) (verbal/written warnings, re-certifications, and terminations/suspension from subdivisions)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Sergeant

- Directly oversees certification processes in their subdivision
- Provides assistance to Lieutenants and Captains, when necessary
- Directly oversees certification training
- Serves as a filter for promotional decisions (i.e., can deny if a request clearly does not meet standards, but does not approve promotions)
- Can issue minor [disciplinary action](#) (verbal/written warnings & re-certifications)
- May apply to be a [Field Training Officer](#)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

### Corporal

- A trial position for prospective command members, but not directly a member of department command in terms of authority.
- Provides assistance to Sergeants and other Command, when necessary
- May apply to be a [Field Training Officer](#)
- Serves as a Field Training Officer in the absence of certified Field Training Officers

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**Master Deputy**

- Strong example of behavioral expectations within the department
- May apply for (sub)divisions within the department
- May serve as the primary unit in a [Patrol ride-along](#)
- May apply to be a [Field Training Officer](#)
- May receive [Field Sobriety Test certification](#)
- May shadow Command members

**Deputy II**

- Has successfully completed a ride-along with a Field Training Officer
- Strong example of behavioral expectations within the department
- May apply for (sub)divisions within the department
- May serve as the primary unit in a [Patrol ride-along](#)
- May apply to be a [Field Training Officer](#)
- May receive [Field Sobriety Test certification](#)
- May shadow Deputies or Command member

**Deputy I**

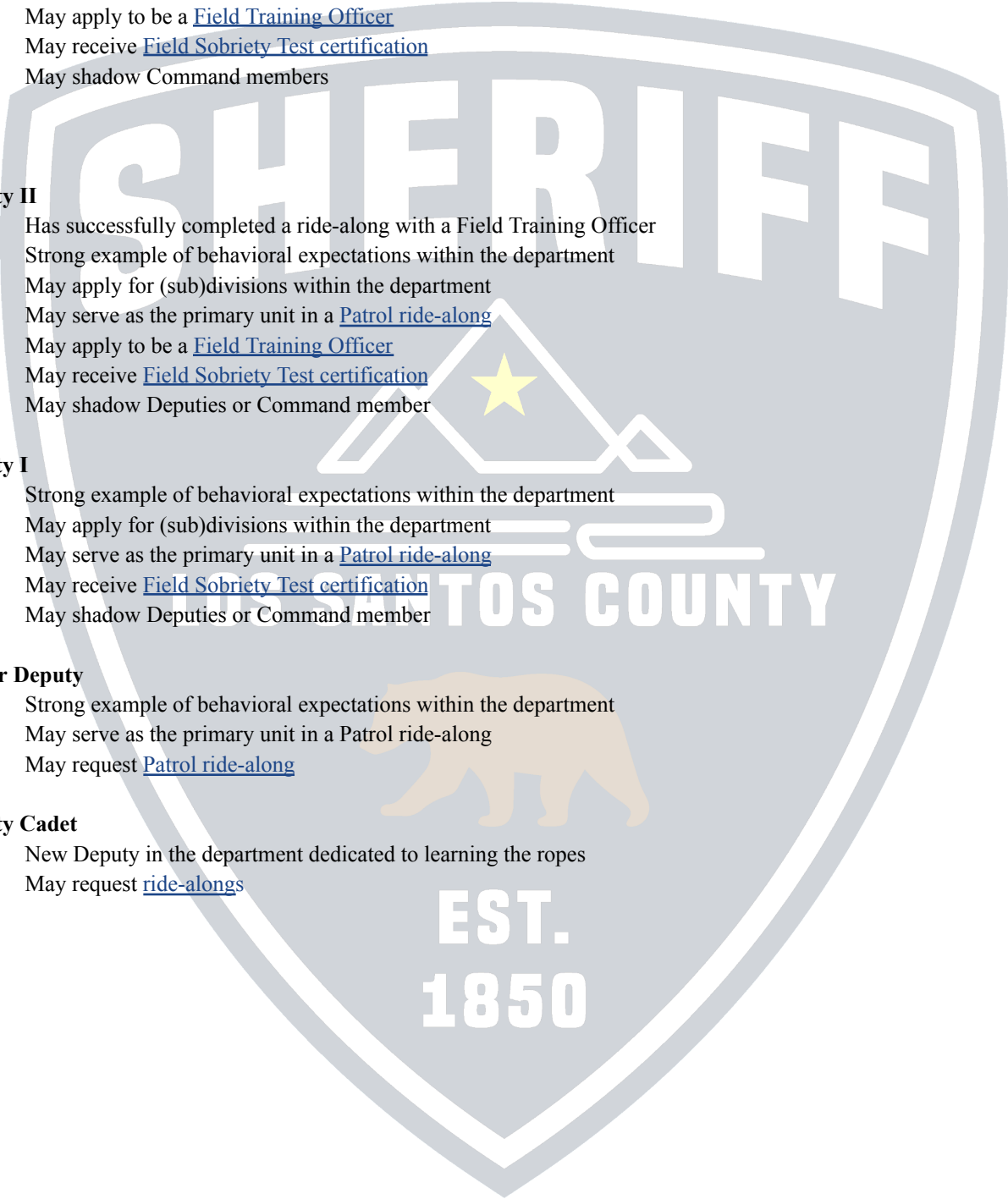
- Strong example of behavioral expectations within the department
- May apply for (sub)divisions within the department
- May serve as the primary unit in a [Patrol ride-along](#)
- May receive [Field Sobriety Test certification](#)
- May shadow Deputies or Command member

**Junior Deputy**

- Strong example of behavioral expectations within the department
- May serve as the primary unit in a Patrol ride-along
- May request [Patrol ride-along](#)

**Deputy Cadet**

- New Deputy in the department dedicated to learning the ropes
- May request [ride-alongs](#)



### 3 | Command Communication & Technology

Command members are expected to maintain routine communication with the rest of the Command team and community. There are several methods Command will use to communicate, both in the city and in Discord.

#### Discord Server

The bulk of Command communications will be through the Discord server. Each department has their own category of channels and each subdivision will have their own set of channels. Command members will be required to communicate through Discord. Command members are expected to communicate regularly in Discord.

For LCSO, the following channels are important:

- **#LCSO-info**: Quick links, SOP, and info for all LCSO members.
- **#LCSO-news**: Announcements and updates for LCSO. Command can type here.
- **#LCSO-general**: General chat for all of LCSO.
- **#LCSO-command**: Command chat for only LCSO Command members.
- **#LCSO-promotions**: Log of all promotion requests.
- **#LCSO-applications**: Log of all department and subdivision applications.
- **#LCSO-fto-general**: Chat for all LCSO Field Training Deputies.
- **#LCSO-fto-reports**: Where FTOs share summaries from ride-alongs.

Some other important channels:

- **#commendations**: Official department praise log. (Seen by all server members, only Command of each department can type.)
- **#promotion-log**: High command will log every promotion that occurs. This channel is open to Command of every department to allow transparent communication.
- **#all-operations**: Chat for several departments across the state to discuss planned operations.
- **#all-aviation**: Chat for all Aviation members across all departments.
- **#all-canine**: Chat for all K9 units across all departments.
- **#all-investigations**: Chat for all members of investigative units across all departments.
- **#all-command**: All Command from every department can use this chat to communicate.
- **#all-high**: All High Command from every department can use this chat to communicate.
- **Command VC**: All Command can use this voice chat for meetings.

#### Discord DMs

It is up to each Command member on whether or not they allow DMs from server members. Command members will ask if they need to DM you privately, but other members may not. We recommend that you allow message requests so other members can reach you, but you are not obligated to respond in DMs if you do not wish to do so. There are several channels on the server where you can communicate.

#### Discord Tickets

Occasionally, a member may wish to speak to their own Command members. In the Discord, members can create a support ticket and request to speak to their own Command members. In this instance, an Admin will add the appropriate Command members to the ticket. You may receive a notification for this under the "Support" category.

## Google

Command members are required to use Google Docs, Sheets, and Drive for their department documents and roster. You will be able to edit, comment on, and view documents in the department and you will be able to view documents from other departments. The name and email on your Google Account will be visible to other Command members. This is why we recommend that you create a Google Account for your in-game character.

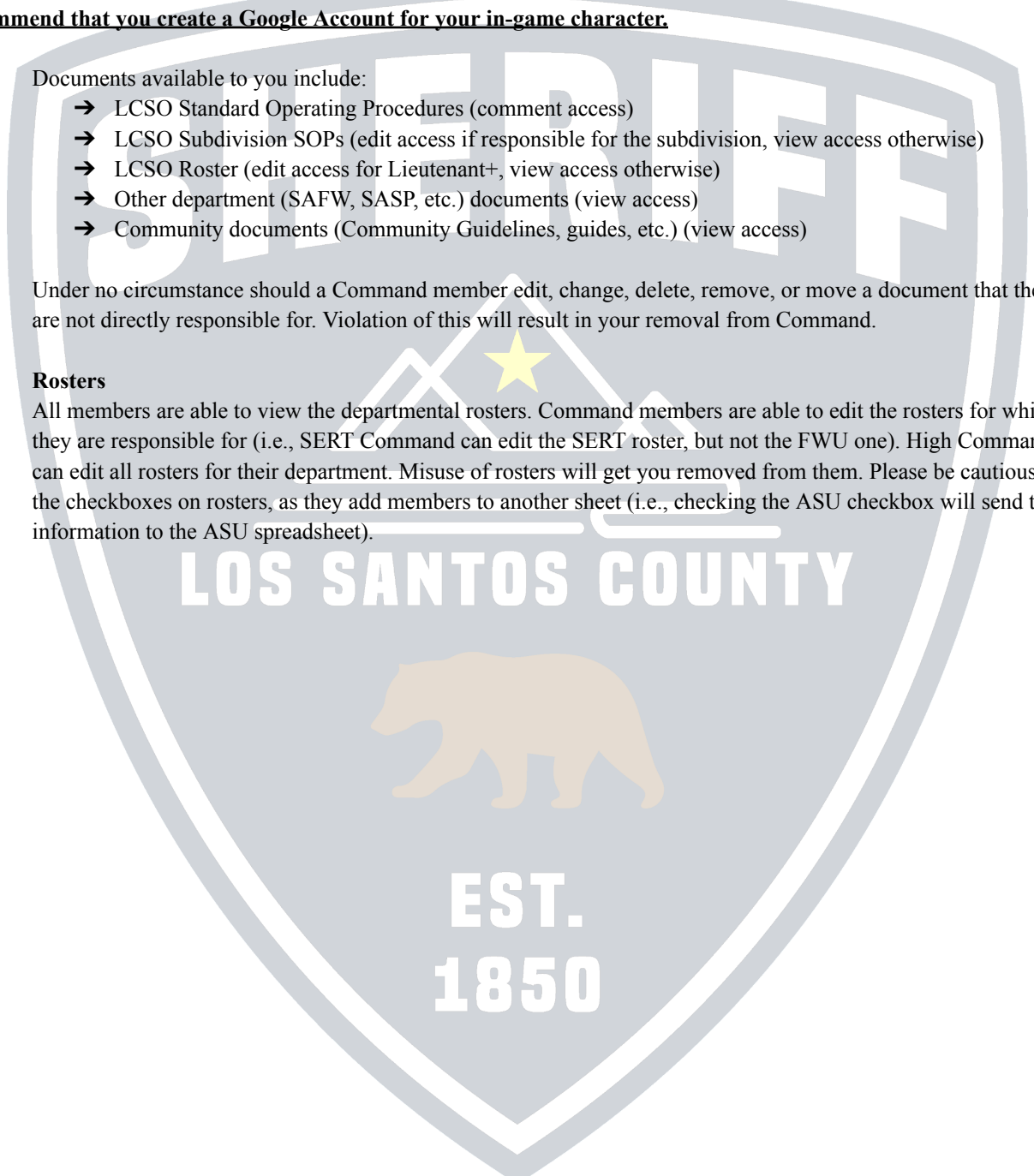
Documents available to you include:

- LCSO Standard Operating Procedures (comment access)
- LCSO Subdivision SOPs (edit access if responsible for the subdivision, view access otherwise)
- LCSO Roster (edit access for Lieutenant+, view access otherwise)
- Other department (SAFW, SASP, etc.) documents (view access)
- Community documents (Community Guidelines, guides, etc.) (view access)

Under no circumstance should a Command member edit, change, delete, remove, or move a document that they are not directly responsible for. Violation of this will result in your removal from Command.

## Rosters

All members are able to view the departmental rosters. Command members are able to edit the rosters for which they are responsible for (i.e., SERT Command can edit the SERT roster, but not the FWU one). High Command can edit all rosters for their department. Misuse of rosters will get you removed from them. Please be cautious of the checkboxes on rosters, as they add members to another sheet (i.e., checking the ASU checkbox will send their information to the ASU spreadsheet).





#### 4 | Policy Enforcement

The LCSO Standard Operating Procedures include several policies that Deputies (and Command members) are required to follow. Below are some general guidelines on how to enforce the various policies and some additional information for each policy.

##### Use of Force

*LCSO SOP 6.2*

The purpose of this policy is to guide Deputies through deciding what level of force to use during a scene. As Command, you are expected to model proper use of force guidelines. In addition, you may have to reprimand a Deputy for inappropriate use of force. For less severe incidents (i.e., non-lethal incidents), you should be able to speak with the Deputy in question and correct their behavior. When doing so, remind Deputies about the Use of Force guidelines and provide examples of when each level may be used.

For more severe incidents (i.e., lethal incidents), Command should call the appropriate Detective to investigate the scene. Command units who witness this should explain their perspective to the Detective and why they believe the Deputy was unjustified in their use of force. We also recommend that the Command member speak to a High Command member about what they saw.

##### Scene Response & Conduct

*LCSO SOP 6.4 & 6.10*

The purpose of this policy is to avoid call-hopping, scene takeovers, and fail RP. Command members should take note of units who appear to be speed-running scenes to go to other incidents, especially units who end scenes early to respond to a scene that may seem more interesting, involved, or violent. In addition, Command members should be vigilant of responding Deputies attempting to take over another Deputy's scene or failing to follow the scene lead's instructions. Finally, Command should note if units repeatedly respond to canceled backup requests, as this can crowd scenes. Repeated instances of this may warrant disciplinary action.

The scene conduct policy is in place to ensure that Deputies are behaving professionally and appropriately while on scenes. Command members may witness Deputies behaving inappropriately on scenes and, if so, may enforce disciplinary action. Crime scenes are not the place for random emotes, jokes, or other unprofessional activities.

##### Pursuits/Interjurisdictional Pursuits

*LCSO SOP 6.5*

The purpose of this policy is to guide Deputies through pursuit processes. Pursuits are a common occurrence in the server and we provide guidance for how to engage in these. Importantly, Command members are expected to uphold the pursuit policies. This begins with modeling appropriate behavior. Command members should engage in proper driving techniques while engaged in a pursuit and determine when a pursuit should be terminated.

A main aspect of the pursuit policy is the unit limit. Up to four units may attach to a pursuit at any given time. This includes Command units. The only time a Command member may stay attached to a pursuit is if they are supervising the pursuit or observing behavior. This should not be abused - supervising the pursuit should only happen if an individual is engaging in inappropriate behavior or if they are requested.

To enforce this policy, Command members can speak with units who break this policy and try to correct their behavior. For repeated incidents or major incidents, Command members can issue appropriate disciplinary guidelines. For intersectoral pursuits, Command members should remind primary units to switch radio channels when necessary. Command members should also be mindful of which units remain attached when entering LCSO jurisdiction and correct behavior when the pursuit is over.

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## Physical Appearance

*LCSO SOP 6.7*

The purpose of this policy is to ensure that Deputies present themselves with honor and pride, representing the department well. This policy applies to Command as well. To enforce this policy, Command members may correct other Deputies when they violate this policy. We do ask that you do this in a polite, friendly manner, as physical appearance can be a touchy topic. Make it clear how their appearance violates the policy. If a Deputy does not fix their appearance, please bring it up the chain of command.

## Ride-Alongs

*LCSO SOP 6.9*

The purpose of this policy is to provide structure and documentation of ride-alongs. There are three types of ride-alongs:

**Observation Ride-Alongs:** These ride-alongs primarily occur with a Cadet and a Field Training Officer or Command member. In an Observation Ride-Along, the new or inexperienced Deputy **observes** the FTO or Command member. The Deputy isn't required to participate in callouts or scenes, but they should observe and watch the experienced members work. Deputies should ask questions about the operations and policies within the LSCO and strive to learn more about how we operate. The FTO or Command member who does your Observation Ride-Along may write a brief report following the ride-along.

**Training Ride-Alongs:** These ride-alongs primarily occur with a Deputy of any rank and an FTO or Command member. In an FTO Training Ride-Along, the Deputy is requesting one-on-one training time with an experienced member of the department. The Deputy and the FTO work together to improve an Deputy's skill or familiarity with our operations. The FTO or Command member will write a brief report following the ride-along. Training ride-alongs may be used for promotion from Junior Deputy to Deputy or required as part of a Corrective Action Plan.

**Evaluation Ride-Along:** These ride-alongs primarily occur when a Deputy is seeking a promotion to Senior Deputy. In an Evaluation Ride-Along, the Deputy is leading calls, responding to Dispatch callouts and 10-32 requests, and conducting their average patrol duties. An FTO or Command member will ride in the vehicle with you and take note of your interactions in anticipation of writing a detailed report following the ride-along.

## Interdepartmental Communications

*LCSO SOP 6.11*

The purpose of this policy is to emphasize the importance of communication between departments across San Andreas. Command members will need to be aware of the various divisions and subdivisions across the state to ensure that they can direct Deputies to the appropriate resource. See the SOP for information on who should be brought into what cases. Importantly, this policy does not mean that another agency will take full leadership over a scene or case. In the majority of cases, Deputies and Command alike should strive to work together with other departments and agencies, not just hand off their cases. This policy is here to encourage teamwork, not scene takeovers.

## 5 | Disciplinary Guidelines

As Command members, you may have the ability to issue a range of disciplinary actions. It is imperative that you understand which actions should be used when.

In the Roster, there is a column to make notes about members. You are **required to note disciplinary actions** in that column. When you do so, please include the date of the action, your name and badge, and why the action was taken. **Do not issue a disciplinary action without logging it.** In addition, drop a message in #LCSO-command chat when you notice a concerning behavior or issue a disciplinary action.

There are two types of offenses:

- **Roleplay Offenses:** Offenses that are a result of bad/immature/uninformed roleplay behavior. (Call hopping, excessive use of force, inappropriate uniform, careless driving, etc.)
- **Non-Roleplay Offenses:** Offenses that are a result of hacking, modding, harassment, bullying, or other non-roleplay-focused behaviors. (Rogue-like behaviors such as shooting random Deputies, modding vehicles without permission, hacking the server, etc.)

Action	Issued By	Reason
<b>Verbal Warning</b>	All Command Ranks	Reserved for <b>minor</b> roleplay or non-roleplay offenses.
<b>Written Warning</b>	All Command Ranks	Reserved for <b>minor</b> roleplay or non-roleplay offenses after verbal warnings have been issued.
<b>Re-Certification</b>	Sheriff Undersheriff Deputy Chief Assistant Sheriff Captain Lieutenant* Sergeants*	Reserved for roleplay offenses that directly violate certification regulations.
<b>Termination or Suspension from Subdivision</b>	Sheriff Undersheriff Deputy Chief Assistant Sheriff Captain* Lieutenant*	Reserved for roleplay offenses that directly violate subdivision regulations.
<b>Rank Demotion</b>	Sheriff Undersheriff Deputy Chief Assistant Sheriff Captain	Reserved for roleplay offenses that directly violate current rank or departmental regulations.
<b>Termination or Suspension from Department</b>	Sheriff Undersheriff Deputy Chief	Reserved for <b>serious</b> or <b>repeated</b> roleplay offenses that indicate the Deputy will no longer thrive in the department.
<b>Removal from Game**</b>	Sheriff (ban/kick) High Command (kick)	Reserved for <b>serious</b> and/or <b>repeated</b> non-roleplay offenses that indicate the Deputy is no longer welcome in Bad Noodle. Bans and kicks should be reserved for serious offenses only, such as modding, hacking, or harassment.

\* Priority rank for this action. Other ranks may issue these actions but should consult with the indicated rank(s).

\*\* Bans and kicks should not be used for roleplay offenses. Roleplay offenses should be handled through departmental disciplinary actions, such as warnings, suspensions, and terminations.

### Corrective Action Plans

Command members have the option to enlist a Deputy into a Corrective Action Plan [CAP] following disciplinary action. A CAP allows an Deputy and their Command units to discuss next steps to guide the Deputy back on the correct path. What is included in a CAP is up to the Command units involved and will vary based on each situation. We **strongly** encourage the use of CAPs before progressing to harsher disciplinary actions, such as suspensions and terminations.

There are several potential avenues for CAPs that should be tailored to the individual Deputy in question to correct specific behaviors. Some examples of CAPs:

- **Mandatory FTO Training:** In this circumstance, a Command member may require an Deputy to complete a number of ride-alongs with an FTO. This allows an Deputy to have direct supervision during their patrol from an FTO who can provide immediate feedback and guidance. In order to be relieved from an FTO CAP, the FTO (any FTO or Command member who did not issue the CAP) must recommend that the Deputy be relieved based on performance improvement. FTO Training may work well for a variety of roleplay-related offenses and may be the first step in a CAP.
- **EVOC Training:** In this program, a Command member may require a Deputy to complete an Emergency Vehicle Operation Course (EVOC). This will primarily be for driving-related offenses, such as careless driving. To be relieved from an EVOC CAP, the EVOC Instructor must recommend that the Deputy be relieved based on their performance in the course and a final driving exam. The EVOC Program is run by the San Andreas State Police.
- **Patrol Basics Training:** In this program, a Command member may require an Deputy to complete training addressing basic patrol skills, such as shooting, traffic stop, and clearing tactics. This program will be good for Deputies who may need a refresher on the basic techniques to run patrol operations smoothly. To be relieved from Patrol Basics, the Instructor (who may be any Command member who did not issue the CAP) must recommend that the Deputy be relieved based on their performance in the training.

## 6 | Promotions, Acceptances & Transfers

Command members may or may not be involved in promotional and transfer decisions. This section outlines these processes and requirements.

### Promotion Process

Promotions will be a formal process where Command members discuss to determine which Deputies are eligible and ready for promotion. Rank promotions can only be approved by High Command members. However, all Command members may provide input on promotional decisions.

Command will use threads off **#LCSO-promotions** to discuss applications as they come in. We strive to address all promotions within 24-48 hours. The list of requests can be found in **#LCSO-promotions** in Discord. Only Deputies who submit a Promotion Evaluation Request will be evaluated. This is so we can track when people submit a request. Importantly, no Command member should offer a promotion unless it has been discussed. We seek to make the promotion process a formal process, so all decisions will be made with the team. In order to discuss promotions, either of the two conditions must be met:

- At least half of the rostered Command staff must comment, or
- At least 3/4<sup>ths</sup> of the rostered High Command staff must comment.

If at least one of the two above conditions is not met, promotional decisions cannot be made. This is to ensure a majority of Command are able to provide input on promotions.

If an Deputy is **promoted**, their name will be added to the list of that week's promotions that will be posted in **#promotion-log**. In addition, a Command member should react on their promotion request message in **#lscs-promotions** with the green checkmark (✓). Finally, the promotion should be noted in the Roster. After this, a formal announcement will be made by the Chief with all the promotions in the Discord and a formal promotion letter will be sent to each promoted Deputy.

If an Deputy is **denied**, a Command member should react on their promotion request message in **#lscs-promotions** with the red X (✗). The promotion denial should be noted in the Roster with the reason why the Deputy has been held back. After this, a High Command member will reach out to denied individuals and explain why they were not promoted (this may be in the city or in Discord DMs).

During the meeting, all Command members are encouraged to bring forth any information they may have on each Deputy. This may be positive information, such as good roleplay, scene command, or techniques, or negative information, such as missed roleplay opportunities, inability to follow instructions, or frequent disciplinary actions. Below are the **minimum** requirements to be promoted. Command should also take **behavior** and **disciplinary actions** into account before considering promotion.

### Promotion Eligibility

To be eligible for promotion, Deputies must meet the following requirements:

#### Cadet → Junior Deputy:

A Cadet may apply for promotion to Junior Deputy if/when:

1. A minimum of one week has passed since the Deputy joined the department.
2. The Deputy has at least 5 hours total time in the city.
3. The Deputy has issued a minimum of 10 citations.
4. The Deputy has written a minimum of 5 high-quality reports.
5. The Deputy has completed an Observation Ride-Along with an FTO or Command member.

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**Junior Deputy → Deputy:**

A Junior Deputy may apply for promotion to Deputy if/when:

1. A minimum of one week has passed since the Deputy's last promotion.
2. The Deputy has at least 10 hours total time in the city.
3. The Deputy has issued a minimum of 20 citations.
4. The Deputy has written a minimum of 10 high-quality reports.
5. Participate in one type of training (EVOC, Patrol Basics) or complete a Training Ride-Along with an FTO or Command member.

**Deputy → Senior Deputy:**

A Deputy may apply for promotion to Senior Deputy if/when:

1. A minimum of one week has passed since the Deputy's last promotion.
2. The Deputy has at least 15 hours total time in the city.
3. The Deputy has issued a minimum of 30 citations.
4. The Deputy has written a minimum of 20 high-quality reports.
5. The Deputy successfully completes an Evaluation Ride-Along.

**Subdivision Acceptances**

Each subdivision will have different requirements for their application process. Importantly, both the Captain(s) of the division and the Lieutenant(s) of the subdivision should be involved in the decision-making process. Other Command may be looped into this, but the primary decisions should come from the Captain(s) of the division and the Lieutenant(s) of the subdivision. Denials should include a reason why they were denied and guidance on how they can improve to potentially submit an application again in the future. Once a unit has been accepted into a subdivision, the Captain overseeing that division should update the roster.

**Subdivision Applications**

All subdivision applications will be hosted on Google Forms. Command members will not have access to the raw application or responses for privacy's sake. Instead, all applications will be routed to send in **#LCSO-applications**. The appropriate Command members will be pinged when they have an application come in. It is recommended that Command members create threads on the applications to discuss each applicant, as no one is able to type in #LCSO-applications. As with before, we recommend reacting on each application to track which you have addressed (i.e., green check when you've accepted them, red X when they are denied).

**Certification Processes**

Each subdivision is responsible for their own certification processes and decisions. To ensure clarity and equity, we ask that Sergeants coordinate with their subdivision's Lieutenants and Captain to work on these processes. When giving certifications, Sergeants, Lieutenants, and Captains should be involved in these decisions. Importantly, the Captain will be the one to update the roster and Discord roles, so they should be notified of any certifications.

**Transfer Process**

Per the LCSO SOP, LCSO may offer transfer packages for units looking to transfer into the department. These packages will look different for each Deputy, as they are dependent on rank.

- (1) If applying as a Deputy (or equivalent), you will start as a Junior Deputy.
- (2) If applying as a Senior Deputy (or equivalent), you will start as a Deputy.
- (3) If applying as any Command member of another department, you will start as a Senior Deputy, given that you complete a ride-along.

In addition, LCSO may allow Deputies to transfer into a subdivision they were previously part of in another department, given that the subdivision's base requirements are still met, the skills transfer, and the Deputy successfully completes a ride-along with the new subdivision. Captains and/or Lieutenants may request the transfer units complete additional training upon transferring into their subdivision.

For example, an Deputy who was previously part of the Strategic Response Unit [SRU] in LSCO may transfer directly into SERT, given they meet SERT's requirements. However, an Deputy previously in the Strategic Response Unit [SRU] for LSCO may not transfer directly into the Air Support Unit [ASU] for LCSO, as the skillsets are not identical.

In addition, a Captain or Lieutenant of your previous subdivision must provide a recommendation that speaks on your ability to perform the duties required of your previous subdivision.

The Captain or Lieutenant of the LCSO subdivision should reach out to the Captain or Lieutenant using **#all-command** in Discord and ask to speak with them regarding the transfer unit. Ideally, this conversation will happen in the city, but if it needs to happen over Discord, it can.

**To initiate a transfer**, a unit must submit an application to the department. Once an application has been submitted, High Command will be notified in Discord. Transfer applications will be discussed among all of LCSO Command and an appropriate transfer package may be presented to the unit, given they are accepted.

Importantly, no Command member should offer a transfer package without speaking to a High Command first. You may mention to units in other departments that we allow transfers and offer rank and subdivision, but you are not permitted to promise anything to a potential transfer unit. Making promises about rank, subdivision, or other packages without speaking to a High Command member may get you removed from Command.

## 7 | Command Policies

Below are a variety of policies that apply to all Command members. Failure to know Command policies is not an excuse for breaking them.

### Command Activity Requirements

Command members are expected to fly into the city at least once a week. Ideally, Command members would be on more frequently, but we understand that IRL life is more important. In addition, Command members are expected to attend a one hour-long weekly meeting with the rest of Command. In this meeting, we discuss promotions, demotions, disciplinary actions, and any policy updates. These meetings are crucial to ensure everyone's voice is heard.

### Leave of Absence

Command members who know they will be away for an extended period of time (i.e., anything longer than a week) are expected to submit a Leave of Absence Notice to High Command. This notice may be submitted in DMs to a High Command member or posted in **#lcs-command**. Failure to submit an LOA Notice may result in the Command member being removed from their position.

### Mandatory Reporting

All Command members are mandated reporters of harassment, abuse, bullying, stalking, doxing, and other harmful behaviors. If you see or hear or something, you must bring it up the chain. Depending on the severity, you may go to your immediate supervisor or you can go to Admins. Any Command member knowingly withholding information about harassment or other behaviors will be removed from Command.

### Physical Appearance

Command members are expected to follow the LCSO SOP requirements for physical appearance. This includes keeping a clean, professional appearance when on duty, keeping hairstyles, beards, and other facial/body hair clean and managed, and clothes kept clean. Command may have tattoos (no face tattoos are allowed) and piercings, as long as they are not indicative of gang affiliations, racial slurs, or other derogatory meanings. Command members are welcome to have colored hair, but we ask that Command refrain from full neon hairstyles (highlights/lowlights are welcome).

### Uniforms

Each Command rank will feature slight differences to their uniforms. Command are expected to wear their appropriate uniforms. As with Patrol uniforms, Command members are welcome to customize their uniforms with accessories, such as hats, vests, and service belts. Ensure that all extras display correct markings (i.e., Sheriff, LCSO, Patrol, etc.). Please do not choose belts, vests, or other items that would have excessive items for your position (i.e., multiple magazines, zip ties, etc.). This may vary by subdivision or certification.

**Ensure that the vest does not have duplicate items** that a service belt has and vice versa (i.e., only one taser). Any vest with a firearm is not permitted for patrol and is reserved only for tactical units.

Keep in mind that **not all items labeled "Sheriff" are open for use**. Refer to the tables below for appropriate items, as some items may be reserved for specific (sub)divisions, ranks, or operations. If you are ever unsure, ask a Command member.

#### Subdivision Uniforms

Command members who are in specific subdivisions may change their uniforms according to their subdivision requirements. However, subdivision SOPs should have some way for Command to designate their status, either through a badge, shirt, jacket, or rank insignia.

### Vehicles

Command members have access to a wider range of vehicles for patrol and other assorted duties. Command are expected to represent responsible and ethical driving, as outlined in the LCSO SOP. Command members are expected to respond to scenes appropriately and display due regard.

Rank	Vehicle
Sergeants+	2018 Tahoe (Ghost) 2019 Silverado 2020 RAM 2500 (Unmarked for all)

#### Unmarked Vehicle Use

As with all unmarked vehicles, Command members may patrol in their unmarked vehicles. However, if you initiate a traffic stop or respond to a call, please request additional marked units to the scene. You may not conduct a traffic stop alone in an unmarked vehicle.

### Command Promotions

High Command may offer select Deputies Command positions as seen fit. Before this happens, all of Command will discuss whether the individual should be brought on. Command positions, when open, should not be offered to any individual without a meeting and feedback from the rest of Command. These decisions will not be made solely by High Command, but rather a combination of feedback and opinions from all of Command.

Additionally, Command members may be eligible for promotions within Command (i.e., promoting a Corporal to a Sergeant). When this happens, all of Command will also be able to provide feedback and input on the promotion. Again,

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promotions should not be offered to any individual without a meeting and feedback from the rest of Command. These decisions will not be made solely by High Command, but rather a combination of feedback and opinions from all of Command.

### **Command Demotions**

Command members are not exempt from demotion. Under special circumstances, Command members may be demoted from their current rank to a lower rank. This will depend heavily on the infraction(s) that occurred and whether or not the infraction(s) can be remedied. Command members are eligible for Corrective Action Plans, as outlined in the LCSO SOPs. As needed, Command members may require additional training to perform well in their positions, and we will work with Command members who demonstrate a desire to grow.

Additionally, Command members who repeatedly refuse to follow Command SOPs, LCSO SOPs, subdivision SOPs, or Community Guidelines will be removed from Command, as they have demonstrated they cannot represent the department in a satisfactory manner.



### **8 | Technical Things**

This section outlines some of the specific technical aspects of being in Command, such as assigning Discord roles. This section may not apply to every Command member.

#### **Discord Role Changes**

High Command is able to edit Discord roles. This is helpful for when Deputies get hired into subdivisions, get new certifications, and more. Below is a guide to what roles should be added or removed, based on each situation. Additionally, if a unit is removed/demoted, the opposite of the table should happen (i.e., add Patrol Division and remove SOD and SERT if a unit is removed from SERT).

Action	Add Roles	Remove Roles
Accepted Departmental Transfer	LCSO Patrol Division [LCSO]	Any previous department roles
Accepted into FTO Program	FTO [LCSO]	None
Received a Patrol Certification	CERT: Field Sobriety [ALL]	None
Accepted into Air Support Unit	Special Operations Bureau Speciality Services Division Air Support Unit [SSD] Certified Pilot <sup>1</sup>	Patrol Division [LCSO]
Accepted into SERT	Special Operations Bureau SERT [SOB]	Patrol Division [LCSO]
Received a SERT Certification	CERT: Search & Rescue [SERT] CERT: Explosives Disposal [SERT] CERT: Tac Med [SERT] CERT: K9 Handler [ALL]	None
Accepted into Investigative Services Division	Criminal Investigations Division	Patrol Division [LCSO]
Joined a CID Unit	Narcotics Unit [CID] Gang Unit [CID]	None
Accepted into Marine Intervention Unit	Special Operations Bureau Marine Intervention Unit [SOB]	None
Received an MIU Certification	CERT: Diving [MIU] CERT: Skipper [MIU]	None
Accepted into LCSO Command	LCSO Command	None

<sup>1</sup> The Certified Pilot role cannot be given until an Aviation Unit has successfully passed their FAA Flight Exam.

### Misuse of Role Changes

Any High Command member found abusing this permission will have it removed. This includes adding or removing roles for fun or to teach people a lesson. If a role needs to be removed as part of disciplinary action, that is fine, but it should be done in communication with the rest of High Command. This permission is tied to a specific role in Discord that can be revoked at any time. Our Discord has a logging system where we can see every time a role is added to or removed from another user and who did the action.

### Role Requests

Because of this system and the rank structure of the LCSO, Command members will not have to request roles. Instead, High Command will already be involved in several of the decisions listed in the table above and can make role edits as needed. If a case arises where a High Command member was not involved in a decision, the Command member can request role changes through their High Command in their Command chat in Discord.

### In-Game MDT

All of Command can view the in-game MDT department list. However, only High Command can edit the department list.

→ **Captains** can promote members and change callsigns.

- ◆ Members should only be promoted following Command meetings.
  - Exception of this is Detectives. Units can be promoted to Detectives when accepted into the Detectives Bureau.

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- ◆ Callsigns may only be changed when absolutely necessary.
- **Deputy Chiefs and above** can promote members, change callsigns, and kick members from the department.
  - ◆ Members should only be promoted or kicked following Command meetings or conversations.
    - Exception of this is Detectives. Units can be promoted to Detectives when accepted into the Detectives Bureau.
  - ◆ Callsigns may only be changed when absolutely necessary.

### Departmental Documents

With a few notable exceptions, all departmental documents will be hosted on the website. All LSCO documents can be found [here](#).

If you are creating a department-wide document, we ask that you create it in the LCSO Folder in the Shared Drive. Most likely, Halt will reformat what you've written to match the watermark and formatting we use. We ask that you **never** share any documents or links housed in the Shared Drive without permission. All documents Deputies need to see will be available on the website.

If you would like to make changes to a document you have made, please contact Halt or NumbKat to get the website updated.

Additionally, please do not edit, change, or delete a departmental document that is not yours. People have put hard work into their documents, so please do not touch them.

