EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

TABLE OF CONTENTS

Volume One: Organization and Functions

- Chapter 100 – General Provisions
- Chapter 200 – Office of the Chief of Police
- Chapter 300 – Administrative Services Bureau
- Chapter 400 – Field Operations Bureau
- Chapter 500 – Investigation Division
- Chapter 600 – Special Operations Division

Volume Two: Management Rules & Regulations

- Chapter 100 – General Rules and Regulations
- Chapter 200 – Supervision, Inspection and Control
- Chapter 300 – Community Relations
- Chapter 400 – Supplies and Maintenance
- Chapter 500 – Uniforms and Personnel Equipment
- Chapter 600 – Personnel Management
- Chapter 700 – Disciplinary Procedures
- Chapter 800 – General Information
- Chapter 900 – Media Relations

Volume Three: Standard Operating Procedures

- Chapter 100 – Communication Procedures
- Chapter 200 – Field Activity Procedures
- Chapter 300 – Traffic Enforcement Procedures
- Chapter 400 – Traffic Accident and Aircraft Accident Procedures
- Chapter 500 – Property Procedures
- Chapter 600 – Booking and Care of Juveniles
- Chapter 800 – Vehicle Storage, Impound and Release

Volume Four: Program Manual

- Chapter 100 – Naloxone Program
- Chapter 200 – Civilian Volunteer Program
- Chapter 300 – Beach Patrol
- Chapter 400 – Cadet Program
- Chapter 500 – Communications Training Officer Program
- Chapter 600 – K-9 Program
- Chapter 700 – Field Training Officer Program
- Chapter 800 – S.W.A.T. Program
- Chapter 900 – Peer Support Program
- Chapter 1000 – Unmananned Aircraft Systems Program

Volume Five: Clerical Operations

- Chapter 100 – General Reporting Practices and Procedures
- Chapter 200 – Repair Reports
- Chapter 300 – Field, Arrest and Booking Reports
- Chapter 400 – Support Services Reports
- Chapter 500 – Health Insurance Portability and Accountability Act (“HIPAA”)

Volume 1
Organization and Functions

Chapter 100
General Provisions

101	State Constitution Provision - City to Provide for Government	Revised 08/31/98
103	City Manager Form of Government	Revised 08/31/98
120	Powers and Duties of the Chief of Police	Revised 08/31/98
125	Order of Rank - General	Revised 02/01/03
130	Department Organization -Terminology	Revised 08/31/98
132	Department Mission Statement	Revised 03/18/08
135	Department Organization - Titles of Organizational Units	Revised 08/31/98
140	Department Organization - Offices Established	Revised 08/31/98
145	Department Organization - Positions Established	Revised 03/20/08
150	Department Organization - Bureaus Established	Revised 08/31/98
155	Department Organization - Divisions Established	Revised 05/04/06
170	Watches Established	Revised 08/31/98
175	Department Manual Established	Revised 03/18/08
176	Department Manual - Distribution and Maintenance	Revised 01/16/02
177	Department Orders	Revised 08/31/98

Volume 1
Organization and Functions

Chapter 200
Office of the Chief of Police

201	Office of the Chief of Police - Functions	Revised 08/31/98
202	Office of the Chief of Police - Organization	Revised 12/20/12
204	Office of the Chief of Police - Responsibility	Revised 08/31/98
206	Office of the Chief of Police - Special Duties	Revised 05/04/06
250	Office of the Chief of Police - General Staff	Revised 08/31/98
260	Office of the Chief of Police - Executive Staff	Revised 08/31/98
263	Office of the Chief of Police - Tactical Planning	Revised 08/31/98

Volume 1
Organization and Functions

Chapter 300
Administrative Service Bureau

301	Administrative Services Bureau - Functions	Revised 05/04/06
302	Administrative Services Bureau - Jurisdiction	Revised 03/26/08
304	Administrative Services Bureau - Responsibility of Command	Revised 05/04/06
305	Administrative Services Bureau – Division Functions and Responsibilities	Revised 05/04/06
320	Support Services Division - Functions	Revised 05/04/06
327	Crime Scene Investigative Section	Revised 03/08/11
330	Administrative Division - Functions	Revised 07/23/09
345	Personnel Division - Functions	Revised 05/04/06
355	Professional Standards Division - Functions	Revised 04/22/13

Volume 1
Organization and Functions

Chapter 400
Field Operations Bureau

401	Field Operations Bureau - Functions	Revised 08/24/07
402	Field Operations Bureau - Jurisdiction	Revised 08/24/07
405	Field Operations Bureau - Responsibility of Command	Revised 08/24/07
410	Uniform Division - Special Units	Revised 08/24/07
420	Flexible Organization of the Uniform Division	Revised 08/24/07

Volume 1
Organization and Functions

Chapter 500
Investigative Division

500	Investigative Division - Functions	Revised 02/14/13
505	Investigative Division - Jurisdiction	Revised 02/14/13
510	Investigative Division - Responsibility of Command	Revised 02/14/13
515	Investigative Division - Organization	Revised 02/14/13
520	Persons/ Property Crimes Section - Organization	Revised 02/14/13
525	Juvenile Crimes Detail	Revised 02/14/13
535	Court Liaison Officer Section	Revised 02/14/13
550	Investigative Rewards Policy For Criminal Cases	Revised 02/14/13
560	Special Procedures For Investigative Division	Revised 02/14/13
565	Narcotic Buy Fund	Revised 02/14/13
570	Informant Procedures For Narcotic Detectives	Revised 02/14/13

Volume 1
Organization and Functions

Chapter 600
Special Operations Division

601	Functions of the Special Operations Division	Revised 10/03/07
602	Responsibilities of the Special Operations Division	Revised 10/03/08
605	Responsibilities of Command of the Special Operations Division	Revised 10/03/07
620	Organization of the Traffic Unit	Revised 03/31/08
630	Enforcement Section, Traffic Accident and Investigation Detail - Special Duties	Revised 10/03/07
640	Parking and Traffic Control Section - Parking Enforcement Detail - Special Duties	Revised 03/31/08
650	Professional Staff Position	Revised 03/31/08
660	Qualification For Two-Wheeled Motorcycle Duty	Revised 10/03/07
675	Qualifications For A Certified Traffic Collision Reconstruction Specialist	Revised 11/04/09

Volume 2
Management Rules and Regulations

Chapter 100
General Rules and Regulations

101	Rules and Regulations Established	Revised 08/31/98
105	Conformity To Rules and Regulations	Revised 08/31/98
110	Efficiency	Revised 08/31/98
115	Punctuality	Revised 08/31/98
120	Unity of Command	Revised 08/31/98
125	Respect to Command	Revised 08/31/98
128	Acceptance of Gratuities	Revised 08/31/98
129	Display of American Flag	Revised04/26/18
130	General Conduct	Revised 09/02/09
131	Automatic License Plate Readers	Revised 05/24/16
132	Confidential Information	Revised 07/01/05
133	External Investigations	Revised 03/17/10
134	Information on Police Reports	Revised 08/31/98
135	Seat Belts	Revised 08/31/98
136	Smoking Policy	Revised 08/31/98
137	Discriminatory Harassment in Employment	Revised 11/06/13
138	Policy Statement Concerning Violence in the Workplace	Revised 10/21/04
140	Domestic Violence Policy	Revised 10/01/13
141	Digital Audio Recorders	Revised 12/02/15
142	Body Worn Camera (BWC) Devices	Revised 01/15/19
146	Cross Jurisdictional Surveillance Policy	Revised 08/31/98
147	Automated License Plate Recognition System	Revised 07/18/19
148	In-Car Video Camera Policy	Revised 01/15/19
149	Critical Policy Testing	Revised 08/31/98
150	Code-3 Driving Policy	Revised 09/02/10
151	Pursuit Policy	Revised 06/30/10
152	Use of Force Policy	Revised 03/31/14
154	Hobble Policy	Revised 11/08/00
157	Handcuffing Policy	Revised 11/08/00
158	Oleoresin Capsicum Policy	Revised 05/01/12
159	Oleoresin Capsicum Policy for Uniformed Non-Sworn Employees	Revised 03/08/11
161	Electronic Control Device Policy	Revised 05/20/14
162	Impact Weapons Policy	Revised 06/01/06
163	Flashlight Policy	Revised 08/01/02
164	Beanbag and 40mm Impact Round Policy	Revised 11/08/00
167	Firearms Discharge Policy	Revised 03/20/19
170	Firearms - General Policy	Revised 03/08/17
172	Firearms - Defined	Revised 11/06/13
174	Firearm Safety Lock	Revised 04/18/00
175	Ammunition	Revised 04/18/00
176	Firearms Training	Revised 02/12/13
177	Critical Incident Debriefing	Revised 08/31/98
178	Off-Duty Response To Major Emergency	Revised 03/13/06
180	Motorized Police Escorts	Revised 08/31/98
185	Public Addresses	Revised 08/31/98
186	Speaking Assignments	Revised 08/31/98

188	Recommendation of Private Services	Revised 08/31/98
190	Requests for Community Involvement Projects	Revised 08/31/98
195	Employee Suggestions and Requests for Research	Revised 08/31/98
196	Subpoena Service	Revised 10/02/07
198	Subpoenas-Duties of Employee	Revised 02/28/08
199	Subpoena For Records Only	Revised 08/31/98

Volume 2
Management Rules and Regulations

Chapter 200
Supervision, Inspection & Control

205	Supervisory Terminology	Revised 08/31/98
220	Chain of Command	Revised 08/31/98
230	Acting Ranks	Revised 08/31/98
235	Department Seniority	Revised 08/31/98
245	Line Supervision	Revised 08/31/98
250	Functional Supervision	Revised 08/31/98
260	General Supervisory Duties	Revised 08/31/98
262	Supervisory Planning	Revised 08/31/98
264	Supervisory Command and Coordination	Revised 08/31/98
266	Supervisory Control	Revised 08/31/98
267	Traffic Citations	Revised 08/31/98
275	Watches and Roll Call Periods	Revised 08/31/98
280	Audits	Revised 11/06/13
282	Inspections	Revised 09/02/10
288	Saluting Regulations	Revised 08/31/98
290	Police Honor Guard	Revised 03/20/17

Volume 2
Management Rules and Regulations

Chapter 300
Community Relations

305	Community Relations	Revised 08/31/98
310	Police Service	Revised 08/31/98
315	The Public	Revised 08/31/98
330	Department Policy Regarding the Community	Revised 08/31/98
350	School Campus Policy	Revised 08/31/98
360	Ride Along Policy	Revised 08/27/02

Volume 2
Management Rules and Regulations

Chapter 400
Supplies and Maintenance

420	Keys	Revised 08/31/98
425	Care of Department Vehicles	Revised 08/31/98
430	Building Maintenance	Revised 08/31/98
440	Request for Office Supplies	Revised 08/31/98
450	Care of Department Equipment	Revised 08/31/98
452	Traffic Citation Books	Revised 08/31/98
454	Highway Flares	Revised 08/31/98
455	Department Library - Available Items	Revised 08/31/98
470	Audio Visual Equipment	Revised 08/31/98
471	Range Equipment	Revised 08/31/98

Volume 2
Management Rules and Regulations

Chapter 500
Uniforms and Personnel Equipment

501	Possession of Uniforms and Personal Equipment	Revised 08/31/98
502	Maintenance of Uniforms and Equipment	Revised 08/31/98
505	Official Records - Uniform and Equipment	Revised 08/31/98
510	Wearing of the Uniform	Revised 10/11/02
512	Badges	Revised 08/31/98
515	Station Duty Requirements	Revised 08/31/98
517	Special Uniforms for Police Officers	Revised 03/20/17
518	Class "A" Uniform	Revised 06/02/11
530	Class "B" Uniform	Revised 04/26/18
535	Insignias for the Police Uniform	Revised 08/15/19
536	Field Equipment - Police Officers	Revised 08/31/98
537	Additional Clothing - Officers	Revised 12/09/08
540	Uniform Accessories and Appearance	Revised 07/16/15
545	Tattoo and Body Piercing Policy	Revised 07/16/15
550	Plainclothes Dress for All Department Personnel	Revised 11/09/11
560	Firearm Purchase at Separation	Revised 09/11/17
555	Procurement of Uniforms and Safety Equipment	Revised 08/31/98
570	Care and Use Department vehicles	Revised 12/03/12
575	Motorcycles and Helmets	Revised 08/31/98

Volume 2
Management Rules and Regulations

Chapter 600
Personnel Management

601	Daily Assignment	Revised 08/31/98
602	Hours of Work	Revised 12/30/08
605	Legal Holidays	Revised 08/31/98
610	Timekeeping	Revised 08/31/98
611	Standard Time	Revised 08/31/98
615	Overtime	Revised 08/31/98
617	Executive Leave	Revised 08/31/98
618	Extended Sick Leave/Injured on Duty	Revised 09/20/98
619	Light-Duty Assignments	Revised 08/31/98
620	Sick Time Provisions	Revised 08/31/98
625	Occupational Injury and Illness Policy	Revised 03/26/09
630	Vacations	Revised 09/02/09
632	Compensatory, Marksmanship and Physical Fitness Time-Off	Revised 09/02/02
633	Bereavement Leave	Revised 08/31/98
635	Temporary Military Leave	Revised 08/31/98
645	Outside Employment	Revised 08/31/98
650	Commendations	Revised 08/31/98
655	Selection Committee for Medal of Valor, Distinguished Service, and Life Saving Awards	Revised 01/12/15
660	Performance Appraisal Reports	Revised 07/18/07
661	Probationary Reports	Revised 12/19/01
662	Physical Exams	Revised 08/31/98
665	Special Assignments and Transfers	Revised 11/04/09
667	Personnel Orders	Revised 08/31/98
670	Training Policy	Revised 10/13/03
675	Jury Duty	Revised 08/31/98
680	Personnel Information Changes and Emergency Notifications	Revised 08/31/98
685	Deaths of Department Employees	Revised 08/31/98
690	Funerals of Department Employees	Revised 08/31/98
695	Funerals - Other than Department Employees	Revised 08/31/98

Volume 2
Management Rules and Regulations

Chapter 700
Disciplinary Procedures

705	Disciplinary Procedures - General Provisions	Revised 08/31/98
710	Personnel Complaint Procedures	Revised 08/31/98
715	Personnel Investigations	Revised 04/22/13
740	Censurable Conduct Procedures	Revised 08/31/98
750	Disciplinary Action Procedures	Revised 08/31/98
760	Appeal Procedures	Revised 08/31/98
780	Documentation of Personnel Action	Revised 08/31/98

Volume 2
Management Rules and Regulations

Chapter 800
General Information

801	Serial Numbers For Department Personnel	Revised 08/31/98
825	Educational Incentive Program	Revised 01/16/02
827	Tuition and Book Reimbursement Program	Revised 01/16/02
830	Educational Promotional Requirements	Revised 08/31/98
840	Service Awards - General Provisions	Revised 08/31/98
850	Employee Political Activity	Revised 08/31/98
860	Social Networking Policy	Revised 04/05/11
870	CCW License Application	Revised 10/01/12
871	Permits For Concealed Weapons-Retired Peace Officers	Revised 12/09/08
874	Law Enforcement Officers Safety Act of 2004 (HR 218)	Revised 02/22/11
880	Visitor Identification	Revised 11/16/10

Volume 2
Management Rules and Regulations

Chapter 900
Media Relations

901	Purpose	Revised 11/6/2013
905	Responsibilities	Revised 11/6/2013
910	Media Requests	Revised 11/6/2013
915	Crime Scenes and Critical Incidents	Revised 11/6/2013
925	Release of Information	Revised 11/6/2013
930	Release of Information- Restrictions	Revised 11/6/2013
935	Delegation of Responsibilities for News Releases	Revised 11/6/2013
940	Procedures	Revised 11/6/2013
945	Media Ride-A-Longs	Revised 11/6/2013
950	Training	Revised 11/6/2013
960	Media Relations	Revised 11/6/2013
965	Media Credentials	Revised 11/6/2013
970	Alternative Methods to Disseminate Information	Revised 11/6/2013

Volume 3
Standard Operating Procedures

Chapter 100
Communication Procedures

110	Police Communications and Codes	Revised 11/08/04
120	Radio Call Designations	Revised 12/07/04
130	Use of Department Telephones	Revised 11/08/04
135	Portable Radios	Revised 11/08/04
137	Personal Communication Devices	Revised 03/17/10
140	Mobile Digital Computer	Revised 11/08/04
150	Front Desk	Revised 11/08/04

Volume 3
Standard Operating Procedures

Chapter 200
Field Activity Procedures

201	Major Incident and Notification Procedures	Revised 01/13/05
202	Attorney Roll Out And Notification Procedure	Revised 05/20/00
203	Preliminary Field Investigations and Reports	Revised 06/25/02
204	Cases Involving Animals	Revised 04/30/07
205	Uniform Traffic and Misdemeanor Citations	Revised 08/31/98
208	Investigation and Reporting of Hazardous Conditions	Revised 08/31/98
210	Ill and Injured Persons	Revised 08/31/98
212	Requesting Aid in the Field	Revised 08/31/98
214	Unusual Incidents	Revised 08/31/98
215	Suspected Carbon Monoxide Poisonings	Revised 08/31/98
216	Taking Persons Into Custody	Revised 01/04/10
217	Handcuffing and Searching	Revised 08/31/98
218	Calls Involving Juveniles	Revised 08/31/98
219	Loud Parties	Revised 06/16/03
220	Impounded Vehicles	Revised 08/31/98
221	Stalled Vehicles	Revised 08/31/98
223	Abandoned Vehicles	Revised 08/31/98
224	Crime Broadcasts	Revised 08/31/98
226	Lost, Stolen and Embezzled Vehicles	Revised 08/31/98
236	Bicycles: Stolen, Lost, Found, Recovered and Licensing	Revised 08/31/98
237	Deaths	Revised 10/29/08
238	Dead Bodies	Revised 10/26/00
239	Trauma Scene Disinfection and Disposal	Revised 10/18/01
240	Drunk Arrests	Revised 08/31/98
241	Warrant Arrests	Revised 07/28/14
242	Fires	Revised 08/31/98
256	Missing and Lost Adults	Revised 08/31/98
258	Narcotics	Revised 08/31/98
260	Mentally Ill Persons	Revised 01/06/15
262	Robbery	Revised 08/31/98
264	Federal Violations	Revised 08/31/98
268	Bomb Calls	Revised 04/05/06
270	Vice	Revised 08/31/98
271	Organized Crime	Revised 08/31/98
272	Spousal Abuse	Revised 08/31/98
274	Interviewing	Revised 08/31/98
278	Checking Firearms at the Jail	Revised 08/31/98
280	Transporting Private Persons in Police Vehicles	Revised 08/31/98
282	Reporting Property Damage	Revised 08/31/98
284	Procedures and Policies Relating to Diplomatic and Consular Officials	Revised 06/01/00
290	MTA Green Line Jurisdiction	Revised 02/28/08
295	Business Check Program	Revised 08/31/98
296	Extra Patrol and Residence Vacancy Checks	Revised 08/31/98

Volume 3
Standard Operating Procedures

Chapter 300
Traffic Enforcement Procedures

301	Basic Field Procedures	Revised 08/31/98
310	Citing City Personnel	Revised 08/31/98
318	Use of Citations	Revised 08/31/98
320	Completion of Citations	Revised 08/31/98
322	Citations: Officer-Violator Contacts	Revised 12/06/06
324	Traffic Offenses in Other Jurisdictions	Revised 08/31/98
326	Canceling Citations	Revised 08/31/98
328	Citation Books	Revised 08/31/98
330	Refusal to Sign Citation	Revised 08/31/98
336	Citation Issuance When Arrest Involved	Revised 08/31/98
343	Driving While Under the Influence Arrests	Revised 08/31/98
344	Traffic Cases Involving Physicians	Revised 08/31/98
346	Traffic Cases Involving Juvenile Drivers	Revised 11/25/08
347	Traffic Cases Involving Public Utilities	Revised 08/31/98
348	Traffic Cases Involving Military Personnel	Revised 08/31/98
349	Traffic Cases Involving Post Office Employees	Revised 08/31/98
354	Traffic Violations	Revised 08/31/98
372	Traffic Signs and Devices	Revised 08/31/98
378	Intersection Control	Revised 08/31/98
384	Parking Control	Revised 01/15/14
385	Parking Department vehicles	Revised 08/31/98
387	Calibrating Speedometers	Revised 08/31/98
389	Impounding Abandoned Vehicles	Revised 08/31/98

Volume 3
Standard Operating Procedures

Chapter 400
Traffic Accident and Aircraft Accident Procedures

405	Traffic Collisions - Defined	Revised 08/31/98
410	Traffic Collisions - Report Form to be Used	Revised 10/03/07
415	Duties of the First Officer Arriving at Collision Scene	Revised 08/31/98
420	Department Employees and City Vehicles Involved in Traffic Collisions	Revised 10/03/07
421	Traffic Collision Review Board	Revised 10/03/07
425	Hit and Run Investigations	Revised 12/09/08
430	Witnesses to Traffic Accidents	Revised 08/31/98
432	Officers Witnessing Traffic Accidents	Revised 08/31/98
440	Traffic Accident Photographs	Revised 08/31/98
445	Traffic Accidents Involving Hazardous Material	Revised 08/31/98
450	Citing Illegally Parked Vehicles Involved in a Traffic Accident	Revised 08/31/98
455	Armed Forces Personnel Involved in Traffic Accidents	Revised 08/31/98
460	Financial Responsibility Information	Revised 08/31/98
470	Incompetent Drivers	Revised 08/31/98
480	Traffic Deaths	Revised 08/31/98
490	Aircraft Accidents	Revised 08/31/98

Volume 3
Standard Operating Procedures

Chapter 500
Property Procedures

503	Classification of Property	Revised 04/02/03
510	Responsibility for Booking Property	Revised 04/02/03
520	Where to Book Property	Revised 04/02/03
530	Property - To Whom Booked	Revised 04/02/03
535	Identification and Preservation	Revised 04/02/03
545	Firearms Taken Into Custody	Revised 04/02/03
550	Evidence to Court	Revised 04/02/03
555	Release of Property	Revised 04/02/03
560	Property Recovery - Civil Process	Revised 04/02/03
565	Notifications - Property Recovered	Revised 04/02/03
575	Shipping and Mailing of Property	Revised 04/02/03
580	Disposition of Property and Contraband	Revised 04/02/03
590	Restoration of Obliterated Firearm Serial Numbers By Crime Laboratory	Revised 04/02/03

Volume 3
Standard Operating Procedures

Chapter 600
Booking and Care of Juveniles

622	Booking and Care of Juveniles	Revised 10/20/08
650	Suicide Screening of Juveniles	Revised 08/31/98

Volume 3
Standard Operating Procedures

Chapter 800
Vehicle Storage, Impound and Release

800	Vehicles - Investigation and Release	Revised 04/14/11
820	Present Owner-Defined	Revised 04/14/03
830	Inquiries Concerning Impounded Vehicles	Revised 04/14/03
840	Responsibility for Release	Revised 04/14/03
850	Order for Release	Revised 04/14/03
860	Citizen's Complaints Regarding Towed Vehicles	Revised04/14/11

Volume 4
Program Manuals

Chapter 100
Naloxone Program

100	Overview of the Naloxone Program	Revised 03/12/18
105	Policy	Revised 03/12/18
110	Training	Revised 03/12/18
115	Naloxone Deployment	Revised 03/12/18
120	Naloxone Use	Revised 03/12/18
125	Reporting Use of Naloxone Use	Revised 03/12/18
130	Naloxone Kits/Storage	Revised 03/12/18

Volume 4
Program Manuals

Chapter 200
Civilian Volunteer Program

201	Reserve Program Established	Revised 08/31/98
205	Maintenance of the Reserve Program	Revised 08/31/98
210	Responsibilities of the Program Manager	Revised 08/31/98
215	Definitions of Reserve Program	Revised 08/31/98
220	Organization of the Reserve Program	Revised 08/31/98
225	Qualifications for Becoming a Police Reserve	Revised 08/31/98
230	Training	Revised 08/31/98
235	Field Training of Reserve Officers	Revised 08/31/98
240	General Rules and Regulations	Revised 08/31/98
245	Firearms and Identification Cards	Revised 08/31/98
248	Court Cases	Revised 08/31/98
250	Uniforms and Personal Equipment	Revised 08/31/98
255	Disciplinary Procedures	Revised 08/31/98
260	Active Status of Members	Revised 08/31/98
265	Retirement	Revised 08/31/98
270	Technical Consultant Program	Revised 08/31/98

Volume 4
Program Manuals

Chapter 300
Beach Patrol Program

310	Purpose	Revised 07/18/19
320	Objectives	Revised 07/18/19
330	Equipment	Revised 07/18/19
340	Uniform	Revised 07/18/19
350	Mandatory Training	Revised 07/18/19
360	Pay and Compensation	Revised 07/18/19

Volume 4
Program Manuals

Chapter 400
Cadet Program

401	Cadet Program	Revised 08/31/98
410	Purpose of the Cadet Program	Revised 12/01/01
415	Chain of Command for Police Cadets	Revised 08/31/98
420	Conduct	Revised 08/31/98
430	Uniforms and Equipment	Revised 08/31/98
435	Legal Authority of the Cadet	Revised 08/31/98
440	Liabilities That May Result From Injury	Revised 08/31/98
445	Educational Requirements	Revised 12/01/01
450	Cadet Working Hours	Revised 08/31/98
455	Field Policies	Revised 08/31/98
460	Cadet Training	Revised 08/31/98

Volume 4
Program Manuals

Chapter 500
Communications Training Officer Program

501	Communications Training Officer Program – ESTABLISHED	Revised 11/20/07
505	Chain of Command for Communications Training Officer Program	Revised 11/20/07
510	Communication Training Officer Meetings	Revised 11/20/07
515	Communications Training Officer Manual	Revised 11/20/07
520	Overview of the Communications Training Officer Program	Revised 11/20/07
525	Application Process for Communications Training Officers	Revised 11/20/07
530	Selection Process for Communications Training Officer	Revised 11/20/07
535	Appointment to the Communications Training Officer Program	Revised 11/20/07
540	Operation of the Communications Dispatcher Training Program	Revised 11/20/07

Volume 4
Program Manuals

Chapter 600
K-9 Program

601	Objectives	Revised 11/09/09
602	Organization	Revised 08/31/98
603	Responsibilities of the Canine Unit	Revised 08/31/98
605	Canine Program Manager Duties and Responsibilities	Revised 11/09/09
607	Canine Handlers Duties and Responsibilities	Revised 11/09/09
610	Canine Handler Qualifications	Revised 09/18/07
612	Police Service Dog - Selection Criteria	Revised 08/31/98
615	Training	Revised 11/09/09
618	Canine Equipment	Revised 08/31/98
620	Canine Vehicle Specifications	Revised 08/31/98
623	Use of Canine Vehicle	Revised 08/31/98
625	Handler Duties if Canine is Injured or Ill	Revised 08/31/98
627	Dog Bites	Revised 08/31/98
630	Canine Incident Reporting	Revised 11/09/09
633	Monthly Recap Reports	Revised 11/09/09
635	Operational Handling	Revised 08/31/98
638	Apprehension of Suspects	Revised 08/31/98
640	Canine Tactics	Revised 08/31/98
643	Crowd Control	Revised 08/31/98
645	Searching Procedures	Revised 08/31/98
650	General Safety Guidelines	Revised 08/31/98
655	Assistance to Other Agencies	Revised 08/31/98
660	Injured Handler - Procedures	Revised 08/31/98
665	Canine Call-Outs	Revised 08/31/98
670	Public Relations and Request for Canine Demonstrations	Revised 08/31/98
672	Vacation Kennels	Revised 08/31/98
675	Veterinarian Services	Revised 08/31/98
678	Canine Kennels and Care	Revised 09/18/07
680	Canine Handler's Field Uniform	Revised 08/31/98
685	Unattended Police Canines	Revised 08/31/98
687	Breeding of Police Canines	Revised 08/31/98
690	Disposition of Canines	Revised 08/31/98
695	Inspections	Revised 08/31/98

Volume 4
Program Manuals

Chapter 700
Field Training Officer Program

705	Overview of the Field Training Program	Revised 02/12/13
710	Selection Process for Field Training Officers	Revised 02/13/17
712	Appointment to Program	Revised 08/31/98
715	Chain of Command for Field Training Officers	Revised 08/31/98
720	Conduct	Revised 08/31/98
725	Operation of the Field Training Program	Revised 02/12/13
730	Supervisor's Evaluations	Revised 02/12/13
731	Field Training Officer Manual – Established	Revised 07/18/07

Volume 4
Program Manuals

Chapter 800
SWAT Program

801	SWAT Program Defined	Revised 09/06/06
802	Team Composition and Responsibility	Revised 09/06/06
805	SWAT Program Reports	Revised 11/04/09
806	Team Member Selection Criteria	Revised 10/18/17
807	Physical Fitness	Revised 08/02/12
808	Training	Revised 11/04/09
809	Uniforms and Equipment	Revised 11/04/09
810	Weapons	Revised 09/06/06
811	Vehicles	Revised 09/06/06
855	Operational Policy	Revised 09/06/06
856	Debriefing/After Action Report	Revised 09/06/06
857	Use of Force Policy for SWAT	Revised 09/06/06
858	Inspections and Responsibilities	Revised 09/06/06
859	Media Relations	Revised 09/06/06
860	Requests by other Agencies	Revised 09/06/06

Volume 4
Program Manuals

Chapter 900
Peer Support Program

910	Purpose	Revised 02/27/18
920	Objectives	Revised 02/27/18
930	Accessing Peer Support	Revised 02/27/18
940	Critical Incidents	Revised 02/27/18
950	Confidentiality	Revised 02/27/18
960	Team Structure	Revised 02/27/18
970	Role of Peer Support Team Members	Revised 02/27/18
980	Mandatory Training	Revised 02/27/18
990	Recurring Training	Revised 02/27/18
995	Pay and Compensation	Revised 02/27/18

Volume 4
Program Manuals

Chapter 1000
Unmanned Aircraft Systems Program

1010	Purpose and Scope	Revised 09/03/19
1020	Definitions	Revised 09/03/19
1030	Policy	Revised 09/03/19
1040	Privacy	Revised 09/03/19
1050	Program Coordinator	Revised 09/03/19
1060	Use of Unmanned Aircraft Systems	Revised 09/03/19
1070	Prohibited Use	Revised 09/03/19
1080	Retention of Unmanned Aircraft Systems Data	Revised 09/03/19
1090	Training	Revised 09/03/19

Volume 5
Clerical Operations

Chapter 100
General Reporting Practices and Procedures

110	Report Procedure	Revised 08/31/98
112	Online Crime Reporting	Revised 04/08/10
120	Daily Report (DR) Numbers	Revised 08/31/98
130	Names of Persons Appearing on Reports	Revised 08/31/98
140	Dates - How Entered	Revised 08/31/98
150	Correspondence	Revised 08/31/98
155	Use of Department Letterhead	Revised 08/31/98
160	Department General Orders	Revised 08/31/98

Volume 5
Clerical Operations

Chapter 200
Repair Reports

201	Emergency and Potential Hazard Reports	Revised 08/31/98
205	Radio Repair Reports	Revised 08/31/98
210	Building Maintenance Requests	Revised 08/31/98

Volume 5
Clerical Operations

Chapter 300
Field, Arrest & Booking Reports

305	Field Report Forms - General	Revised 08/31/98
310	Release of information	Revised 08/31/98
315	Crime Reports	Revised 08/31/98
320	Arrest Reports	Revised 08/31/98
330	Field Interview Cards	Revised 08/31/98
340	Death/Injured Person's Report	Revised 08/31/98
350	Requests For Psychiatric Evaluation Reports	Revised 08/31/98
355	Traffic Collision Report	Revised 08/31/98
360	Request For Re-Examination of Driver Form	Revised 08/31/98
370	Juvenile Detention Report	Revised 08/31/98

Volume 5
Clerical Operations

Chapter 400
Support Services Reports

405	Notice of Repossession of Vehicle	Revised 08/31/98
410	Property Report	Revised 08/31/98

Volume 5
Clerical Operations

Chapter 500
Health Insurance Portability and Accountability Act ("HIPAA")

505	Designation of Helath Care Components	Revised 02/04/09
510	Adoption, by Reference, of HIPAA Documentation	Revised 02/04/09

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 1
Organization and Functions

CHAPTER 100
General Provisions

101 STATE CONSTITUTION PROVISION - CITY TO PROVIDE FOR GOVERNMENT

101.05 CONSTITUTIONAL PROVISIONS. Article XI, Section 8 of the Constitution of the State of California, authorizes the City of El Segundo to enact and enforce all laws and regulations in respect to municipal affairs, subject only to such restrictions and limitations as may be provided in the El Segundo Municipal Code, the Constitution of the State of California, the Government Code of the State of California, and the Constitution of the United States of America.

103 CITY MANAGER FORM OF GOVERNMENT

103.05 CITY MANAGER FORM OF GOVERNMENT - DEFINED. The City of El Segundo is a general law city that utilizes a mayor, council, City Manager form of government.

120 POWERS AND DUTIES OF THE CHIEF OF POLICE

120.05 POWERS AND DUTIES OF THE CHIEF OF POLICE - DESCRIBED. The duties of the Chief of Police are to direct and participate in the development of goals, objectives, policies and priorities of the Department. To plan, direct, supervise and coordinate the activities of police department personnel in preserving order, protecting life and property, in enforcing laws and municipal ordinances and in providing a variety of public safety related community service programs. He will formulate departmental rules, procedures, and policies and see that they are carried out. He will research modern law enforcement and crime prevention management methods, prepare and administer the Department budget, coordinate the purchase of equipment and supplies, cultivate good community relations, prepare and recommend adoption of ordinances, coordinate activities with other city departments and other law enforcement agencies, direct the Departmental in-service training program, review employee evaluations and discipline employees when necessary, investigate citizen complaints, select, supervise, train and evaluate assigned staff, and serve as acting City Manager as assigned.

120.20 AUTHORITY OF CHIEF OF POLICE TO FILL TEMPORARY VACANCIES. The Chief of Police has the authority to fill temporary vacancies within the Department.

125 ORDER OF RANK - GENERAL

125.05 RANK - ESTABLISHED. The order of rank in the El Segundo Police Department shall be as follows:

A. Chief of Police
B. Police Captain
C. Police Lieutenant
D. Police Sergeant
E. Police Officer

125.10. CHAIN OF COMMAND. The chain of command from the Chief of Police down in rank should be preserved in order to maintain principles of administration. Ranks should not be by-passed; however, officers may take

personal or confidential matters directly to the Chief of Police, by-passing the normal chain of command, if the officer deems the matter cannot be taken up with their immediate Supervisor.

130 DEPARTMENT ORGANIZATION - TERMINOLOGY

130.05 DEPARTMENT ORGANIZATION - TERMINOLOGY DEFINED. The following are definitions of terms as used in the organization and functions volume (1/100).

130.10 ORGANIZATION - DEFINED. "Organization" shall mean the structure of the Department resulting from a division of the duties placed upon the Chief of Police into subdivisions on the basis of related functions to ensure coordination and the accomplishment of departmental objectives.

130.20 FUNCTION - DEFINED. "Function" shall mean the course of action or tasks performed by an organizational unit; it includes the objective or purpose of the unit, and it includes those major aspects which distinguish one organizational unit from another.

130.30 JURISDICTION - DEFINED. "Jurisdiction" shall mean the sphere of authority exercised by an organizational unit within the Department; it includes those limits (functional, geographic, or legal) within which an organizational unit may exercise any or all of its powers.

130.40 SPECIAL DUTIES - DEFINED. "Special Duties" shall mean the specific activities performed by an organizational unit, in addition to its function, which must be accomplished to fulfill the objectives or purpose of the unit. The responsibilities listed are characteristic and outstanding.

130.50 SPECIAL LIAISON - DEFINED. "Special Liaison" shall refer to those specific liaison contacts that are characteristic and outstanding, which an organizational unit maintains for the Department with outside agencies.

130.60 LINE COMMAND - DEFINED. "Line Command" shall mean the exercise of authority of command delegated by the Chief of Police to his immediate subordinates, and by them to their subordinates, down the lines of direct command to the lowest level of authority.

130.65 EMERGENCY - DEFINED. An "emergency" shall refer as any situation arising that calls for an immediate decision over and above ordinary and routine police activity. This order is meant for the entire department to function under a single command for such length of time as the emergency may exist.

130.70 STAFF RESPONSIBILITIES - DEFINED. The phrase "Staff Responsibilities" shall refer to the responsibility given to a staff officer for the development and recommendation of policies and procedures affecting those functions coming within the staff officer's jurisdiction, and for informing the Chief of Police of the conformance of such policies and procedures throughout the Department.

132 DEPARTMENT VISION AND MISSION STATEMENT

132.05 VISION STATEMENT. The El Segundo Police Department will be recognized as an organization that provides unparalleled service through professionalism, training, innovation, and partnership with the community.

132.10 MISSION STATEMENT DEFINED. Our MISSION is to provide a safe and secure community while treating all people with dignity and respect.

132.15 OUR VALUES: We RISE to the challenge of the following common VALUES:

A. **RESPECT**: We value all people and treat all people with respect, sensitivity, compassion, and understanding.
B. **INTEGRITY**: We hold ourselves to the highest standards and are accountable for our actions both

personally and as an organization.

C. **SERVICE**: We value the community we serve and meeting their needs while working together to build and maintain channels of communication. We do this by being personally involved in our community, fostering a team effort among ourselves and those we serve, and working cooperatively together in an effort to identify and resolve problems.

D. **EXCELLENCE**: We are committed to and pride ourselves in our personal and organizational excellence and professionalism, acting responsibly and carrying out our duties through innovative approaches with competence and efficiency.

135 DEPARTMENTAL ORGANIZATION - TITLES OF ORGANIZATIONAL UNITS

135.05 TITLES OF DEPARTMENT UNITS. The magnitude of the task imposed upon the Chief of Police is such that it necessitates the segregation of department employees into organizational units. The organizational levels so established shall be described by the following terms in the order listed:

A. Department
B. Bureau
C. Division
D. Section
E. Detail

135.10 DEPARTMENT DEFINED. "Department" alone shall be used to describe the El Segundo Police Department.

135.20 BUREAU DEFINED. "Bureau" shall be used to describe the major functional segregation of kindred phases of activities within the Department.

135.30 DIVISION DEFINED. "Division" shall be used to describe the functional subdivision of activities within a bureau.

135.40 SECTION DEFINED. "Section" shall be used to describe a major divisional activity.

135.60 DETAIL DEFINED. "Detail" shall be used to describe an assignment or duty.

140 DEPARTMENT ORGANIZATION - OFFICES ESTABLISHED

140.10 DEPARTMENT ORGANIZATION - OFFICES OF COMMAND. The following offices of command are hereby established and shall consist of the respective commanding officer and the staff assigned to aid him in the operation of the:

A. Office of the Chief of Police
B. Offices of the Bureau Commanders

145 DEPARTMENT ORGANIZATION - POSITIONS ESTABLISHED

145.05 DEPARTMENT ORGANIZATION - INTERNAL ADMINISTRATION. The following positions are established within the Department for the purpose of internal administration:

145.10 CHIEF OF POLICE. The general manager of the El Segundo Police Department shall be known as the Chief of Police and shall have the powers and duties as described in Section 120.05.

If the Chief of Police is, for any reason, unable to designate a Bureau Commander as acting Chief of Police during an absence which would extend for more than one regular work day, the Field Operations Bureau Commander shall assume the duties of acting Chief of Police. If the Field Operations Bureau Commander is

absent or unavailable, the Administrative Services Bureau Commander shall assume the duties of Acting Chief of Police.

145.30 BUREAU COMMANDER. The position of Bureau Commander is established and the officer assigned thereto shall, regardless of rank, be so known and described. A Bureau Commander shall exercise line command over the employees of his assigned bureau. In addition, he shall assume staff responsibility over all matters relating to or concerned with, the fulfillment of the function of his assigned bureau.

145.40 ACTING BUREAU COMMANDER. When a Bureau Commander is absent from duty for a period of time, the Chief of Police shall designate whether another Bureau Commander will assume the duties of the absent Bureau Commander or that an acting position from within the bureau will occur. When the Bureau Commander is going to be absent for more than 80 consecutive work hours, the provisions relating to acting assignments in the existing Memorandum of Understanding shall be adhered to.

145.60 DIVISION COMMANDER. The position of Division Commander is established, and the officer assigned thereto shall, regardless of rank, be so known as described. A Division Commander shall exercise line command over employees of his assigned area. In addition, he is responsible for keeping the Bureau Commander informed of the activities and the accomplishments of divisions within his assigned area.

145.65 ACTING DIVISION COMMANDER. When it is anticipated that a Division Commander is to be absent from duty for an extended period of time, the concerned Bureau Commander shall designate a supervisor from within his bureau to assume the duties of the acting Division Commander of the affected division until such time as the assigned Division Commander returns to duty or a new Division Commander is designated.

150 DEPARTMENT ORGANIZATION - BUREAUS ESTABLISHED

150.05 DEPARTMENT ORGANIZATION - DESIGNATION OF BUREAUS. The Department shall be divided into the following bureaus:

A. Field Operations Bureau
B. Administrative Services Bureau

155 DEPARTMENT ORGANIZATION - DIVISIONS ESTABLISHED

155.05 DEPARTMENT ORGANIZATION - DESIGNATION OF DIVISIONS. The bureaus of the Department, as well as the Office of the Chief of Police, shall be subdivided into divisions as follows:

155.10 DIVISIONS OF THE FIELD OPERATIONS BUREAU. The Field Operations Bureau shall be composed of the following divisions:

A. Uniform Patrol Division
B. Investigation Division
C. Special Operations Division

155.15 DIVISIONS OF THE ADMINISTRATIVE SERVICES BUREAU. The Administrative Services Bureau shall be composed of the following divisions:

A. Support Services Division
B. Administrative Division
C. Personnel Division
D. Professional Standards Division

170 WATCHES ESTABLISHED

170.10 WATCHES DESCRIBED. The tours of duty shall be known as watches, the hours of which shall be set by respective Bureau Commanders in accordance with predetermined needs based upon analytical study.

175 DEPARTMENT MANUAL ESTABLISHED

175.05 DEPARTMENT MANUAL - HOW ESTABLISHED. The manual of the El Segundo Police Department is hereby established, and shall hereafter be referred to as the "Department Manual". It is, and shall be, a composite of current policies, procedures and rules pertaining to department bureaus, as established under previously existing department orders, manuals, and approved practices.

It describes the Department's organizational structure, and lists the responsibilities and functions thereof. All employees of the Department are to conform to the rules and provisions herein contained.

175.10 DEPARTMENT MANUAL - ORGANIZATION. The Department Manual is composed of several volumes which are briefly described as follows:

A. Volume 1: "ORGANIZATION AND FUNCTIONS" This volume outlines organizational structure of the Department, and defines the responsibilities and functions of every bureau, and of each division and section within each bureau.
B. Volume 2: "MANAGEMENT RULES AND REGULATIONS" This volume contains the elements of policy, working conditions, supervisory controls, community relations and general information necessary to the functioning of the Department.
C. Volume 3: "STANDARD OPERATIONING PROCEDURES" This volume contains detailed procedures to aid department employees in the execution of duties performed in the direct furtherance of police objectives.
D. Volume 4: "PROGRAM MANUALS" This volume contains manuals for certain specialized units that contain special detailed information regarding the organization and duties of the unit.
E. Volume 5: "CLERICAL OPERATIONS" This volume outlines the purpose, completion, and distribution of department forms, and is intended to be a guide in general reporting procedures.

175.15 DEPARTMENT MANUAL - NUMBERING SYSTEM. A modified decimal system is used to number each volume, chapter, section, and subsection of the Department Manual. A typical reference to the Department Manual is 2/360.80; which means volume 2, chapter 300, section 60, and subsection 80.

175.25 DEPARTMENT MANUAL - TERMS DEFINED. The following words and terms shall have the meanings herein assigned, unless it shall be apparent from the content that they have a different meaning:

A. BOARD: Shall mean the Civil Service Commission.
B. BOOKING: Shall mean the process of registering in department records, the custody of persons or property.
C. CALL: Shall mean a visit made by an employee in response to a station assignment, a request from a private person or a department.
D. CITY: Shall mean the City of El Segundo.
E. CIVILIAN EMPLOYEE: Shall mean any employee of the Department other than a Peace Officer of the State of California.
F. DEPARTMENT: Shall mean the El Segundo Police Department.
G. DEPARTMENT PROPERTY: Shall mean any city-owned property controlled by the Department.
H. INVESTIGATOR: Shall mean any officer assigned to the investigative division.
I. DMV: Shall refer to the Department of Motor Vehicles.
J. EMPLOYEE: Shall mean any person employed by the El Segundo Police Department. Employee shall be interchangeable with "personnel".
K. JUVENILE: Shall mean any person under the age of eighteen years.

L. MINOR: Shall mean any person under the age of twenty-one years.
M. OFFICER: Shall mean any sworn employee of the El Segundo Police Department, regardless of rank or sex.
N. RANK: Shall mean the civil service title of the classification held by the employee.

175.35 DEPARTMENT MANUAL - GRAMMATICAL CONSTRUCTION. The following rules of grammar shall apply throughout the Department Manual.

A. Construction of Tenses: The present tense shall include the past and future tenses; and the future, the present.
B. Construction of Genders: The masculine gender includes the feminine and neuter genders.
C. Construction of Singular and Plural: The singular number includes the plural, and the plural, the singular.
D. Mandatory and Permissive Verbs: "SHALL" is mandatory and "MAY" is permissive.

175.50 DEPARTMENT MANUAL - LEGALITY OF CONTENTS DEFINED. If any section, subsection, item, clause, or phrase contained in the Department Manual is found to be illegal, or in conflict with any resolution or city council directive or otherwise incorrect or inapplicable, such finding shall not affect the validity of the remaining portions of the manual.

176 DEPARTMENT MANUAL - DISTRIBUTION AND MAINTENANCE

176.05 DEPARTMENT MANUAL - DISTRIBUTION DEFINED. The controlling copy of the Department Manual shall be the copy that is located on the Department's computer system.

176.25 DEPARTMENT MANUAL - MAINTENANCE. Bureau Commanders are responsible for designating program managers, or individuals within their respective bureaus, to make such manual changes as are required. The individual(s) responsible for making manual changes shall submit a draft of the proposed policy change for staff review. Once staff review has been completed, the responsible individual shall submit the final copy on the "El Segundo Police Department General Order Manual Revision" form through channels to the Chief of Police for signature.

176.50 DEPARTMENT MANUAL - DISTRIBUTION OF AMENDMENTS. Upon receipt of a signed general order from the Chief of Police, the Administrative Services Bureau Commander shall:

A. Post the new policy on the department bulletin board, send one copy of the new policy to all divisions, and E-mail a copy of the new policy to all police personnel.
B. Perform an annual audit on the Department Manual and report the findings of such audits to the Chief of Police.

177 DEPARTMENT ORDERS

177.10 ORDERS - SUPERVISORY RESPONSIBILITY. All supervisory personnel receiving orders, notices or memoranda that affect their subordinates shall be responsible for the forwarding of all applicable information to those subordinates.

177.20 DEPARTMENT ORDERS - FILE. Regardless of the distribution, all original orders and notices shall be retained by the Professional Standards Division, who shall be responsible for maintaining a complete up-to-date Department Manual and updating each manual on a prescribed periodic basis.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 1
Organization and Functions

CHAPTER 200
Office of the Chief of Police

201 OFFICE OF THE CHIEF OF POLICE - FUNCTIONS

201.05 FUNCTIONS OF THE OFFICE OF THE CHIEF OF POLICE. The Office of the Chief of Police has the responsibility for assisting the Chief of Police in the management and administration of the Department.

202 OFFICE OF THE CHIEF OF POLICE - ORGANIZATION

202.05 ORGANIZATION OF THE OFFICE OF THE Chief of Police. The Office of the Chief of Police consists of the following positions:

A. The Chief of Police and his personal staff
B. The Chief's Command Staff

204 OFFICE OF THE CHIEF OF POLICE - RESPONSIBILITY

204.05 RESPONSIBILITY OF THE CHIEF AND HIS PERSONAL STAFF. The positions established and assigned to the Office of the Chief of Police have administrative responsibilities.

204.10 CHIEF OF POLICE. In addition to performing the general powers and duties prescribed by Section 120.05, the Chief exercises executive powers and supervision over all personnel.

206 OFFICE OF THE CHIEF OF POLICE - SPECIAL DUTIES

206.05 SPECIAL DUTIES OF THE OFFICE OF THE CHIEF OF POLICE. The Office of the Chief of Police has responsibility for the performance of the following duties:

A. Reception and Interviewing: Conduct preliminary interviews with the general public or Department employees desiring consultation with the Chief of Police.
B. Department Orders: Issuance of special or general orders or other directives to the Department, upon the direction of, or with the approval of, the Chief of Police.
C. Acceptance and Routing of Correspondence: Acceptance and routing of incoming correspondence addressed to the Police Department.
D. Special Files: Maintenance of files of the following information:

    1. Specific complaints, correspondence, and dispositions that have been directed to the Chief of Police.
    2. General correspondence directed to the Chief of Police.

E. Personnel Recording: Recording of personnel activities, commendations, complaints, proficiency, and promotions.
F. Processing Personnel Movement: Processing leaves of absences, reinstatement, resignations and retirements.

G. Maintenance of Personnel Records: Maintains personnel records of all active, retired, or inactive sworn and civilian employees of the Department.

1. Acting as custodian of personnel records and releasing of the information of a confidential nature only upon the direction of the Chief of Police.

H. Maintains Files: Maintaining files of the following information:

1. Data pertaining to department reassignments.
2. Employment investigation summaries of candidates and of probationary employees.
3. Roster of department personnel, including individual serial numbers.
4. Confidential personnel records on active and former employees.
5. Completed employees' probation reports.

I. Petty Cash: Accounting and disbursement of petty cash.

250 OFFICE OF THE CHIEF OF POLICE - COMMAND STAFF

250.05 COMMAND STAFF - FUNCTIONS. The Command Staff acts as an advisory board to the Chief of Police and shall, upon order of the Chief, consider and recommend matters of policy or procedures governing the operation of the Department.

250.10 COMMAND STAFF - ORGANIZATION. The Command Staff consists of the Chief of Police and all Bureau and Division Commanders and all other Lieutenants.

250.15 COMMAND STAFF - SUCCESSION OF AUTHORITY. During an emergency when the Chief of Police is unavailable, the Field Operations Bureau Commander shall assume interim command of the Department. In his absence the following succession of command shall apply:

A. Administrative Services Bureau Commander
B. On-Duty Watch Commander
C. Senior On-Duty Lieutenant

260 OFFICE OF THE CHIEF OF POLICE - EXECUTIVE STAFF

260.10 EXECUTIVE STAFF - FUNCTIONS. The Executive Staff may review matters to be presented to the Chief of Police.

260.15 EXECUTIVE STAFF - ORGANIZATION. The Executive Staff consists of both Bureau Commanders.

263 OFFICE OF THE CHIEF OF POLICE - TACTICAL PLANNING

263.10 TACTICAL PLANNING - ACTIVATION. The Tactical Planning Staff will be activated by the Chief of Police.

263.20 TACTICAL PLANNING STAFF - DUTIES. The Tactical Planning Staff shall be responsible to plan the Department's policy, procedures, and strategy with respect to anticipated major events or to plan matters requiring major departmental policy changes.

263.30 TACTICAL PLANNING STAFF - MEMBERS. The Tactical Planning Staff shall consist of a Bureau Commander and other personnel as may be deemed necessary.

263.35 TACTICAL PLANNING STAFF - CHAIRMAN: The Chief of Police shall select the Chairman of the Tactical Planning Staff upon each separate activation of the Staff. The Chairman of the Tactical Planning Staff shall

select the personnel necessary to complete the matter that is pending.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 1
Organization and Functions

CHAPTER 300
Administrative Services Bureau

301 ADMINISTRATIVE SERVICES BUREAU - FUNCTIONS

301.05 FUNCTIONS OF THE ADMINISTRATIVE SERVICES BUREAU. The Administrative Services Bureau has the responsibility of maintaining department staff and support services to provide the Chief of Police with a flow of information on department activities, assisting him in administrative planning and in the implementation and control of the Department policies and procedures. The Administrative Services Bureau also is responsible for the Department support services, which operates a public safety communication center, furnishes and maintains supplies, and police records. The Administrative Services Bureau also is responsible for producing records in court under Subpoenas Duces Tecum, responding to citizen complaints, preparing and coordinating the Department's budget, and managing the Crime Scene Investigative Sections.

302 ADMINISTRATIVE SERVICES BUREAU - JURISDICTION

302.05 JURISDICTION OF THE ADMINISTRATIVE SERVICES BUREAU. The Administrative Services Bureau has jurisdiction over the following Divisions and Sections:

A. Personnel Division: The primary function of the Personnel Division is recruitment, hiring, orientation and coordination of basic academy training for new employees.
B. Administrative Division: The primary functions of the Administrative Division are coordination and maintenance of department vehicles and equipment, storage and distribution of supplies and equipment necessary for the operation of all department activities, and coordination of the department's Disaster Preparedness Program. The Administrative Division is also responsible for the Community Services Section inclusive of the Retired Senior Volunteer Program, D.A.R.E., and the Cadet Program.
C. Support Services Division: The primary functions of the Support Services Division are compilation, integration, and custody of official Department records and identification mediums concerning crimes, traffic, property, and persons, with the exception of those Department records maintained within another Bureau or Division, release or expungement of any police record, coordination of the department computerized information system, and coordination and operation of the public safety communications and dispatch center.
D. Professional Standards Division: The primary function of the Professional Standards Division is coordination and investigation of all complaints against members of the Police Department, administration and coordination of all post-academy in-service training for department personnel, maintenance of the departmental policy and procedure manual.
E. Purchasing and Budget Section: The primary functions of the Purchasing and Budget Section are the development and preparation of the Department program budget and the systematic control of department expenditures and timekeeping records.
F. Crime Scene Investigation Section: The primary functions of the Crime Scene Investigative Section is the custody and disposition of property along with providing photographic services for the Department and the City.

304 ADMINISTRATIVE SERVICES BUREAU - RESPONSIBILITY OF COMMAND

304.05 COMMAND RESPONSIBILITY - BASIC. The command positions of the Administrative Services Bureau have responsibility of command as designated in the subsections of this chapter.

304.10 ADMINISTRATIVE SERVICES BUREAU COMMANDER - RESPONSIBILITY OF COMMAND. The Commander of the Administrative Services Bureau exercises line command over the operations of the Divisions of the Administrative Services Bureau. He acts in an advisory capacity to the Chief of Police, and exercises staff responsibility over all matters relating to, or concerned with, the fulfillment of the functions of the Administrative Services Bureau. The Administrative Services Bureau Commander is the official custodian of records for the Department.

305 ADMINISTRATIVE SERVICES BUREAU – DIVISION FUNCTIONS AND RESPONSIBILITIES

320 SUPPORT SERVICES DIVISION - FUNCTIONS

320.05 SUPPORT SERVICES DIVISION - RESPONSIBILITY OF COMMAND. The Support Services Division Commander exercises line command over the sections and details that fall within the division. In addition, he/she acts in an advisory capacity to the Commander, Administrative Services Bureau, in the coordination of bureau activities, and in all matters relating to the Support Services Division.

320.12 SUPPORT SERVICES DIVISION - ORGANIZATION. The Support Services Division is composed of the following Sections and Details:

A. Records Section
B. Communications Section
C. Information Technology Services Section
D. Labor Relations Detail
E. Crime Scene Investigative Section

320.15 RECORDS SECTION - SPECIAL DUTIES. The Records Section is responsible for the performance of the following duties:

A. Certification of the authenticity of records and reports for presentation as evidence in court.
B. Maintenance of files deemed confidential in nature, including records of certain required registrations, criminal matters correspondence, and crime reports.
C. The gathering, sealing, and custody of criminal records ordered sealed by the court.
D. Compilation, maintenance, custody and disposal of all department records concerning crimes, traffic, property, and persons, with the exception of those department records maintained exclusively by another division.
E. Maintenance of a copying service for providing non-photographic copies of reports, correspondence, and other material to authorized persons.
F. Operation of a statistics system to maintain information on the criminal activity within the City.
G. Registration, custody, and coordination of service on all California warrants forwarded to, or originated from this Department.
H. Coordination of the Department's data processing system.
I. Maintenance and dissemination to authorized persons of information on the following:

1. Criminal Records
2. Fingerprints
3. Criminal correspondence
4. Personal description information
5. Traffic accident records
6. Information on vehicle wants held by the Department
7. Expungement of Police Records

J. Processing incoming and outgoing criminal records and correspondence by searching, indexing, and integrating new data with existing records.
K. Maintenance of a reproduction service for criminal records and correspondence.
L. Operation and maintenance of a state-wide teletype system.
M. Operation of a central filing system which includes summary information on criminal matters of concern to the Department.
N. Maintenance of crime and arrest statistics.
O. Maintenance and coordination of all adult California misdemeanor warrants forwarded to the Department, and control of felony warrants registered with the Department.
P. License bicycles and maintain information.
Q. Dissemination of computer print-outs to concerned Divisions within the Department.
R. Analysis of computerized information used within the Department.
S. Liaison with other City Departments, as well as outside organizations, concerned with the use of computerized information by the Department.
T. All other assignments given by the Chief of Police or Bureau Commander.

320.25 INFORMATION TECHNOLOGY SERVICES SECTION - SPECIAL DUTIES. The Information Technology Services Section shall be responsible for the following functions:

A. Maintaining the computer systems and network.
B. Developmental assistance regarding the application of new computer technology.
C. Division assignments given by the Chief of Police, Bureau Commander or the Division Commander.

321 COMMUNICATIONS SECTION - SPECIAL DUTIES. The Communications Section shall be responsible for the following functions:

A. Staffing the dispatch center.
B. Answering emergency and non-emergency calls for service.
C. Dispatching public safety personnel to requests for service.
D. Maintenance of the Voice Recorder and storage of radio and telephone recordings.

325 LABOR RELATIONS DETAIL - SPECIAL DUTIES. Labor Relations is responsible for the following:

A. Maintaining public safety and order in a labor dispute.
B. Protect the rights of all during labor disputes.
C. Maintains impartial attitude and takes appropriate action whenever criminal violations are observed or reported.
D. Provides guidelines for both parties of labor disputes and maintains liaison with both parties during the dispute.
E. Seeks cooperation with both parties involved in a labor dispute so that tensions are reduced and parties monitor their own conduct.

327 CRIME SCENE INVESTIGATIVE SECTION

327.10 CRIME SCENE INVESTIGATIVE SECTION - ORGANIZATION. The Crime Scene Investigative Section is composed of the following details:

A. Property and Evidence Detail
B. Photography Detail

327.20 PROPERTY AND EVIDENCE DETAIL – SPECIFIC DUTIES. The Property and Evidence Detail is responsible for the following specific duties:

A. Custody and disposition of property held by the Department as evidence, found property, or property held for the following reasons:

1. Safekeeping
2. Narcotic monies held in the District Attorney's interest bearing account
3. Pending City Auction
4. Pending Court Disposition

B. Custody and maintenance of video tapes and electronic media generated by the Department in-car video system that are being held for:

1. One-year hold
2. Evidence in a specific case

C. Custody and maintenance of video tapes and electronic media generated by interviews of suspects that are being held for:

1. Evidence in a specific case.

327.30 PHOTOGRAPHY DETAIL. The Photography Detail is responsible for the following specific duties:

A. Providing photographic services for the Department and the City, including:

1. Photographs of all those persons employed by the Department.
2. Development and printing of crime scene photographs.
3. Other photography related matters involving the Department and City of El Segundo.
4. Maintains photographic files of criminal cases, civil cases, and employee photos.
5. Maintains Department photography equipment.

B. All work requiring a photo request approved by the Professional Standards Division Commander or Supervisor.

330 ADMINISTRATIVE DIVISION - FUNCTIONS

330.01 ADMINISTRATIVE DIVISION - RESPONSIBILITY OF COMMAND. The Administrative Division Supervisor exercises line command over the Sections and Details that fall within that Division. In addition, he acts in an advisory capacity to the Commander, Administrative Services Bureau, in the coordination of Bureau activities.

330.05 ADMINISTRATIVE DIVISION - FUNCTIONS. The Administrative Division is responsible for the following functions:

A. Purchasing and deployment of uniforms, equipment and supplies.
B. Building and Vehicle Fleet purchase and maintenance.
C. Coordinate and maintain contracts, e.g. Tow Company
D. Disaster Preparedness coordination

330.10 ADMINISTRATIVE DIVISION - ORGANIZATION. The Administrative Division is composed of the following Sections and Details:

A. Administrative Section
B. Community Relations Section

C. Disaster Preparedness Detail
D. Any other assignment given by the Chief of Police or Bureau Commander

330.20 ADMINISTRATIVE SECTION - SPECIAL DUTIES. The Administrative Division is responsible for the following duties:

A. Maintenance and control of the Department's equipment and supplies.
B. Maintenance of sets of keys for all department vehicles.
C. Issuance, maintenance, and replacement of certain department property provided to employees including, but not limited to, all safety equipment.
D. Administration and control over the reception, inspection, storage, distribution and maintenance of department clerical supplies and department report forms, except those clerical supplies and department forms maintained exclusively by another Bureau or Division.
E. Preparation and coordination of grants and Pitchess Motions.
F. Building and equipment maintenance throughout the Department facilities.
G. Assisting the Commander, Administrative Services Bureau, with any question or problems arising regarding buildings and land maintained by the Department.
H. Control of forms, through examination of existing forms and creating, improving, combining, simplifying or eliminating forms in furtherance of department efficiency.

330.31 COMMUNITY RELATIONS SECTION – ORGANIZATION. The Community Relations Section is composed of the following units:

A. Crime Prevention Unit.
B. School Resources Officer Unit.
C. Volunteer Program Unit.
D. Any other assignment given by the Chief of Police or Bureau Commander.

330.32 CRIME PREVENTION UNIT. The Crime Prevention Unit is responsible for the following:

A. Development, implementation, and coordination of Department Community Relations and Crime Prevention Programs.
B. Coordinating all requests for El Segundo Police Department representation at local meetings including speech requests, panel participation, etc.
C. Coordinating all requests for tours of the El Segundo Police Department.
D. Coordination of the Kiwanis "Good Citizen Citation" program.
E. Prepares news releases pertaining to crime prevention tips and other issues as directed by the Chief of Police.
F. Coordinate and conduct Plan Checks with Building and Planning Department
H. Any other assignment given by the Chief of Police, Bureau or Division Commander.

330.33 SCHOOL RESOURCE OFFICER UNIT. The School Resource Officer Unit is responsible for the following:

A. Presentations to schools and youth groups related to drug and alcohol education. These presentations will be topic based and from a flexible curriculum that is designed to meet the specific needs of the students and school district.
B. S.A.R.B. (School Attendance Review Board)
C. R.O.A.D. Committee.
D. Any other assignment given by the Chief of Police, Bureau or Division Commander.

330.34 VOLUNTEER PROGRAM UNIT. The Volunteer Program Unit is responsible for the following:

A. R.S.V.P. Retired Seniors Volunteer Program.

330.30 DISASTER PREPAREDNESS DETAIL - SPECIAL DUTIES. The Disaster Preparedness Detail is responsible for the following:

A. Assistant Director of Emergency Preparedness to the City Manager.
B. Maintains supplies and storage within the Emergency Operating Center.
C. Prepares and updates emergency procedures.
D. Conducts periodic disaster drills for the City.
E. Maintains liaison with other federal, state, county, and private industry Disaster Directors.
F. Coordination of the Department's disaster program.

345 PERSONNEL DIVISION - FUNCTIONS

345.01 PERSONNEL DIVISION - RESPONSIBILITY OF COMMAND. The supervisor of the Personnel Division is responsible for division activities and acts in an advisory capacity to the Commander, Administrative Services Bureau, in the coordination of Bureau activities.

345.05 PERSONNEL DIVISION - FUNCTIONS. The Personnel Division is responsible for the following functions:

A. Recruitment, hiring, orientation, and coordination of basic academy training for new department employees.

345.15 PERSONNEL DIVISION - SPECIAL DUTIES. The Personnel Division is responsible for the following duties:

A. Securing the return of outstanding city-owned items originally issued to separated or terminated employees.
B. Background investigation of police department candidates, sworn and civilian.
C. Processing of leaves of absence, retirements, resignations, and other terminations.
D. Processing and certification of police candidates, reinstatements, and promotional appointees.
E. Development of programs for the recruitment of police department applicants and provision of publicity through the mediums of the press, internet, and public appearance.
F. Maintaining a liaison with the staff of the training facility at which sworn department personnel receive their basic training.
G. Interviewing and processing of new candidates, including:

1. Determination of the availability of a candidate for employment.
2. Scheduling and/or conducting appropriate employment testing.
3. Pre-employment medical, polygraph, and psychological examinations.
4. Inspection of documentary papers relating to birth, military, marital status, and education.
5. Photographing and fingerprinting the applicant.
6. General orientation in relation to the Department, probationary period, recruit training, and job rights.

H. Review massage technician permits.
I. Act as liaison with other agencies' background investigators to conduct reference checks.

355 PROFESSIONAL STANDARDS DIVISION – FUNCTIONS

355.01 PROFESSIONAL STANDARDS DIVISION - RESPONSIBILITY OF COMMAND. The Professional Standards Division Commander exercises line command over the sections and details that fall within the division. He acts in an advisory capacity to the Commander of the Administrative Services Bureau. In addition, he coordinates all matters relating to professional standards within the city.

355.05 PROFESSIONAL STANDARDS DIVISION – FUNCTIONS. The Professional Standards Division is responsible for the following functions:

A. Investigating complaints against department personnel.
B. Coordinating the completion of internal audits and inspections.
C. Coordinating in-service training for department personnel.
D. Maintaining the department General Order Manual.
E. Any other duties assigned by the Chief of Police or Bureau Commander.

355.06 PROFESSIONAL STANDARDS DIVISION – ORGANIZATION. The Professional Standards Division is composed of the following sections and details:

A. Internal Affairs Section.
B. Training Section.
C. Policies and Procedural Manual Detail

355.07 PROFESSIONAL STANDARDS DIVISION - INVESTIGATIONS. Investigators assigned individual cases shall complete reports which will include factual findings, excluding opinions and conclusions. Upon receipt of the completed investigation, the Administrative Services Bureau Commander will forward classification and disciplinary recommendations to the Chief of Police. Any imposition of formal discipline shall be initiated by the office of the Chief of Police.

355.10 INTERNAL AFFAIRS SECTION. The Internal Affairs Section is responsible for the following:

A. Investigation and recording of complaints against Department employees.
B. Conducting internal audits and inspections.
C. Reporting findings and recommendations to the Chief of Police.

355.20 TRAINING SECTION. The Training Section is responsible for the following:

A. Administration of the Department's training program, including the determination of department training needs, development of "in-house" training programs, evaluation and coordination of external training programs, and maintenance of department training records.
B. Development and coordination of department training programs, with exception of basic academy training for sworn personnel.
C. The Training Section is responsible for the preparation of training bulletins relating to information deemed beneficial to department personnel and are approved by the Commander of the Administrative Services Bureau. Each bulletin shall be numbered and controlled by the Training Section. Sufficient copies will be reproduced and distributed to personnel to whom the information pertains.
D. Maintenance of the Department library of technical and professional books, periodicals, films, and tapes relating to law enforcement.

355.30 POLICIES AND PROCEDURES MANUAL DETAIL. The Policies and Procedures Manual Detail is responsible for the following:

A. Development and reporting of potential improvements in police policies and procedures.
B. Maintaining and updating the department’s policy and procedural manual.

390 PURCHASING AND BUDGET SECTION. Under the direct supervision of the Administrative Services Bureau Commander, the Purchasing and Budget Section is responsible for the following:

A. Preparation of the Department budget.

B. Coordination and maintenance of accounting and timekeeping records including the Department master time book and payroll information.
C. Coordination of all requests for installation, extension, or removal of department telephone equipment.
D. Processing of Department purchase requisitions.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 1
Organization and Functions

CHAPTER 400
Field Operations Bureau

401 FIELD OPERATIONS BUREAU - FUNCTIONS

401.01 PRIMARY FUNCTIONS OF THE FIELD OPERATIONS BUREAU. The Field Operations Bureau has the primary responsibility of safeguarding the community through the prevention of crime, suppression of criminal activity, maintaining traffic safety, investigation of criminal offenses, apprehension of criminals, preservation of the peace, and protection of life and property. In addition, the Field Operations Bureau has the responsibility of responding to citizens complaints and taking necessary action in answer to such complaints.

402 FIELD OPERATIONS BUREAU - JURISDICTION

402.01 JURISDICTION OF THE FIELD OPERATIONS BUREAU. The Field Operations Bureau has jurisdiction over the following:

A. Uniform Division: The primary function of the Uniform Division is the patrol of the city, the enforcement of penal statutes and ordinances, maintaining public order, traffic law enforcement, and offering assistance, information, and providing public services as circumstances require.
B. Special Operations Division: The primary function of the Special Operations Division is the smooth and safe movement of traffic in the city, parking control, K-9 operations, and SWAT Team operations. This is accomplished by engineering the direction of vehicular traffic, enforcement of traffic regulations, educating the public, follow-up investigation of traffic collisions, coordinating standardized K-9 training, and maintaining a constant state of SWAT Team readiness through training and planning. Additionally, the division coordinates the efforts of other city departments which may be involved in special projects through manpower or services, and interacts with Public Works and similar organizations on traffic engineering issues.
C. Investigative Division: The primary function of the Investigative Division is to investigate all felonies, misdemeanors, special and non-criminal matters, such as missing persons. The Investigative Division also has the responsibility of apprehending, interviewing suspects and interviewing witnesses, prosecuting offenders and for the recovery of stolen property.

405 FIELD OPERATIONS BUREAU - RESPONSIBILITY OF COMMAND

405.05 COMMAND RESPONSIBILITY - BASIC. The command positions of the Field Operations Bureau have responsibility of command as designated in the subsections of this chapter.

405.10 FIELD OPERATIONS BUREAU COMMANDER - RESPONSIBILITY OF COMMAND. The Commander of the Field Operations Bureau exercises line command over the operations of the bureau. He acts in a staff capacity to the Chief of Police concerning operational, personnel, and other organizational concerns.

405.15 BASIC ORGANIZATION OF THE UNIFORM DIVISION. The Uniform Division is composed of the following basic operations, aside from that of the Bureau Commander.

A. Office of the Watch Commander

B. Field Sergeant
C. Scheduling Lieutenant
D. Field Training Officer Coordinator
E. Physical Fitness Program Coordinator
F. Special Operations Commander – see Special Operations Division, Volume I, Chapter 600

405.25 WATCH COMMANDER - UNIFORM DIVISION - RESPONSIBILITY OF COMMAND. The Watch Commander, Uniform Division, exercises line command over uniform division personnel assigned to his watch. He acts in an advisory capacity to the Commander of the Field Operations Bureau, on matters pertaining to the enforcement methods and effectiveness of his watch. He exercises staff responsibility over all matters relating to, or concerned with, the fulfillment of the functions of his watch. The Watch Commander shall confer with the Commander of the Field Operations Bureau as to strength, efficiency, and ability of personnel assigned to the division. He further shall notify the Chief of Police, through proper channels, of major events occurring during his tour of duty. He shall be present to approve all bookings unless exigent conditions exist. He shall be responsible for the proper approval and disposition of all prisoners and shall have the authority to release prisoners or to change the charge under which they are held when he has sufficient facts to warrant such action. He shall see that the proper charge is placed against prisoner, or, if facts do not warrant an arrest, see that the person is released from custody. He shall also document and investigate citizen personnel complaints as required.

405.30 FIELD SERGEANT - UNIFORM DIVISION - RESPONSIBILITY OF COMMAND. The Field Sergeant shall be in charge in the absence of the Watch Commander or other superior officer. The Sergeant shall correct and approve reports from officers made to him in written, official form, and also perform such other work as may be required. He shall act in an advisory or counseling capacity to all subordinate personnel in reference to official duties, and if requested by the Lieutenant, in personnel matters. He shall correct, as far as possible, deficiencies of training or experience. When noted, shall take proper disciplinary measures for minor infractions of instructions, rules and regulations or departmental orders, after conferring with the Watch Commander.

He shall have general charge over the officers on his shift, and shall instruct them in their duties and shall be responsible for their general good appearance, order, and discipline.

He is to ensure that standards of performance are maintained and to document notable performances. He is further responsible to assess subordinate training needs and conduct such training as may be deemed necessary.

405.60 SCHEDULING LIEUTENANT - UNIFORM DIVISION - RESPONSIBILITY OF COMMAND. The Scheduling Lieutenant is a Uniform Division Watch Commander whose primary duties involve scheduling the watches of the Uniform Division. The patrol watches are "bid" every 6 months, and the Scheduling Lieutenant is responsible for implementing the smooth transition of the change of shift, as well as other major events which may impact scheduling. The Lieutenant is responsible for maintaining minimum staffing on all patrol shifts.

405.70 FIELD TRAINING OFFICER COORDINATOR - UNIFORM DIVISION - RESPONSIBILITY OF COMMAND. The FTO Program Coordinator will be responsible for the following duties:

A. Conducting regular meetings of the FTO's, and the filing of all Daily Observation Reports and records in a central location for review by the FTO's and department administration.
B. Reporting directly to the Field Operations Bureau Commander and the Chief of Police concerning the operation of the FTO program. The coordinator will keep them abreast of the progress of all trainees. In addition, it is the coordinator's responsibility to keep the FTO manual updated after approval of the Bureau Commander.
C. The FTO coordinator additionally is responsible for the assignment of trainees to FTO's.
D. Coordinating the selections of replacements to fill vacancies in the FTO program.

410 UNIFORM DIVISION - SPECIAL UNITS

410.10 UNIFORM DIVISION - SPECIAL UNITS. Unusual incidents often require utilization of highly trained personnel to resolve problems with the least amount of force necessary. To reduce the possibilities of unnecessary injuries, the police department shall maintain a Special Weapons and Tactics Team (SWAT).

410.15 SWAT TEAM COMPOSITION: The El Segundo Police Department's SWAT Team consists of one Lieutenant, one or more Sergeants, and a complement of officers. Each member of the SWAT team has a specific assignment. However, flexibility must be maintained, and any team member may be called upon to handle any other assignment.

410.20 PURPOSE OF THE SWAT TEAM. The SWAT Team's entire purpose for being is centered around neutralizing an armed and/or dangerous suspect by escalating degrees of force. From the onset it should be noted that the solution to these situations may be viewed as unconventional when compared to conventional law enforcement. Uniforms, weapons, communications, and tactics differ markedly from those utilized by uniformed patrol officers. Tactics used by SWAT are based on the team concept. While traditional field enforcement necessitates and encourages individual action, SWAT tactics precludes it. A smooth, well-coordinated team effort towards problem solution is the purpose of the SWAT Team.

410.25 SWAT COORDINATOR - RESPONSIBILITY OF COMMAND. The SWAT coordinator is responsible for the following duties:

A. Formulating plans, deployment of the team, and carrying out the plan.
B. The coordinator is responsible for recruitment, selection, equipment, and training of the SWAT Team.
C. Preparation of written correspondence regarding the SWAT Team, and submitting budget proposals.
D. Manage and coordinate all activities related to SWAT.
E. In the event the SWAT Coordinator is unavailable, the Field Operations Bureau Commander may name a replacement or assign any call out to the LASD SWAT Team.

410.30 SPECIAL ENFORCEMENT - UNIFORM DIVISION - RESPONSIBILITY OF COMMAND. The Special Enforcement Detail is responsible for the following duties: Preparing tactical plans, coordinating, scheduling, and logistics for special events, such as:

A. Major demonstrations
B. Parades
C. Any other special event that requires tactical planning.

410.40 RANGE SECTION - SPECIAL DUTIES. The Range Section is responsible for the following:

A. Management and operation of the El Segundo Police Department Range, including the monthly shooting qualifications.
B. The Range Master shall have knowledge of the proper operation and maintenance of a police pistol range and all safety procedures that must be observed during the operation of such range.
C. The Range Master is responsible for the operation and maintenance of the police pistol range; instructs police personnel in marksmanship; supervises the monthly qualification of officers, and maintains a record of their performance; submits a semi-annual report showing scores and marksmanship time earned each month by the officers; maintains a monthly updated log of all ammo used and on-hand. Prepares a weapon, ammo, and supply inventory report directed to the Administrative Services Bureau Commander each January and July, and submits annual budget estimates for range operation.
D. The Range Master is also responsible for certification, maintenance, repair and training in the use all Departmental weapons; certification of Departmental approved weapons carried on and off duty.
E. Certification of all proficiency scores in use of firearms for which additional compensation is to be paid shall be recorded and certified by the Range Master. The dates of firing for additional compensation shall be designated upon a schedule, authorized by the Chief of Police. Such firing for compensation shall be

held in the month preceding the quarter for which such compensation is to be paid.

F. The Range Master shall keep a written record of all ammunition issued to each officer and the issuing officer shall be responsible for the return of all empty brass issued to him by the Range Master. A written inventory of all ammunition used and the amount on hand shall be prepared by the Range Master and submitted to the Commander of the Administrative and Service Bureau on the first day of each December and June.

G. The Range Master shall be responsible for the inspection and cleaning of the shot guns each month. The Range Master will keep a log of shotgun maintenance.

420 FLEXIBLE ORGANIZATION OF THE UNIFORM DIVISION

420.10 FLEXIBLE ORGANIZATION OF THE UNIFORM DIVISION. In addition to the basic organization of the Uniform Division (1/405.15), the need sometimes arises for the creation of temporary overlapping hours of operation and/or unique patrol techniques. Subject to appropriate administrative approval, the Uniform Division maintains such a flexible organizational approach.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 1
Organization and Functions

CHAPTER 500
Investigative Division

500 INVESTIGATIVE DIVISION - FUNCTIONS

500.10 PRIMARY FUNCTION OF THE INVESTIGATIVE DIVISION. The primary responsibility of the Investigative Division is the follow-up investigation of all crimes that occur within the city. To assist in the prosecution of all crimes that are accepted for investigation; to successfully reduce the level of drug usage in the community, and place select juvenile offenders into the criminal justice system, and to conduct special investigations as assigned by the Chief of Police.

505 INVESTIGATIVE DIVISION - JURISDICTION

505.10 INVESTIGATIVE DIVISION - JURISDICTION. The Investigative Division has jurisdiction over the following:

A. Investigation of all felonies and all reported misdemeanors with the exception of traffic collisions**.**
B. Service of warrants (local or foreign) held by this Department.
C. Investigation of the following non-criminal matters:

1. Missing persons.
2. Certain matters, as assigned, wherein an investigation would be beneficial to public welfare.
3. Matters assigned by the Chief of Police or designee.

D. Disposition of juvenile cases and coordination of the Department's program of juvenile control.

510 INVESTIGATIVE DIVISION - RESPONSIBILITY OF COMMAND

510.10 COMMAND RESPONSIBILITIES OF THE INVESTIGATIVE DIVISION. The Command positions of the Investigative Division have the responsibility of command as follows:

510.20 COMMANDER, INVESTIGATIVE DIVISION - RESPONSIBILITY OF COMMAND. The Commander of the Investigative Division exercises line command over the operations of the division. The Division Commander acts in an advisory capacity to the Commander of the Field Operations Bureau concerning investigations, criminal trends, as well as general department policy and procedure.

The Division Commander also exercises staff responsibility over all matters relating to, or concerned with, the fulfillment of the objectives and primary function of the Investigative Division.

510.30 SERGEANT, INVESTIGATIVE DIVISION - RESPONSIBILITY OF COMMAND. The Investigative Division Sergeant is responsible for the supervision and direction of all field personnel assigned to the Investigative Division. The Investigative Sergeant is also responsible for an investigative caseload.

515 INVESTIGATIVE DIVISION - ORGANIZATION

515.10 INVESTIGATIVE DIVISION - ORGANIZATION. The Investigative Division is comprised of the following sections:

A. Persons/ Property Crimes Section
B. Fraud/ Forgery Crimes Section
C. Court Liaison Section
D. Off-Site Task Force Section
E. School Resource Section

520 PERSONS/ PROPERTY CRIMES SECTION - ORGANIZATION

520.10 PERSONS/ PROPERTY CRIMES SECTION - ORGANIZATION. The Persons/ Property Crimes Section is comprised of the following details:

A. Major Crimes Detail
B. Burglary Detail
C. Juvenile Crimes Detail

520.20 PERSONS/ PROPERTY CRIMES SECTION - MAJOR CRIMES DETAIL. The Major Crimes Detail is responsible for the following specific crimes and related matters:

A. Robbery
B. Grand theft person
C. Deaths
    1. Homicide
    2. Suicide
    3. Unexplained
D. Kidnapping
E. Assault with a deadly weapon, sex crimes and bomb threats
F. Missing persons
G. Arson
H. Investigating all other crimes as assigned.

520.30 PERSONS/ PROPERTY, BURGLARY DETAIL - SPECIFIC DUTIES. The Burglary Detail is responsible for the following specific crimes and related matters:

A. Residential / Vehicle burglary
B. Commercial burglary
C. Receiving stolen property
D. Grand theft
E. Prowling and trespassing
F. Embezzled or recovered vehicles, boats, or trailers
G. Investigating all other crimes as assigned.

525 JUVENILE CRIMES DETAIL

525.10 PERSONS/ PROPERTY SECTION, JUVENILE CRIMES DETAIL - SPECIFIC DUTIES. The Juvenile Crimes Detail is responsible for the following specific crimes and related matters:

A. Investigation of cases involving child abuse, unfit homes, and missing juveniles.
B. Disposition of juveniles arrested for criminal offenses or who are in need of protection.

C. Coordinating the Department's program of juvenile diversion, including liaison with the Inglewood Juvenile Court and other agencies and organizations concerned with youth welfare.
D. Providing a long-term program of supervision and intensive counseling of juveniles and their parents.
E. Interviewing and handling of all juveniles detained by the Department.
F. Investigating select crimes in which juveniles were victims.
G. Investigating all other crimes as assigned.

530 FRAUD/ FORGERY CRIMES SECTION

530.10 FRAUD/ FORGERY CRIMES SECTION - SPECIFIC DUTIES. The Fraud/ Forgery Section is responsible for the following specific crimes and related matters:

A. Forgery
B. Theft by fraudulent, financial documents
C. Credit card offenses
D. Embezzlement by check and other fraudulent documents
E. Theft of checks and/or check writing equipment
F. Counterfeiting
G. Bunco crimes
H. Bookmaking
I. Electronic theft and computer crimes
J. Identity Theft
K. Investigating all other crimes as may be assigned.

535 COURT LIAISON SECTION

535.10 COURT LIAISON SECTION - SPECIFIC DUTIES. The Court Liaison Officer is responsible for transporting in-custody prisoners to court for arraignments, filing criminal complaints with the District Attorney's Office, and transporting the daily Department paperwork to the Court Clerk's Office.

The Court Liaison Officer will maintain a daily record of the scheduled court cases, shall serve subpoenas requiring the officer's appearance in court, maintain records and obtain dispositions on all cases filed with the D.A.'s Office. This officer will assist in other investigations as directed.

535.20 TRANSPORTATION OF PRISONERS TO COURT. Male and female prisoners can be transported in the same jail van if the following criteria are met:

A. The male and female prisoners are not seated on the same bench seat.
B. The male and female prisoners will not be handcuffed together.
C. The starting and ending mileage and times will be given to dispatch.

535.30 PRISONER'S PROPERTY EN ROUTE TO COURT. When a prisoner is to be transported to court, the following distribution of the prisoner's property will be made:

A. Items will remain sealed in the plastic prisoner property bag.
B. Any item that, due to size, cannot be put in the plastic bag and is not clothing that can be worn will be booked in property/ evidence for safekeeping. The PSO will provide the arrestee with a property receipt and instructions on how they can retrieve their personal property. Upon release from custody the prisoner can reclaim their property by making an appointment with a Department Crime Scene Investigator.

545 OFF-SITE TASK FORCE SECTION – ORGANIZATION

545.10 OFF-SITE TASK FORCE SECTION is comprised of investigative personnel assigned to any off-site units and may include the following details:

A. Task-force for Regional Auto-theft Prevention (TRAP)
B. Redondo Beach Police Department Special Investigations Unit (SIU)
C. Immigration and Customs Enforcement/ Asset Identification and Removal Group (ICE/ AIRG)
D. Immigration and Customs Enforcement OMEGA
E. Immigration and Customs Enforcement IN/ OUT BOUND CURRENCY
F. Los Angeles Interagency Metropolitan Police Apprehension Task-force (LA IMPACT)
G. DEA / HIDTA Groups

545.20 OFF-SITE TASK FORCE SECTION, TASK-FORCE FOR REGIONAL AUTO-THEFT PREVENTION (TRAP) DETAIL - SPECIFIC DUTIES. The El Segundo police officer assigned to the TRAP Detail is responsible for the following specific crimes and related matters:

A. Thefts of vehicles, boats, and trailers
B. All crime reports and in-custody arrests involving the above crimes
C. Investigating all other crimes as assigned.

545.30 OFF-SITE TASK FORCE SECTION, REDONDO BEACH POLICE DEPARTMENT SPECIAL INVESTIGATIONS UNIT (SIU) DETAIL - SPECIFIC DUTIES. The El Segundo police officer assigned to RBPD/ SIU is responsible for the following specific crimes and related matters:

A. Unlawful sale of narcotics and dangerous drugs
B. Unlawful possession and transportation of narcotics and dangerous drugs
C. All vice related crimes such as prostitution, gambling and sex crimes other than juveniles
D. Maintaining liaison with other law enforcement agencies
E. Testing of all controlled substances necessary for filing purposes
F. Investigation and interrogation of all persons arrested for narcotics violations
G. Coordinating forfeiture and assets seizure claims
H. Intelligence gathering related to local drug use and trafficking.
I. Investigating all other crimes as directed.

545.40 OFF-SITE TASK FORCE SECTION, IMMIGRATION AND CUSTOMS ENFORCEMENT/ ASSET IDENTIFICATION AND REMOVAL GROUP (ICE/ AIRG) DETAIL - SPECIFIC DUTIES. The El Segundo police officer assigned to the ICE/ AIRG task force is responsible for identifying assets that are subject to seizure, prepares reports of investigation, surveillances, bank record analysis, and assists other task force members in a broad spectrum of investigations. The task force officer (TFO) is an integral part of the group and performs the same duties as the Special Agents.

The AIRG Task Force Officer is a cross-designated federal law enforcement officer assigned full-time to the Asset Identification and Removal Group (AIRG), Special Agent In Charge Los Angeles (SAIC/LA), Bureau of Immigration and Customs Enforcement (ICE), Department of Homeland Security (DHS).

545.50 OFF-SITE TASK FORCE SECTION, IMMIGRATION AND CUSTOMS ENFORCEMENT OMEGA DETAIL - SPECIFIC DUTIES. The El Segundo police officer assigned to the Omega task force is responsible for providing assistance to federal law enforcement investigators. Utilizing law enforcement databases, wire intercepts and surveillance to identify and disrupt narcotics traffickers.

545.60 OFF-SITE TASK FORCE SECTION, IMMIGRATION AND CUSTOMS ENFORCEMENT IN/ OUTBOUND CURRENCY DETAIL - SPECIFIC DUTIES. The El Segundo police officer assigned to the In/ Outbound

Currency Task Force is responsible for responding and/or investigating all inbound and outbound violations of Federal currency reporting requirements. In addition, the enforcement of State and Federal laws relating to money laundering, bulk cash smuggling, narcotic/contraband violations and terrorism.

545.70 OFF-SITE TASK FORCE SECTION, LA IMPACT DETAIL – SPECIFIC DUTIES. The El Segundo police officer assigned to the LA IMPACT task force is responsible for enforcing narcotic laws throughout the Southern California region by targeting mid to major level violators.

546 SCHOOL RESOURCE SECTION- DUTIES

The School Resource Officer (SRO) is responsible for the following:

A. Presentations to schools and youth groups related to school safety, drug and alcohol prevention.
B. Intelligence gathering concerning crime trends in and around school campuses.
C. S.A.R.B. (School Attendance Review Board) member.
D. R.O.A.D. (Reach Out Against Drugs) Board member.
E. Coordination of the "Every 15 Minutes" Education Program.
F. Investigating all other crimes as assigned.

550 INVESTIGATIVE REWARDS POLICY FOR CRIMINAL CASES

550.10 CITY CLERK LIAISON. The Investigations Division Commander or designee will be the Department's liaison with the Office of the City Clerk concerning City-offered rewards.

550.20 INITIATION OF REWARD REQUEST. A request for an offer of a reward by the City may be initiated by a member of the City Council or by written request from the Chief of Police or his designee to the City Council.

550.30 DURATION OF REWARD. An offer of reward by the Police Department must be approved by the City Council then be published by the City Clerks Office in the local newspaper. The offer of reward is valid for 180 calendar days from the date the offer of reward is published in the local newspaper. This reward may be extended another 180 calendar days with City Council approval and must also be re-published in the local newspaper.

550.40 ELIGIBILITY REQUIREMENTS FOR REWARD. Before a City offered reward can be paid to a claimant, the City Council needs verification from the Police Department that the claimant is eligible to receive payment pursuant to the City of El Segundo Reward Claim Checklist.

A. No offer of reward shall be made to anyone acting as an agent for the suspect or if a suspect will benefit from the payment of the reward.
B. Rewards shall not be paid to any person who is a dependant of a public officer if that public officer is connected to the investigation.
C. The claimant(s) must provide continued cooperation within the Criminal Justice System relative to the case for which the offer of reward is made. This includes information that leads to the arrest and conviction of the person(s) for which the offer of reward is made. This continued cooperation might also include testifying as a witness in court if needed by the investigating detective.
D. Rewards shall not be paid to any person who is compensated through their employment for acts (i.e., members of the news media) or findings (i.e., private investigators hired by this department who are connected to the investigation), which would otherwise entitle the person or organization to claim a reward.

550.50 DETECTIVE RESPONSIBILITIES. When information is received which may lead to a reward claim, the assigned detective shall:

A. Immediately document and record the date the information is received and the name and address of the potential claimant. This information is needed to establish a record that the information was received

during the 180-day period the reward was valid unless the time was extended. Record the information on the "Reward Claim Log."

B. Inform potential claimants that claims will be processed when the there is an arrest and conviction of the person for which the offer of reward was made.

C. Immediately notify the City Clerks Office that a potential claim on an offer of reward may exist.

D. Claimants requesting information of reward payments shall be referred to the handling detective. Detectives with questions on the reward procedure should contact the City Clerks Office.

550.60 APPLICATION FOR REWARD. When a case involving a City-offered reward has been adjudicated or otherwise completed and a claim for the reward has been made, the assigned detective shall:

A. Provide the claimant(s) with an application for "Special Reward Payment."

B. The detective will complete a "Reward Claim Checklist" for each claimant.

The Reward Claim Checklist provides the City Council with information verified by detectives concerning the claimant's eligibility to receive payment of reward. If a claimant is ineligible to receive payment, the reason for ineligibility shall be explained on the Reward Claim Checklist.

If a claimant's identity cannot be revealed, enter "Anonymous" on the checklist and enter as much identifying data as possible. If there are multiple claimants who choose to remain anonymous, identify those claimants as "Claimant A, Claimant B," etc.

NOTE: Upon the request of the City Council, detectives may be required to provide insight relative to the amount of a reward, which should be paid to a claimant (i.e., value of the claimant's contribution to the investigation, multiple claimants involved) and/or the denial of payment.

C. Submit the completed Reward Claim Checklist and Application for Special Reward Payment forms to the involved Investigative Division Commander.

D. Notify the City Clerks Office that an application for Special Reward Payment and Reward Claim checklist was submitted to the Investigative Division Commander.

550.70 INVESTIGATIVE DIVISION COMMANDER. When a case involving a City-offered reward has been adjudicated or otherwise concluded, the Investigative Division Commander or designee shall:

A. Ensure that both a Reward Claim Checklist and an Application for Special Reward Payment are completed for each person submitting a claim.

B. Review the completed Reward Claim Checklist(s) and evaluate the contribution of each claimant to the investigation.

C. Submit a recommendation to the City Clerks Office supporting or opposing payment of the claim(s). This letter shall be submitted on a City of El Segundo Inter-Departmental Correspondence and have attached a copy of a completed Reward Claim Checklist and Special Reward Payment for each claimant.

The recommendation shall include:

A. The name of the claimant (or Anonymous, "Claimant A, Claimant B," etc).

B. Whether the claimant is eligible or ineligible to receive payment. If the claimant is ineligible to claim a reward, provide a brief explanation.

C. A brief explanation as to the value of the claimant's contribution to the investigation (i.e., claimant's contribution was vital; helpful but not essential; of no value to the investigation).

In cases involving multiple claimants, include a statement as to which claimants should receive a part of the reward. Briefly explain the assistance by each claimant and indicate the recommended percentage of the reward each claimant should receive.

When a payment on an offer of reward has been approved by the City Council, the City Clerk will notify the Investigative Division Commander or designee. The Investigative Division Commander or designee shall submit a request for payment on a separate form to the Field Operations Bureau Commander. The request for payment on an offer of reward shall contain the following information:

A. The date the offer of reward was approved by the City Council.
B. A brief synopsis of the case disposition, including the Court Case number.
C. The date the City Council approved the payment on reward and the amount of the reward.

The above information can be obtained from the Office of the City Clerk.

550.80 INVESTIGATIVE DIVISION RESPONSIBILITIES. When the City offers a reward for a crime investigated by an outside agency (e.g., city employee victimized outside the city), Investigative Division shall be responsible for verifying the eligibility of claimants by:

A. Processing claimant's "Application for Special Reward" form.
B. Contacting the outside agency handling the investigation to determine the extent of the claimant's contribution to the investigation.
C. Completing a Reward Checklist for each claimant.
D. Evaluating the claimant's contribution to the success of the investigation.
E. Submitting an Inter-Departmental Correspondence through the chain of command containing a recommendation concerning payment, with completed Reward Claim Checklist(s) and Application(s) for Special Reward Payment attached.
F. Notifying the City Clerk that a claim was made on an offer of reward.

560 SPECIAL PROCEDURES FOR INVESTIGATIVE DIVISION

560.10 SEX, NARCOTIC AND ARSON REGISTRANTS: Court mandated registrations per Penal Code Sections 290, 457.1 and Health and Safety Code 11590 shall be handled by the Investigative Division. Because procedures for completing these registrations are subject to change~~d~~ by the Department of Justice, complete instructions are maintained in the registration folder in the Records Section. All supplies for completing registrations are contained within this same folder.

560.20 POLICE BULLETINS: Instructions for the use of El Segundo Police Department's Police Bulletins:
Staff recommending the need for any police bulletin will prepare the text and direct a request through Channels to the Investigative Division Commander. Every police bulletin must be in the approved format, dated, a case number listed (if applicable), and special care taken to avoid false arrests by enforcement agencies or citizens.

The request will indicate the general distribution recommended. Bulletins will be published in a secure, non-editable PDF format by the Investigative Division, with the master copies filed in numerical order.

565 NARCOTIC BUY FUND

565.10 NARCOTIC BUY FUND. The Investigative Narcotic Buy Fund is to be utilized for narcotic purchases, informant fees and miscellaneous expenses associated with the investigation of criminal activities.

565.20 PROCUREMENT OF FUNDING. At the request of the Chief of Police the Treasurer's Office will replenish the Investigative Fund.

A. All cash will be secured in the Investigative Division's safe and under control of the Investigative Division Commander.
B. All disbursements and deposits are to be recorded in a permanent log book with all entries made in

indelible ink. All cash issued will also be documented with a signed NCR (two copies) receipt.

1. The original goes to the person receiving the cash.
2. The copy stays in the safe as a permanent record.

C. The officer receiving the cash will fill out an expense voucher once the currency has been disbursed. The voucher will then be approved by the Investigative Division Commander or designee. The voucher will then be placed in the safe as a permanent record.

565.30 AUDITING. The log book shall be reviewed and cash-on-hand counted by the City Treasurer or designee at least twice a year, and at the change of command personnel in the Investigative Division.

570 INFORMANT PROCEDURES FOR NARCOTIC DETECTIVES

570.10 AUTHORIZATION TO USE INFORMANTS. Prior to using any informant, detectives will notify the Division Commander or his/her designee.

570.20 USE OF JUVENILES AS INFORMANTS. The use of juveniles as informants should be avoided. If an investigation necessitates the use of a juvenile, prior approval must be obtained from the Division Commander. Documented approval must also be obtained from the courts or parents/guardian.

570.30 USE OF PAROLEES OR PROBATIONERS AS INFORMANTS. The Division Commander or his/her designee must approve the use of parolees or probationers. Parole/Probation officer shall be contacted prior to or shortly thereafter to inform them of the use of their parolee/probationer.

570.40 RELATIONSHIP OF DETECTIVES WITH INFORMANTS. The relationship between detectives and informants will be kept in a completely ethical and professional manner. Fraternization with an informant in any way other than an official capacity is strictly prohibited.
When contacting informants, detectives will have another law enforcement officer present. Only during an actual undercover operation may a detective be alone with an informant. In such cases, other law enforcement officers will be acting as a cover team and be in close proximity of the undercover detective and informant.

Detectives will not accept any gifts or gratuities or engage in any business or financial dealings with an informant.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 1
Organization and Functions

CHAPTER 600
Special Operations Division

601 FUNCTIONS OF THE SPECIAL OPERATIONS DIVISION

601.10 PRIMARY FUNCTION OF THE SPECIAL OPERATIONS DIVISION. The primary responsibility of the Special Operations Division is the smooth and safe movement of traffic in the city**,** parking control**,** K-9, and SWAT Team operations. This is accomplished by engineering the direction of vehicular traffic, enforcement of traffic regulations, educating the public**,** follow-up investigation of traffic collisions**,** coordinating standardized K-9 training, and maintaining a constant state of SWAT Team readiness through training and planning.

602 RESPONSIBILITIES OF THE SPECIAL OPERATIONS DIVISION

602.10 PRIMARY RESPONSIBILITY OF THE SPECIAL OPERATIONS DIVISION. The Special Operations Division has responsibility over the following:

A. Traffic Accident Investigation: On-the-scene and follow-up investigation of traffic accidents within the city.
B. Traffic Enforcement: Enforcement of all laws of the California Vehicle Code and other Codes, on-the-scene investigation of traffic accidents and control of traffic at accident scene.
C. Traffic Control: To affect safe movement throughout the City of El Segundo.
D. Parking Enforcement: Enforcing all parking regulations throughout the city, along with enforcement of the Abandoned Vehicle Abatement program.
E. K-9 Unit: Deployments in compliance with GOM.
F. SWAT Team: See SWAT Manual.

605 COMMANDER, SPECIAL OPERATIONS DIVISION - RESPONSIBILITY OF COMMAND. The Commander of the Special Operations Division exercises line command over the operations of the division. The Division Commander acts in an advisory capacity to the Commander of the Field Operations Bureau concerning traffic problems, canine deployments, animal control, SWAT deployments, as well as general department policy and procedure.

The Division Commander also exercises staff responsibility over all matters relating to, or concerned with, the fulfillment of the objectives and primary function of the Special Operations Division.

605.01 COMMAND RESPONSIBILITIES OF THE TRAFFIC UNIT. The Command positions of the Traffic Unit have the responsibility of command as follows:

605.10 SERGEANT, TRAFFIC UNIT RESPONSIBILITY OF COMMAND. The Traffic Sergeant is responsible for the supervision and direction of all field personnel assigned to the Traffic Unit.

620 ORGANIZATION OF THE TRAFFIC UNIT

620.10 TRAFFIC UNIT - ORGANIZATION. The Traffic Unit is composed of the following Sections.

A. Enforcement Section
B. Parking and Traffic Control Section
C. Traffic Professional Staff Member

620.25 ENFORCEMENT SECTION. The Enforcement Section is composed of the following details.

A. Traffic Accident Investigation detail.
B. Solo Motor Officer Detail.

620.50 PARKING AND TRAFFIC CONTROL SECTION - ORGANIZATION. The Parking and Traffic Control Section is composed of the following details.

A. Parking Enforcement Detail.

630 ENFORCEMENT SECTION, TRAFFIC ACCIDENT AND INVESTIGATION DETAIL - SPECIAL DUTIES

630.15 ENFORCEMENT SECTION, TRAFFIC ACCIDENT INVESTIGATION DETAIL - SPECIAL DUTIES. The Traffic Accident Investigation Detail is responsible for the performance of the following duties:

A. The preliminary investigation and reporting of traffic accidents and follow-up of documented traffic accidents.
B. The Traffic Accident Investigator will provide all assistance in his area of expertise to the Detective assigned any assault with a deadly weapon (PC 245) case where the weapon used in the assault was a motor vehicle.
C. Follow-up of accidents involving driving under the influence of alcohol or drugs, violation 23152 or 23153 VC.
D. Follow-up and investigation of documented hit and run accidents.
E. Procurement of criminal complaints and arrest warrants in cases investigated.

630.22 ENFORCEMENT SECTION, SOLO MOTOR OFFICER DETAIL - SPECIAL DUTIES. The Solo Motor Officer Detail is responsible for the performance of the following duties:

A. Responsible for enforcement of the laws of the California Vehicle Code and the traffic ordinances of the Municipal code and other codes as applicable.
B. Investigation of traffic accidents, assisting in traffic and crowd control at special events.
C. Other related duties as assigned by the Traffic Sergeant.

640 PARKING AND TRAFFIC CONTROL SECTION - PARKING ENFORCEMENT DETAIL - SPECIAL DUTIES

640.25 PARKING AND TRAFFIC CONTROL SECTION - PARKING ENFORCEMENT DETAIL - SPECIAL DUTIES. The Parking Enforcement Detail is responsible for the following duties:

A. Enforcement of state laws and city ordinances related to the illegal parking of vehicles in the city.
B. Storage of illegally parked vehicles and Abandoned Vehicle Abatement Program, abating vehicles which are public nuisances located on private property.
C. Traffic control within the city limits of all vehicle traffic.
D. Specialized traffic control of certain intersections during peak traffic hours to allow the smooth flow of vehicle traffic.

650 PROFESSIONAL STAFF POSITION

Personnel assigned as Professional Staff are responsible for the filing and record keeping of all traffic collision reports. Public inquiries related to traffic matters are handled by this position. Further responsibilities include typing, continual compiling of traffic collision statistics and the forwarding of such information to concerned agencies. Maintenance of the parking enforcement system and parking citations is also handled by this position.

660 QUALIFICATIONS FOR TWO-WHEELED MOTORCYCLE DUTY

660.20 QUALIFICATIONS FOR TWO-WHEELED MOTORCYCLE DUTY. To ensure the best candidate is selected for the position of Police Motor Officer, the following qualifications will be deemed appropriate and necessary.

A. Physical condition.
B. Past experience and training.
C. Past performance evaluation reports.
D. Previous motorcycle experience.
E. Communication ability.

NOTE: More information regarding the equipment and care of the police motorcycles can be found in Volume 2, Chapter 575.

675 QUALIFICATIONS FOR A CERTIFIED TRAFFIC COLLISION RECONSTRUCTION SPECIALIST

675.10 QUALIFICATIONS FOR A CERTIFIED TRAFFIC COLLISION RECONSTRUCTION SPECIALIST. To ensure the best candidate is selected for the position of Accident Reconstruction Specialist, the following qualifications will be deemed appropriate and necessary.

A. Qualified as a solo two-wheeled Police Motorcycle Officer.
B. Successfully completed POST certified Advanced Accident Investigation.
C. Successfully completed POST certified Accident Reconstruction I.
D. Successfully completed POST certified Vehicle versus Pedestrian.
E. Successfully completed POST certified Vehicle Dynamics (CRUSH).

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 100
General Rules and Regulations

101 RULES AND REGULATIONS ESTABLISHED

101.05 ESTABLISHMENT OF RULES AND REGULATIONS. The Rules and Regulations of the El Segundo Police Department are hereby established and they will not be exclusive of the Personnel Rules and Regulations of the City of El Segundo.

105 CONFORMITY TO RULES AND REGULATIONS

105.05 CONFORMITY TO RULES AND REGULATIONS. It shall be the duty of all employees of the Department to familiarize themselves with the established Rules and Regulations. All employees shall conform to, and abide by, these rules and regulations.

A. All department employees shall observe all laws and ordinances of the city, state and nation.
B. All department employees shall render their services to the community professionally, with sincerity, courtesy, and consideration.

110 EFFICIENCY

110.05 EFFICIENCY REQUIRED. In carrying out the functions of the Department, employees shall direct and coordinate their efforts in such a manner that will tend to establish and maintain the highest standard of efficiency and community respect.

115 PUNCTUALITY

115.10 PUNCTUALITY REQUIRED. Employees of the Department shall be punctual in reporting for duty, and shall work their complete tour of duty, unless relieved by a supervisor.

115.20 STANDBY STATUS. By the nature of the profession they have chosen, all officers are expected to be available for call, and to respond immediately when called for special duty of any kind.

Under normal circumstances this does not require their reporting to the station any time they are going to be away from home. Certain conditions may exist from time to time (strikes, natural disasters and other emergencies) which will necessitate the immediate availability of all officers. These conditions will be divided into two classes and all officers are expected to comply with the rules set forth when they have been notified that a "stand-by" condition exists.

Stand-By, Class 1. Officers are to advise the station anytime they will be away from their listed telephone and give an alternate number where they can be reached. They must remain within an area that would enable them to reach the station within a two hour period after being notified to report.

Stand-By, Class 2. Officers are to notify the station anytime they will be away from their listed telephones for more than two hours and are to clear with the station prior to leaving the area.

120 UNITY OF COMMAND

120.10 All members of the Department shall work together and strive to obtain a high degree of cooperation between each other. Ranking officers shall meet regularly with the Chief of Police to discuss goals for cooperation and understanding for better teamwork. This concept will pervade the department in all other ranks.

No bureau, division or section shall become so isolated from other bureaus, divisions or sections as to interfere with efficient inter-departmental relationships and morale.

125 RESPECT TO COMMAND

125.05 MANAGER DEFINED. "Managers" as used in the Department Manual refers to the person responsible for the operation of various staff assignments and projects, known throughout the manual as Programs. Managers are also part of a city salary classification system and include sworn members, Lieutenants and above.

125.10 SUPERIOR OFFICER DEFINED. "Superior Officer" as used in the Department Manual refers to any person holding the rank of Sergeant or above.

125.11 SUPERVISOR DEFINED. "Supervisor" as used in the Department Manual refers to any person holding the rank of Sergeant or above or to civilian employees so designated.

125.15 ADDRESSING RANKING OFFICERS. Employees of the Department shall address superior officers with due respect.

125.20 DISOBEDIENCE OF ORDERS. No employee of the Department shall willfully disobey the lawful order of any superior officer or general order found in this manual.

125.25 INSUBORDINATION TO RANKING OFFICERS. No employee of the Department shall use coarse, profane, or insolent language to any superior officer, or willfully lie to any superior officer in any matter.

125.35 CONFLICT OF ORDERS. In the event of conflict of orders, the member shall respectfully call the conflict to the attention of the superior officer, giving the last order to such conflict. Should the latter not change his order, and assuming it's lawful, it shall be obeyed and the member shall not be held responsible for disobedience of any former order or any violation of the rules in obeying the last order.

125.40 AUTHORITY TO DISCIPLINE. In case of drunkenness or other violations of the rules and regulations or general orders, or any section thereof, by any member of the Department unfitting him for duty, he shall be relieved from duty by the officer in charge who will upon relieving him demand the surrender of his badge, identification card and department issued firearm. In any such case of suspension, the officer so ordering shall immediately notify the Bureau Commander who will advise the Chief of Police and as soon as he is able will submit a written report to the Chief of Police. In all cases the final decision for further action of suspension, demotion or dismissal shall rest with the Chief of Police. In cases involving dismissal from service, reduction in rank, or suspension of 6 days or more, such action must be approved by the City Manager. The member so affected will have a right to a hearing as set forth in the City Code Section 2.28.150 "Personnel Merit System."

128 ACCEPTANCE OF GRATUITIES

128.10 ACCEPTANCE: All members of the El Segundo Police Department are enjoined against accepting any form of gratuity, including but not limited to meals, drinks, money, property, loans, promises, services or entertainment, from any person or business with whom they are transacting or have transacted City business on behalf of the City of El Segundo or the El Segundo Police Department.

By this, all employees are admonished not to accept anything of value where such transfer of value can be construed as a favor or as inducement in a manner affecting their decisions on city business.

129 DISPLAY OF AMERICAN FLAG

129.10 Unless explicitly approved, the display of the United States Flag on the El Segundo Police uniform, on police equipment, including police vehicles, and in all areas open to the general public, shall be the official United States Flag as defined in Title 4 of the U.S. Code – Chapter 1.

130 GENERAL CONDUCT

130.05 CONDUCT: Employees of the El Segundo Police Department shall not conduct themselves in a manner that will be detrimental to the Department. Any employee found in violation of any of the following may be subject to disciplinary action

A. Employees shall not be under the influence of any substance while on duty or while specifically designated by a supervisor as being on-call; nor have their ability to work impaired as a result of using that substance. The term "substance", in this section, shall refer to anything, including alcohol, which, in the opinion of a competent medical professional:

1. Causes or may cause significant impairment of job performance
2. Causes or may cause behavior that is a threat to the safety of the affected employee or others on the job
3. Whether or not the substance is controlled by law or prescribed by a licensed medical practitioner

The use of a substance that does not affect performance is not a violation per se of this Policy. However, the failure by the employee to notify his/her supervisor or manager, before beginning work, when taking a substance the employee knows or reasonably should know could interfere with the safe and effective performance of duties or operation of City equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using medications or drugs, clearance from a qualified physician may be required.

Exceptions: Assignments and details requiring the use of alcohol require the permission from the Chief of Police, or his designee.

B. Immoral or disorderly conduct.
C. Conduct unbecoming to a police officer or employee of the police department.
D. Using coarse, profane, or insolent language to a superior officer or to any member of this Department or any citizen.
E. Neglect to treat officers and members of this Department and all other persons courteously and respectfully at all times.
F. Gossiping about a member of the Department, concerning his personal character or conduct, to the detriment of such member.
G. Publicly criticizing the official action of a superior officer or other member of this Department.
H. Neglecting to wear prescribed uniform while on duty, if so assigned.
I. Neglecting to wear badge or other emblems of office in proper position.
J. Refusing to give name and/or serial number when requested.
K. Neglecting to appear neat and clean at all times when in public.
L. Smoking while conducting an interview, conversation or transacting business with citizens, and/or smoking within view of the general public while on foot patrol or riding a motorcycle.

130.10 WORK HABITS: Any employee found in violation of the following shall be subject to disciplinary action.

A. Abuse of sick leave.
B. Making false official reports, or false reports to the station.
C. Absence from duty without leave.
D. Relieving another officer without proper authorization or justification.
E. Lounging, inattention, or sleeping while on duty.
F. Failing to be prompt in going directly to his work when reporting for duty.
G. Failing to confine his patrol within the limits of his beat, except in case of fire, arrest of a violator, or other necessary absence from the area until he is regularly relieved, unless otherwise instructed by his supervisor. Officers are not to refuse to give their assistance for the protection of persons or property in any case requiring immediate attention, but are to return to their beat as soon as possible.
H. Incapacity or inefficiency in service.
I. Failing to respond promptly in every case, whether on or off duty, to a call from any citizen where there is cause.
J. Neglecting to report for extra duty at any time the Chief of Police or a superior officer calls him.

130.15 EQUIPMENT. No member of this Department shall use equipment owned or in the possession, custody or control of the Police Department or the City of El Segundo for other than official business, unless specifically authorized by the Chief of Police. Mistreatment, damage, loss or destruction of any equipment owned or in the possession, custody or control of the Police Department or of the City of El Segundo by a member of this Department, either through neglect, malicious intent, or carelessness, shall be cause for disciplinary action which may include reimbursement to the City for the damaged or lost property.

130.20 USE OF CAMERAS. Officers will not be permitted to utilize their personal cameras while on duty to take photographs of official police investigations, such as crime scenes or traffic accidents.

The use of cameras, other than those provided by the Department for official use, shall not be permitted in conjunction with the performance of official duties without permission of the respective Bureau Commander or Chief of Police. Only photographs necessary to successfully complete or further an investigation shall be taken.

Nothing in this order shall preclude members of this Department from bringing their personal cameras to work for the purpose of obtaining snap shots of their fellow employees or other photographs of a non-official nature, so long as the activity does not interfere with the performance of the officer's duties and meets with the approval of the individual's immediate Supervisor.

For the purpose of this policy, the term “camera” refers to all instruments capable of taking photographs and/or video.

130.21 ELECTRONICALLY RECORDING EMPLOYEE CONVERSATIONS. No employee of this Department shall electronically record any conversation of any other employee of this Department without the expressed acknowledgment of all parties to the conversation. An exception to this prohibition may be made when surreptitious tape recording occurs during a criminal investigation focusing on an employee and approved by a Bureau Commander or Chief of Police. (PC 630 et al).

130.25 DEPARTMENTAL AFFAIRS. No member of this Department shall remove or provide to any person from the station the original, or any copy thereof, of any official record, report, document or other written matter, other than personal notes, pertaining to any case or situation handled by this Department, current or completed, except when necessary in the performance of their duty and with his supervisor's permission.

A. No member shall discuss or release any information pertaining to the business or procedures of this Department, or the names of persons involved or other information concerning cases, current or completed, which may work to the detriment of the Department or any other person.
B. All information pertaining to procedures, appointments, detail, etc., must be released through the Office of

the Chief of Police.

130.30 FRONT DESK AND RECORDS BAY AREA. Officers and other personnel not working the front-desk or records, or having immediate business with citizens at the counter are not permitted in this area. When checking reports, logs or conducting business with the PSO, the officers should use the room adjacent the Watch Commander's Office. This is not to prohibit personnel from obtaining reports, but to limit their time in this area to a minimum and to maintain closer security of the records retained in this area.

130.35 READING MATERIAL. Employees are cautioned against reading non-police related books/magazines, etc., during their time on duty. This order in no way prohibits employees from studying, reading and reviewing legal matters, laws, procedures, etc., when the time is available.

130.40 VEHICLE MODIFICATIONS. Officers of this Department shall not make any changes in, or modifications of, automotive equipment belonging to the City of El Segundo and assigned to the police department, unless first approved by the Chief of Police. Verbal or written requests for changes shall be routed through channels to the Commander of the Administrative and Service Bureau.

130.45 LOOSE ITEMS IN UNITS. Flares and other loose items will not be carried in the passenger compartment of the units at any time. This includes any material or object that could in any way be used as a weapon.

130.50 WEAPONS. Whenever any officer is in the jail for the purpose of inspection, interviewing or taking prisoners in or out, or any other authorized reason, he shall deposit his weapon or weapons in the gun receptacle located in the hallway, or other place of security, before entering the jail. The gun receptacle shall be locked whenever any firearms are stored therein.

131 AUTOMATIC LICENSE PLATE READERS (ALPR) - ALPR technology is a valuable tool for law enforcement and serves to enhance public safety. The Department will collect and utilize ALPRs data for official law enforcement purposes, including identifying stolen vehicles, wanted vehicles, stolen license plates, homeland security investigations, and other law enforcement electronic surveillance needs.

131.02 DATA ACCESS- Sworn members or authorized civilian personnel (such as crime analyst) will have general user access to the ALPR database, as appropriate, to query stored data. The Department may also share ALPR data with other law enforcement and prosecutorial agencies for legitimate law enforcement needs. ALPR data shall not be sold, published, exchanged or disclosed for commercial purposes.

131.05 ALPR DATA RETENTION- All data and images gathered by a Department ALPR mobile device or trailer shall be securely stored on the Department's server. Because such data may contain confidential California Law Enforcement Telecommunications System (CLETS) information it is not open to public access.

132 CONFIDENTIAL INFORMATION

132.05 CONFIDENTIAL INFORMATION - NOT TO BE DIVULGED. The following police records are confidential: Documents that the California Government Code and Penal Code deem not to be released to the public and cases under investigation. Officers shall offer the option of personal information confidentiality to victims of specific listed crimes. These crimes are defined in the Government Code and Penal Code, and listed on the El Segundo Police Department "Victim Confidentiality Request" form. If the victim requests or declines confidentiality, officers shall complete the "Victim Confidentiality Request" form as appropriate and attach it to the face of the original report. If the victim elects confidentiality, the victim shall only be referred to as "victim" in all reports. Employees shall not impart such information to anyone except as mandated by law for whom it was intended, or as directed by a superior officer.

132.10 RELEASE OF CRIMINAL OFFENDER INFORMATION. Criminal Offender record information may be

released only by personnel authorized to do so by the Records Supervisor, and only to those agencies or person's authorized-by court order, juvenile restriction, statute, or decisional law- to receive such information. An up to date listing of authorized agencies and persons shall be maintained within the Records Division and are available to pertinent personnel.

132.20 PURPOSE: The purpose of this order is to provide direction for the proper handling, disclosing and disposing of "sensitive but unclassified information" (SBU). Commonly used SBU acronyms are Unclassified/ Law Enforcement Sensitive (U/LES), For Official Use Only (FOUO), Sensitive Information (SI) and Official Use Only (OUO).

Handling and Disclosing of Sensitive But Unclassified Information

The Homeland Security Act of 2002 specifies that sensitive but unclassified information has an intended purpose to preserve confidentiality without a formal classification. Such sensitive information is permitted to be shared with federal and local law enforcement or emergency response personnel who do not hold security clearances.

Members of the El Segundo Police Department should regard SBU documents and information as confidential. Unclassified information should be disclosed only to persons who need to know specific details or to be aware of conditions that will help keep the homeland and, hence, the community, secure. This does not mean that personnel may not disseminate this information unless it is specifically indicated on the document that further disclosure is prohibited.

SBU information may be withheld from the public when disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions (refer to 5 U.S.C. 552 (b)(2) through (b)(9) inclusive).

132.35 Unauthorized Disclosure: ESPD personnel should take reasonable precautions to protect the material under their control from unauthorized disclosure. Appropriate administrative actions will be taken to ascertain the person responsible for the disclosure of SBU information which is protected by the Privacy Act (PA). Unauthorized disclosure may also result in civil or criminal actions against the employee and the Department.

132.30 Disposal: Employees of the El Segundo Police Department shall dispose of unclassified information in a way that will prevent disclosure of its contents and/ or reconstruction of the material (i.e. tearing or shredding).

133 EXTERNAL INVESTIGATIONS

133.05 EXTERNAL INVESTIGATIONS.

All personnel contacted by an outside agency concerning incidents involving the City, the Department or its personnel, shall adhere to the following policy:

A. Upon contact by an outside agency, the employee shall first notify the Watch Commander for permission to be interviewed.
B. The Bureau Commander may request assistance from the City Attorney prior to interview.
C. Any statements made to the outside agency should be made in the presence of a Department Supervisor.
D. If appropriate, to preserve accuracy, the attending supervisor may record the interview and book it in

evidence in accordance with policy.

Note: This procedure does not in any way prohibit retention of counsel by involved personnel.

133.07 DUTY TO REPORT ARREST

A. In any case where a Department employee is cited or arrested for a misdemeanor or felony offense, the employee shall promptly notify the on-duty Watch Commander of the arrest or citation, the arresting agency and the alleged violation. The circumstances associated with the arrest or citation is not required for this notification.

133.10 RESPONSIBILITY OF OFFICERS WHO PROVIDE POLICE ASSISTANCE WHILE OFF-DUTY TO OTHER JURISDICTIONS.

All sworn personnel who assert any peace officer authority, including the rendering of first aid, shall adhere to the following policy:

A. After assisting the agency of jurisdiction with a detailed witness statement, the employee shall immediately notify the on-duty Watch Commander.
B. Provide the on-duty Watch Commander with any case number pertaining to the incident.

During the employees next workday, he or she shall complete a memo to his or her Bureau Commander (through channels) outlining the details of the incident.

134 INFORMATION ON POLICE REPORTS

134.05 REQUIREMENT FOR INFORMATION ON POLICE REPORTS. No employee of the Department shall make false official reports, knowingly enter, or cause to be entered, in any department book, record, report or log, any inaccurate, false or improper information, evidence or material.

135 SEAT BELTS

135.05 USE OF SEAT BELTS. All department personnel shall use the provided seat belts while driving or riding in City vehicles.

136 SMOKING POLICY

136.05 PURPOSE. It is the policy of the City of El Segundo to restrict smoking in city buildings, by the public and city employees. In all areas where it is felt that smoking will significantly infringe upon the rights of others, affecting their health. This policy recognizes the health hazards of breathing "second hand" smoke, as reported by many reputable researchers including the Surgeon General of the United States.

This policy also recognizes the desire of smokers to have an opportunity to smoke, and therefore makes provision for such opportunity on breaks and during working hours where practical.

136.10 POLICY. The following shall be strictly adhered to: Smoking shall be prohibited in all areas of the police department.

136.20 SIGNS, ETC. All areas of the police station, not designated as smoking areas, which are regularly occupied by the public, shall be marked with signs reading:

A. "Thank You For Not Smoking", "No Smoking", or the international symbol for “No Smoking.”

136.30 ENFORCEMENT. There shall be no ashtrays in the police department, except in those areas designated as smoking areas. Persons smoking in a non-smoking area should be politely advised that they are in a non-smoking area and advised of the nearest appropriate smoking area and ashtray.

137 DISCRIMINATORY HARASSMENT IN EMPLOYMENT

137.05 PURPOSE: The purpose of this policy is to:

A. To define and issue to all employees the City's policy on the prohibition of harassment in the work place.
B. To fully inform all employees of their right to be free from unlawful harassment in the work place.
C. To fully inform all employees that the City does not and will not tolerate harassment in the work place.
D. To inform all employees of their rights if they believe that they are or have been the victim of harassment.
E. To provide a means for the prompt reporting and full and effective investigation of harassment complaints and to provide for effective remedial action against the harasser and for the victim.

137.10 POLICY: Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religious creed, military and veteran status, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age will not be tolerated. Disciplinary action up to and including termination will be instituted for behavior described in the following definition of harassment. Harassment as defined above violates title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

137.15 DEFINITION: Harassment includes, but is not limited to:

A. Verbal Harassment: For example, epithets, derogatory comments, or slurs on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age.
B. Physical Harassment: For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age.
C. Visual Forms of Harassment: For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age.
D. Sexual Favors: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

137.20 DEFINITION OF EMPLOYEE: For purposes of this policy, an employee shall be defined as any individual, regardless of classification, employed by the City of El Segundo, or volunteers working under the supervision of the city.

137.25 PRE-GRIEVANCE PROCESS: Any employee who is subjected to harassment, as defined in this section should immediately inform the employer, its agents or supervisors of the aggrievement. The employee may first notify any of the following persons: His or her supervisor; his or her department head; or the Director of Human Resources.

Any supervisor or department head who receives a harassment complaint is to immediately notify the Director of Human Resources.

To accommodate the unique nature of harassment complaints, a pre-grievance process is provided to resolve the complaint at the earliest possible date. Elements of this process are:

Upon notification of a harassment complaint, the Director of Human Resources will:

A. Inform the complainant of his or her right to initiate a grievance proceeding pursuant to Section 18 of the City's Personnel Rules and Regulations and outline this grievance procedure for the employee.
B. Inform the complainant of his or her right to file a complaint with the California Department of Fair Employment and Housing and the United States Equal Employment Opportunity Commission.
C. Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include the interviews with: 1) the complainant; 2) the accused harasser; and 3) other persons the Director of Human Resources has reason to believe have relevant knowledge concerning the complaint; such as witnesses and victims of similar conduct.
D. Review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual, or sexual favor aspect of the advance and the context in which the alleged incidents occurred.
E. Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons including the complainant, the alleged harasser, the supervisor, and the Department head.
F. If harassment occurred, take and/or recommend to the appointing authority prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense and will be communicated to the victim.
G. Reasonable steps will be taken to protect the victim and other potential victims from further harassment.
H. Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint.
I. Appropriate action will be taken to remedy the victim's loss, if any, which resulted from the harassment.

137.30 FORMAL GRIEVANCE PROCESS: Formal grievance procedure of the City are available for resolution of complaints alleging harassment if the complaint is not adjusted to the satisfaction of the employee in the pre-grievance process.

A. Time limits specified in the formal grievance procedure may be extended if pre-grievance procedures for a harassment complaint were initiated within the applicable time limits for filing a formal complaint. In these instances, if the complaint is not adjusted to the satisfaction of the employee, the time limits for filing a formal grievance should begin as of the date of notification of action taken by the Director of Human Resources.
B. If the employee did not initiate pre-grievance procedures within the time limits of the applicable normal grievance procedure, a duly authorized representative of the City may recommend extension of the filing deadline for a formal complaint as set forth in these rules. It should be reiterated that the City wishes to know of any complaint of alleged harassment as soon as possible after it occurs.

137.35 ANTI-RETALIATION CLAUSE: No employee shall retaliate against another employee because such employee has filed a complaint or instituted any proceeding under this policy, has testified or is about to testify in such proceeding or investigation, or has provided information or assisted in an investigation. Employees found to have violated this clause may be subject to disciplinary action up to and including termination.

138 POLICY STATEMENT CONCERNING VIOLENCE IN THE WORKPLACE

138.05 STATEMENT OF POLICY:

The City is committed to providing a safe, violence-free workplace. In this regard, the City establishes a "zero tolerance" policy for actual or threatened violence against employees, consultants, customers, visitors, or anyone else on City premises or engaging in City-related business. Security and safety in the workplace is every employee's responsibility. It is therefore essential that every employee understand the importance of workplace safety and security.

Moreover, as part of this policy, the City seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity towards violence even prior to any violent behavior occurring. The City believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within its Administrative Services Department and Police Department for responding to any situation that presents the possibility of violence.

The City's prohibition against threats and acts of violence applies to all persons involved in City operations, including but not limited to City personnel, contract and temporary workers, vendors, customers and anyone else on City property, in City parking lots, at City-related events or on City business. Violations of this policy may be followed by disciplinary and/or legal action as appropriate.

The City may also seek a temporary restraining order or injunction on behalf of City workers if the situation warrants such action.

138.15 WORKPLACE VIOLENCE DEFINED: Workplace violence includes conduct against persons or property that is sufficiently severe, offensive, or intimidating so as to alter employment conditions or create a hostile, abusive, or intimidating work environment for any City employee or anyone doing business with the City, on City premises or engaged in City-related business. Violence occurring off City property and not during City business is also prohibited if it involves a City employee and if the threats or acts of violence adversely impact the City's best interests.

General examples of workplace violence include, but are not limited to, the following:

a. Threats of any kind, including behavior that can reasonably be interpreted as a threat;

b. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;

c. Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage or suggestion of sabotage of City property, harassing or threatening telephone calls, letters or other forms of written or electronic communications, or a demonstrated pattern of refusal to follow City policies and procedures;

d. Intimidating or attempting to coerce an employee to do wrongful acts that would adversely affect the business interests of the City;

e. Harassing surveillance or "stalking", such as the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety;

f. Defacing City property or causing physical damage to City facilities; or

g. With the exception of authorized safety or security personnel, bringing weapons (of any kind) including weapons paraphernalia, knives, firearms or dangerous devices and materials (of any kind) on City premises, in City parking lots, to City-related events or while conducting City business.

138.20 REPORTING WORKPLACE VIOLENCE: Every act or threat of workplace violence must be treated seriously and reported immediately to the employee's supervisor or the Human Resources Manager. This includes any of the above-listed actions or behavior, any other behavior giving rise to a reasonable fear of workplace violence by an employee, customer, consultant, visitor, or anyone else. Supervisors shall communicate all such reports to the Human Resources Manager.

Further, employees should notify their supervisor or the Human Resources Manager if any restraining order is

in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace. Supervisors must communicate any such information to the Human Resources Manager.

If an act of violence has actually occurred against a person or property, or is imminently feared, the employee, supervisor or Human Resources Manager should seek emergency assistance immediately. In such situations, the employee, supervisor of Human Resources Manager should immediately contact law enforcement authorities by dialing 911.

138.25 THREAT ASSESSMENT TEAM: A Threat Assessment Team has been established to help assess and minimize any threats or acts of violence.

The team consists of representatives from the Police Department, Administrative Services Department, City Attorney's Office and an Industrial Psychologist.

The role of the Threat Assessment Ream is to evaluate threats, potential acts of violence, and the perpetrator(s) of such acts or threats, including an individual's behavior, by utilizing the collective expertise and perspective of team members.

The team compiles and reviews pertinent information and prepares specific recommendations for the City's Executive Managers.

138.30 INVESTIGATION: All reports of workplace violence will be taken seriously and will be promptly investigated. In appropriate circumstances, the City will inform the reporting individual of the results of the investigation. To the extent and degree possible, the City will attempt to extend confidentiality to the reporting employee and to the investigation, but may need to disclose results and/or names in appropriate circumstances, for example, in order to interview witnesses, protect safety, or in the event of disciplinary action, criminal prosecution or other litigation.

138.35 RETALIATION: The City will not tolerate retaliation against any employee who reports workplace violence. Any incidents of retaliation should be reported immediately to the employee's supervisor or the Human Resources Manager. Any employee who is found to have retaliated against any person who has reported workplace violence may be subject to discipline, up to and including termination.

138.36 CORRECTIVE ACTION AND DISCIPLINE: If the City determines that workplace violence has occurred, the City will take appropriate corrective action and will impose appropriate discipline on offending employees, up to and including termination. If the violent behavior is that of a non-employee, the City will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

138.37 FALSE REPORTS: Any employee who knowingly or maliciously files a false report of workplace violence will be subject to appropriate discipline, up to and including termination.

138.38 EMPLOYEE TRAINING: All employees shall receive training and instruction on Violence in the Workplace via video, written materials and/or other means on workplace security practices. Training and instruction shall be provided within twelve (12) months following the adoption of this policy and periodically thereafter. Additional training and instruction may be provided whenever the City is made aware of new or previously unrecognized hazards.

140 DOMESTIC VIOLENCE POLICY

140.05 PURPOSE: The purpose of this order is to identify the policy on domestic violence as enacted with Penal Code Sections 13519, 13700 et seq.

140.10 RESPONSE TO DOMESTIC VIOLENCE CALLS: The policy of the El Segundo Police Department is to respond to all calls involving domestic violence. Domestic violence and any reported violations of court issued protective or restraining orders is criminal conduct which should be investigated accordingly, and arrests made when appropriate. Dispute mediation shall not be used as a substitute for appropriate police action in domestic violence cases.

140.15 PROCEDURE:

A. Definitions - 13700 PC:

1. ABUSE: shall mean intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension or imminent serious bodily injury to himself, herself**,** or another. Abuse shall also mean to violate the terms of a domestic violence protective order**.**
2. DOMESTIC VIOLENCE: shall mean abuse committed against an adult or minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:

    a. Sexual relations between the parties while sharing the same living quarters.
    b. Sharing of income or expenses.
    c. Joint use or ownership of property.
    d. Whether the parties hold themselves out as husband and wife.
    e. The continuity of the relationship and the length of the relationship.

3. OFFICER: shall mean any law enforcement officer employed by a local police department or sheriff's office, consistent with Section 830.1 PC
4. VICTIM: shall mean a person who is a victim of domestic violence.
5. FAMILY VIOLENCE: is defined in the Penal Code and has the same meaning as domestic violence. It also includes any abuse perpetrated against a family or household member.
6. DUAL ARREST: shall mean an arrest of more than one party involved in an incident of domestic violence.

B. It is the intent of the legislature that the official response to cases of domestic violence shall stress the enforcement of the laws to protect the victim and shall communicate the attitude that violent behavior is criminal behavior and will not be tolerated.

C. Arrests of domestic violence offenders are encouraged if there is probable cause that an offense has been committed. The following factors, for example, should not be used to avoid making an arrest:

1. The marital status of the suspect and victim.
2. Whether or not the suspect lives on the premise with the victim.
3. The existence or lack of restraining / protective orders.
4. Complainants' preference that an arrest be made, or not.
5. Occupation, community status, and/or potential financial consequences of arrest.
6. The complainant's history or prior complaints.
7. Verbal assurances that the violence will cease.
8. The complainant's emotional state.
9. Injuries not visible.
10. Location of incident (public or private).
11. Speculation that the complainant may not follow through with the prosecution or the case may not result in a conviction.

12. Assumptions that violence is more acceptable in certain cultures.
13. Language abilities or barriers and/or immigration status (lack of English language abilities on the part of the victim).
14. Sexual preferences or orientation of the parties.

140.20 ENFORCEMENT OF LAWS RELATING TO DOMESTIC VIOLENCE:

Arrests. Penal Code Section 13701 mandates that every law enforcement agency in this state maintain a written policy and standards for officers' responses to domestic violence calls. This policy encourages the arrest of domestic violence offenders if there is probable cause that an offense has been committed. This policy also requires the arrest of an offender, absent exigent circumstances, if there is probable cause that a protective order has been violated. This policy discourages, when appropriate, but not prohibits, dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person determined to be the most significant, rather than the first, aggressor. In identifying the dominant aggressor, officers shall consider:

1. The intent of the law to protect victims of domestic violence from continuing abuse.
2. The threats creating fear of physical injury.
3. The history of domestic violence between the persons involved.
4. Whether either person acted in self-defense.

These same considerations shall apply in situations where mutual protective orders have been issued. The officer responding to the scene of a Domestic Violence call shall enforce the laws according to the following guidelines:

A. FELONY Arrest: In accordance with State Law (13701 P.C.)**,** officers are encouraged to arrest domestic violence offenders where there is probable cause to believe an offense has been committed. Considerations specific to the main domestic violence charge of PC §273.5 include:

    1. A listed relationship existing between the parties; and
    2. Corporal injury inflicted resulting in a traumatic condition.

    Penal Code Section 273.5 states: Any person who willfully inflicts upon a person who is his or her spouse, former spouse, cohabitant, former cohabitant, or the mother or father of his or her child, corporal injury resulting in a traumatic condition, is guilty of a felony. "Traumatic condition" means a wound or external or internal injury, whether minor or serious, caused by a physical force. This section now includes same sex relationships. Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section

    Other felony crimes may also be domestic violence related. Officers shall document and arrest as such when domestic violence circumstances exist and the crime is meant to terrorize, threaten, harass or injure the victim (Examples, PC §187, 207, 459, 245, 422, 646.9).

B. MISDEMEANOR Arrest: Violation of Protective Orders or Probable Cause

    In accordance with State Law (13701 P.C.), officers are required to arrest an offender, absent exigent circumstances, if there is probable cause that a protective order has been violated. Per Penal Code Section 836(c), it is mandatory that officers make an arrest when there is probable cause to believe that a violation of a domestic violence protective order, restraining order, probation protective order, or harassment order, including ones issued during a pending criminal case or child custody case, or any other order of this type from this or another state, and that the person against whom the order was issued has violated that order.

    Penal Code Section 243(e)(1) states: When a battery is committed against a spouse, a person with whom the defendant is cohabitating, a person who is the parent of the defendant's child, former spouse, fiancé, or

fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.

Per Penal Code Section 836(d) if a suspect commits an assault or battery upon a current or former spouse, fiancé, fiancée, a current or former cohabitant as defined in Section 6209 of the Family Code, a person with whom the suspect is currently having or has previously had an engagement or dating relationship (dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations), a person with whom the suspect has parented a child, a child of the suspect, or any other person related to the suspect by consanguinity or affinity within the second degree, a peace officer may arrest the suspect without a warrant where both of the following circumstances apply:

1. The peace officer has probable cause to believe that the person to be arrested has committed the assault or battery, whether or not it has in fact been committed.
2. The peace officer makes the arrest as soon as probable cause arises to believe that the person to be arrested has committed the assault or battery, whether or not it has in fact been committed. Per Penal Code Section 840 if a misdemeanor arrest is made without a warrant pursuant to Penal code Section 836 or 837 (Private persons arrest) the time constraints for a misdemeanor arrest do not apply.

Other misdemeanor crimes may also be domestic violence related. Officers shall document and arrest as such when domestic violence circumstances exist and the crime is meant to terrorize, threaten, harass or injure the victim (Examples, PC § 240, 417, 591.5, 594, 602, 653m).

C. O.R. / CITATION RELEASE:

In any case in which a person is arrested for a misdemeanor violation of a protective court order involving domestic violence, the person shall be taken before a magistrate instead of being released on a citation, unless the arresting officer determines there is not a reasonable likelihood that the offense will continue or resume or that the safety of the persons or property would be imminently endangered by release of the person arrested. Officers considering the release of any domestic violence related arrestee on a citation shall evaluate the likelihood of a continuing offense, which is one of the statutory conditions under which a citation release is <u>not</u> appropriate.

Any one of the following may support the likelihood of a continuing offense and should be documented on the pre-booking form in accordance with 853.6 Penal Code.

1. Whether the suspect has a prior history of arrest**,** citations or convictions involving domestic violence.
2. Whether the suspect is violating a criminal court-issued stay away order.
3. Whether the suspect has previously violated or is currently violating, a valid temporary restraining order.
4. Whether the suspect has a prior history of other assaultive behavior, i.e., arrest/convictions for battery or aggravated assault.
5. Statements taken from the victim that the suspect has a history of physical abuse, threats or assaults toward the victim or any involved children**.**
6. Statements taken from the victim expressing fear of retaliation or further violence should the suspect be released.
7. Information about the suspect's alcohol or drug abuse, access to weapons, suicide threats or attempts, threats of kidnapping family members, or history of mental illness.
8. Whether the suspect made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of a protected party in violation of a court order.

D. Private Person's Arrest: Officers will inform the victim of their right to make a private person's arrest when a crime has been committed outside the officer's presence which does not meet the requirements for

a domestic violence arrest. Whenever possible, such discussion shall be held out of the presence of the suspect. Officers will accept a private person's arrest. Officers shall not dissuade victims from making a lawful private person's arrest.

E. Tenancy: Officers will request a person who is not in lawful possession of the premises to leave when:

1. The complainant is in lawful possession of the premise (as exhibited by rent receipts, lease, deed, verification by apartment manager, etc.); and;
2. The complainant has requested that the person leave the premises.

    a. The officer will stand by for a reasonable amount of time to keep the peace, while the unwelcomed occupant removes essential belongings.
    b. If the unwelcomed occupant does not leave upon request by the complainant and the officer, arrest under Penal Code Section 602.5.
    c. If the complainant requesting removal of the unwelcomed occupant cannot show proof of lawful possession, the officer should refer the complainant to seek a temporary restraining order or other appropriate civil remedy

140.30 COURT PROTECTIVE ORDERS:

A. Restraining Orders: There are different types of restraining orders issued by a court in domestic violence situations. Penal Code Section 13710 requires law enforcement agencies to maintain a complete systematic record of all protection orders with respect to domestic violence incidents, restraining orders and proof of service in effect. The section also requires that the systematic record shall be used to inform officers responding to domestic violence calls of the existence, terms, and effective dates of protection orders in effect. (PC 13710).

Verification of Restraining Orders: Whenever a complainant advises of the existence of a restraining order, the officer shall ascertain:

1. Whether a restraining order is on file with the Department.
2. Whether the restraining order is still valid as to duration/time.
3. Whether a proof of service or prior notice exists or that the suspect was in court when the order was made.
4. Whether complainant has a copy of the order, if not on file with our agency.
5. The terms of the restraining order.

140.35 ENFORCEMENT OF RESTRAINING ORDERS: A violation of a restraining order is a misdemeanor under either Penal Code Sections 273.6 or 166.4. Beginning on January 1, 2000, an arrest in the following situation is mandatory. When an officer responds to a call alleging violation of a domestic violence protective court order, restraining order, probation protective order, or harassment order, including ones issued during a pending criminal case or child custody, or any other order of this type from this or another state, and you have probable cause that the person against whom the order was issued has violated that order and any one of the following conditions is met:

A. The existence of the order and proof of service on the suspect has been verified by the officer.
B. The complainant produces a valid copy of the order bearing a file stamp of a court and a proof of service on the subject.
C. The existence of the order has been verified by the officer; no proof of service is required if the order reflects that the suspect was personally present in court when the order was made.
D. The existence of the order has been verified, and there is proof that the suspect has previously been admonished by an officer. When the officer verifies that the restraining order exists, but cannot verify proof of service or prior knowledge of order by suspect, the officer should:

1. Inform the subject of the order. Verbal Notice to a restrained party shall include the specific terms in the order, including: Who is the Restrained Party; Protected Party; persons, places and distances the party must stay away from and firearm restrictions.
2. Admonish the subject of the order, that the subject is now on notice and that the violation of the order will result in arrest.
3. If suspect complies after admonishment of the terms, the officer shall make a retrievable report pursuant to Penal Code Section 13730(C), showing the suspect was admonished or advised of the terms of the order, the specific terms of the order the suspect was advised about, the name of admonishing officer, time and date of admonishment. The Department's copy of the restraining order will be updated to reflect the admonishment information listed above.
4. In the event the suspect has left the scene of the incident, an investigation will be made to determine if a crime has been committed. Penal Code Sections 13730(C) and 13701(I) require that a retrievable report shall be made and complainant shall be advised of the follow-up criminal procedure and report number.

140.40 STAY AWAY ORDERS: A stay away order is issued in a criminal case where the probability of victim intimidation exists and violation of such order is a misdemeanor under Penal Code Section 166.4. In domestic violence incidents where a person advises an officer that a stay away order has been issued, the officer should attempt to ascertain if such an order is valid, and the terms of the order.

A. Verification of Stay Away Orders.

1. Request the victim to show a copy of the order. (Victims are requested to carry the order with them at all times.) Verify that the suspect is under the court's jurisdiction, or:
2. Verify through the Department that a stay away order has been issued against the suspect. Ascertain the terms of the order.

B. Enforcement. The code of Civil Procedures Section 540 et seq and 527.6 requires that when the order has been verified, officers shall effect an arrest if the suspect has violated terms of the order. The report shall note the specific violations of the order, and the victim is to be given the police report number for follow-up pursuant to Penal Code Section 13701(I).

1. A violation of the order is a violation of Penal Code Section 166.4. This charge can be added to other charges such as assault or battery.
2. An act of victim intimidation relating to the court proceedings is a violation of Penal Code Section 136 et seq. Examples of intimidation include: Attempting to prevent or dissuade a victim from attending or giving testimony at any proceeding is a misdemeanor; Using force, or expressing or implying threat of force or violence related to the court proceeding is a felony.

C. When Orders Not Verifiable. When the victim is not in possession of the temporary restraining order or stay away order, and/or in cases of computer error, officers may not be able to confirm the order's validity.

1. In such cases, Penal Code Section 13730 requires that officers shall write a report, give the victim the Police Report Number and direct the victim to contact the appropriate department for follow-up.
2. When an order is not verifiable through the verification procedures, officers shall advise the victim of the right to make a private person's arrest for the appropriate violation.

D. Reporting. Officers will write a report in all incidents of domestic violence. Penal Code Section 13730 (C) requires such report shall be identified on its face as a domestic violence incident and be retrievable. Officers shall identify, in the report, whether or not weapons were involved. (PC 13730 (a)). Officers shall provide the victim with the case number of the report, or if not immediately available, explain to the victim how the number may be obtained.

140.44 EMERGENCY PROTECTIVE ORDER: An Emergency Protective Order (EPO) should always be considered in all cases of violence, or threats of violence, involving:

A. A family or household member, including an abused child.
B. Current cohabitants, including cohabitants of the same sex.
C. Spouse.
D. Person with whom the suspect has had a child.
E. Married couple that is living apart, but the divorce is not final.
F. Persons who have, or have had, a dating or engagement relationship.

An EPO can include any of the following orders:

A. Restraining order against contacting, molesting, attacking, striking, sexually assaulting, battering, telephoning, or otherwise harassing or disturbing the peace of the protected person(s).
B. Stay away order from the protected person, his/her residence, his/her place of employment, etc.
C. Move out order from a residence shared with the protected person.
D. Temporary custody order of children of the household or family to a protected parent or guardian.

140.45 PROCEDURES FOR OBTAINING AN EPO: An Officer who responds to a situation in which they believe there may be grounds for the issuance of an EPO pursuant to Family Code § 6250 or Penal Code § 646.91, must make an EPO available to the endangered person and shall request an EPO if the Officer believes the person is in immediate and present danger. The decision to request an EPO shall not be affected by the fact that the endangered person has vacated the premises to avoid abuse. Once the determination has been made to seek an EPO, the officer must complete the application for the EPO and contact the on-call Superior Court representative to obtain the order. The telephonic contact number for an EPO, on a 24-hour basis, is (213) 974-1234. Any doubt regarding possible justification for the issuance of an EPO can be resolved by the court representative. The conversation with the court representative should only take 5 to 10 minutes and is taped.

An EPO is valid for five (5) full court days; the day the order was issued does not count toward the five days. The protected party must be advised of date and time of the expiration of the EPO, as well as the location at which to obtain a more permanent protective order, i.e., Temporary Restraining Order (TRO).

The EPO has both the application and order on one page. Copies of the EPO application/order are available in the Watch Commanders Office. There are four attached copies with each EPO. The original (white) copy is forwarded to the court by the officer completing the application; the other copies are issued to the restrained party, the protected person and one copy are attached to the applicable police report. Even if the EPO is denied, all the copies of the application and order must be distributed in the same manner.

The EPO is similar to any other restraining order in that it must be served on the restrained party to be valid. If the restrained person has left the location, leave his/her copy with the protected person. If the restrained person returns to the location, the protected person can notify the Department and the responding officer may then serve the order.

An EPO may be requested and/or issued in child abuse cases if the officer believes that it would be better for the child not to be removed from the household in which the abuse occurred. In such a case, the alleged child abuser would be the restrained party.

The EPO is not intended to replace an arrest, or vice versa. If a criminal violation has occurred, an arrest shall be made. The fact that an arrest has been made does not disqualify the victim from obtaining an EPO. An EPO should be considered when a suspect is arrested, since the arrestee will likely be in custody only a short period of time.

Once the restrained person has been served with an EPO, he/she must immediately comply. Failure to comply subjects the restrained person to immediate arrest, per 273.6 PC.

140.46 TEMPORARY RESTRAINING ORDER (TRO). A TRO is obtained, in person, only at the Superior Court holding jurisdiction over the location at which protection is being requested. The TRO is normally valid for approximately three (3) weeks, or until a court date for a permanent restraining order hearing can be established.

A valid TRO must have an official stamp from the Superior Court in the upper right-hand corner of the document. The date of expiration of the TRO should be clearly indicated in the upper portion of the first page of the document. Any subject who violates the provisions of a TRO issued as a result of domestic violence shall be arrested for 273.6 PC. Violations of TRO's issued for any other reasons are subject to arrest for 166.4 PC.

140.47 SEIZURE OF FIREARMS. Officers shall seize and take temporary custody of firearms or other deadly weapons (as defined in § 16100 - 16520 P.C.) in plain sight or obtained pursuant to a consent search when there is a threat of violence or physical assault at the scene of a family violence incident (§ 18250 PC).

A. No firearm seized pursuant to this section shall be held less than 48 hours (§ 18265(a) PC).
B. The person from whom the firearm is taken shall be provided an ESPD Property Report as a receipt describing the firearm**,** stating where the firearm can be recovered (§ 33800(a)(b) PC).
C. If a firearm or other deadly weapon is not retained for use as evidence related to criminal charges brought as a result of a domestic violence incident or is not retained because it was illegally possessed, the firearm or other deadly weapon shall be made available to the owner or person who was in lawful possession 48 hours after the seizure, or as soon thereafter as possible, but no later than five business days after the owner or person who was in lawful possession demonstrates compliance with § 33850 PC (§ 18265(b) PC).
D. If there is probable reasonable cause to believe that the return of the firearm or other deadly weapon would be likely to result in endangering the victim or person reporting the assault or threat, the Department may initiate a petition in Superior Court to prohibit the release of a weapon. The petition must be initiated and the owner of the weapon must be notified within 60 days of the seizure (§ 18400(a) PC).
E. Any person claiming title to any firearm that is in the custody or control of the Department and who wishes to have the firearm returned to them shall make application for a determination by the Department of Justice (DOJ) as to whether they are eligible to possess a firearm (§ 33850(a) PC). That individual must present notification from DOJ determining eligibility to possess firearms prior to having the seized firearm returned (§ 33855 PC).

140. 48 SEIZURE OF FIREARMS; Domestic Violence Protective Orders. When serving a person with a Domestic Violence Protective Order, Officers shall request the immediate surrender of all firearms in the possession or control of the person being served. When such a request is made, the person who is the subject of the protective order is to immediately surrender all firearms (Fam. Code § 6389).

A. Following the surrender of any firearms, Officers shall issue a receipt to the person from whom the firearm was seized. This receipt shall consist of a copy of the ESPD Property Report.

140.50 VICTIM ASSISTANCE: Officers should assist in obtaining appropriate medical attention if a complainant claims injury whether visible or not.

A. Officers should assist in making arrangements to transport the victim to an alternate shelter if the victim expresses a concern for safety or the officer determines a need exists.
B. Stand by for a reasonable amount of time when a complainant requests police assistance while removing essential items of personal property.
C. Explain legal options available to the victim including the Private Person's Arrest Process, temporary restraining orders, and stay away orders, and in cases of arrest, the follow-up procedures and ensuing criminal proceedings.
D. Advise the victim of the available community resources and the State Victim Assistance Program.

E. The victim of domestic violence shall be given a "victim's information sheet" at the scene of the incident.

140.60 INVESTIGATIVE PROCEDURES. Officers making any report on a domestic violence offense involving injuries should have photographs taken of the victim's and suspect's injuries. Photographs shall be taken by the Photography Detail. If the Photography Detail is unavailable, the supplied digital camera should be used.

140.70 EVIDENCE COLLECTION - REMOVING CLOTHING TO PHOTOGRAPH INJURY. An adult person of the same gender shall be present whenever any clothing is removed from the victim of domestic violence (or any other criminal investigation) for the purpose of photographing the injury. The name and address of the adult witness shall be listed in the Crime Report.

141 DIGITAL AUDIO RECORDERS

141.01 DIGITAL AUDIO RECORDERS DEFINED. Digital audio recording devices include audio recorders capable of being worn or otherwise carried on the uniform.

141.05 INTRODUCTION. The police department may assign digital audio recording devices to SWAT Team Leaders, Detectives and other employees as deemed necessary. It is the intent of the Department that use of the recorders will enhance public relations, criminal prosecutions and training while also limiting exposure to civil liability and expediting the investigation of citizen complaints.

141.10 OBJECTIVES. It is intended that each digital audio recorder will be used to:

A. Accurately document events in arrests and critical incidents.
B. Collect evidence for use in criminal investigations and prosecutions.
C. Assist Officers with completing reports and providing testimony in court.
D. Record critical incident circumstances for investigations, internal reviews, and officer training.

141.20 PROCEDURES. Personnel issued a digital recording device shall record citizen contacts while conducting prescribed law enforcement duties, such as SWAT operations, in custody interviews and other tactical operations. Recorders will be activated prior to citizen contacts and recorded in their entirety.

141.30. DIGITAL RECORDING CONTROL AND INVENTORY. Officers must download all digital recordings at least once each week. Recordings will be downloaded to a network file designated by the department's system administrator.

A. Digital recordings are to be used for citizen contacts and not for personal business.
B. Officers shall not delete any downloaded digital recordings.
C. Digital recordings will be maintained for a minimum of one year pursuant to Government Code §34090.
D. Digital recordings retained for criminal proceedings will be maintained until such proceedings are completed.

141.35. SUBMITTING DIGITAL AUDIO RECORDINGS AS EVIDENCE. When a police report is prepared on an incident that has been recorded, the officer will note in the body of the report that an audio recording device was utilized and book the recording into evidence consistent with department procedures. This would include any incident where a case number (DR #) has been associated with a report and there is any amount of digital recording associated with the case that the officer determines will be valuable for the investigation.

141.40. SUPERVISOR RESPONSIBILITIES. Supervisors will be charged with the storage, inventory, maintenance, and routine audits of digital recordings made by officers under their direct supervision.

141.50. RELEASE OF DIGITAL RECORDINGS AND COPIES. Unless a court order is issued to release an original digital recording, CD copies will be made available while the original recording will remain on the department's computer network.

A. The release of BWC video requested through a public records request will be subject to the same statutory exemptions from disclosure as any other departmental records.
B. Video releases to law enforcement agencies will be at no cost.

NOTE - Depending on the circumstances of the incident, a supervisor may restrict the officer's ability and access to review the audio recording. These situations may include but are not limited to officer involved shootings, use of force applications, pursuits, etc.

142 BODY WORN CAMERA POLICY

142.05 PURPOSE AND SCOPE.

A. The purpose of this policy is to govern the use of Body Worn Cameras ("BWC") and the preservation of the video/audio digital evidence. In adopting this Policy, the Department has considered the best practices and procedures for the use of BWC systems, and the retention and storage of digital evidence captured by BWC devices, as recommended in Penal Code section 832.18.

B. The El Segundo Police Department will issue a BWC to designated employees for use during the performance of their duties. An employee of the El Segundo Police Department who has been issued a BWC shall wear it all times while on duty and either in uniform or otherwise conducting field activity, except as directed by this Policy or a supervisor.

C. The El Segundo Police Department recognizes that BWC recordings may enhance criminal prosecutions and help to limit civil liability. Recordings may also provide opportunities to enhance and further police training and professional service. While the department recognizes that a recording from a BWC can provide an objective record of events, it also recognizes that video and audio recordings do not necessarily reflect the full perspective, sensory experience or state of mind of the individual employee in a given incident. It is understood that the recordings may capture information that may not have been heard or seen by the involved employee and the involved employee may hear or see things that may not be captured on the BWC.

D. All BWC recordings made while working as an employee of the El Segundo Police Department in any capacity are property of the City of El Segundo and subject to review by the El Segundo Police Department and its agents pursuant to this policy. Except in exigent circumstances, when necessary to preserve evidence that may otherwise be lost, employees may not use personally owned video recording devices to record events while on duty.

E. This policy does not apply to surreptitious audio or visual recordings lawfully made for authorized criminal investigative purposes or to in-car video recordings, which are addressed by the Police Department's In-Car Video Camera Policy.

142.06 DEFINITIONS.

A. Body Worn Camera (BWC): A department issued camera worn on an individual employee's person that records and stores audio, video and/or photographs.

B. Digital Evidence: Video and audio recordings, and photographs captured by a BWC and stored on a BWC and/or department computer systems.

142.07 OBJECTIVES. Digital evidence captured by BWC video provides additional information regarding an investigation or enforcement contact. Digital evidence captured by BWC provides a limited perspective of the

encounter and must be considered with all other available evidence including witness statements, interviews, and forensic evidence when evaluating the appropriateness of an employee's actions. The Department has adopted the use of BWC to:

A. Accurately document citizen contacts, arrests and critical incidents.
B. Collect evidence for use in criminal investigations and prosecutions.
C. Assist with completing reports and providing testimony in court.
D. Record critical incident circumstances for investigations, internal reviews and employee training.

142.10 TRAINING REQUIRED. Employees assigned a BWC must complete Department approved training covering the proper deployment, use and maintenance of the devices before deploying in the field. Only employees who have received approved training will be issued a BWC. Additional training may be required at the Department's discretion to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates or other revisions in policy or equipment.

142.12 PROCEDURES FOR USE.

A. Employees are responsible for inspecting their BWC at the start of their shift to ensure the BWC is operating properly. If the device is not operating properly at the beginning of a shift, or at any time during the shift, the employee will notify their supervisor immediately.

B. Employees shall wear the Utility BWC by snapping the device into position on the interior portion of a pre-approved uniform, outerwear, or other carrying device. At all times the BWC shall be worn in a conspicuous manner and forward facing to facilitate an optimal recording field of view.

C. Employees may turn off their BWC at the conclusion of any contact for which it is required (i.e., when the incident, contact or event has concluded and recording is no longer relevant or there is no apparent value in further recording).

D. Except as outlined in Section 142.15, employees shall record all law enforcement contacts while on duty, including but not limited to:

1. Law enforcement and investigative contacts, detentions, arrests, pedestrian stops, and traffic stops;
2. Consensual contacts initiated by an employee which may lead to a detention or search, or questioning about probation or parole status;
3. Searches (consensual, probation, parole, PRCS and "knock and talks");
4. Service of search and/or arrest warrants;
5. Crowd management and control;
6. Canine deployments;
7. Any contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording;
8. Assisting other employees involved in any of the aforementioned circumstances.

E. An employee shall activate the BWC as soon as practical upon encountering or anticipating any public contact, including the aforementioned events. Employees should not jeopardize their safety, or the safety of any other employee, or member of the public, in order to activate the BWC. If the BWC is not activated at the beginning of an event, the employee shall document the reason for not activating the BWC in any subsequent report (assuming a report is required concerning the subject incident), and shall activate the BWC as soon as it is safe to do so.

F. An employee may temporarily deactivate the BWC in the field at any time to confer or otherwise speak with the following:

- Another Police Department employee;
- Another law enforcement officer;
- A judicial officer;
- A prosecutor.

The BWC shall be reactivated prior to resuming contact/activity. The intention to stop the recording should be noted by the employee verbally so that it is recorded by the BWC before the deactivation. When the aforementioned communication has ended, the employee should reactive the BWC promptly and the employee shall note verbally that the recording has continued.

142.13 AUTOMATIC ACTIVATIONS. The Utility BWC system is designed to be automatically activated when the system detects the following:

A. The employee is involved in a foot pursuit;

B. Gun shots;

C. Vehicle overhead lights are activated at any setting and when the driver's side door is opened;

D. An employee is in a prone position consistent with having been shot, injured or otherwise disabled/incapacitated;

E. When the BWC crosses through an electronic geo-fence that encircles a particular area or address established by a supervisor/manager or when automatically generated by dispatch through CAD. All employees assigned a BWC shall be notified in advance or, in unanticipated circumstances, contemporaneously with the activation and deactivation of any electronic geo-fence and its perimeter or boundaries.

F. A BWC will not be remotely activated at any time for any reason except in exigent circumstances where it is believed that an employee's life is in imminent danger.

Employees are not permitted to reconfigure the BWC device or system to otherwise take any steps to prevent a BWC from recording in any of the above-listed circumstances.

142.15 EXCEPTIONS FOR ACTIVATION. Employees are not required to record encounters under the following circumstances:

A. If a victim or witness specifically requests that he or she not be recorded, then the employee has discretion not to record, weighing the victim's or witness' request against the important public purposes of the BWC program. The employee should ask the victim/witness if they would agree to audio recording. If the employee chooses not to record under those circumstances, the employee shall document the reason and his or her actions in the police report.

B. While in a health care facility for the sole purpose of waiting for an arrestee to be medically cleared. However, in the event of a struggle or physical confrontation with a person in police custody, the BWC should be activated as soon as safe and practical.

C. If it reasonably appears that the use of the BWC would interfere with the ability to conduct a thorough investigation, or may be inappropriate because of the victim's physical condition, emotional state, age or other sensitive circumstances, e.g., rape or other form of sexual assault. The employee's reason for not recording such contact shall be clearly documented in a police report. Employees should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by

discontinuing video recording whenever it appears that such privacy may outweigh any legitimate law enforcement interest in video recording. When video recording is discontinued, employees should utilize other means of capturing audio if it would not otherwise interfere with the investigation. Video recording should resume when privacy is no longer an issue unless the circumstances no longer fit the criteria for recording.

142.16 PROHIBITED USE OF BWC.

A. The BWC is not for personal use and shall not be used to record non-work related personal activity.

B. The BWC shall not be activated to intentionally record the conversations of fellow employees, supervisors or managers without their knowledge. The following are instances when employees shall not activate their BWC:

1. During regular administrative or non-field work inside the police station, such as meetings, briefings, private or personal conversations, break rooms, locker rooms, bath rooms, etc.;
2. During tactical or operational briefings where there is discussion of safety and security or police procedures and tactics;
3. During strip searches;
4. During medical or psychological evaluations of patients while under the care of a medical professional.

C. Employees shall not record private conversations between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation.

142.20 NOTICE TO MEMBERS OF THE PUBLIC. When appropriate, employees may inform civilians they are being recorded as part of the contact. However, employees are not required to obtain consent prior to activating their BWC when the employee is lawfully in the location where the recording takes place.

142.22 SCOPE OF OFFICIAL USE.

A. No employee shall obtain or convert any recordings obtained during the course and scope of their duties for personal use. The following circumstances are specifically prohibited:

1. Personal copies of official recordings without approval from the Chief of Police or designee;
2. Re-recording of videos, audio or photographs with other devices such as smart phones or tablets;
3. Posting of official video, audio or photographs, or copies of the foregoing, to any non-department sponsored social networking, blog, website or the like.

B. Posting of BWC recordings (video, audio or photographs) on Department social media or otherwise will only be allowed with the express permission from the Chief of Police or designee. Any video, audio or photograph posted on an El Segundo Police Department social media platform or other website will thereafter be considered public information. The employee involved will be notified 48 hours in advance of the use of the footage for social media purposes.

142.50 STORAGE AND DOCUMENTATION. Employees are required to upload their BWC files (footage) into the Department's selected file retention program before ending their shift. BWC recordings will seamlessly and automatically be uploaded to cloud storage via Wi-Fi hot spot or cellular connection. All recorded victim, witness and suspect statements, as well as any other digital evidence shall be identified as such in the corresponding report for future reference. Submitted reports are still required to capture the totality of the event.

142.60 RETENTION OF RECORDINGS. Consistent with state law, the Department shall retain all BWC recordings for a minimum of 60 days, after which recordings may be erased, destroyed or recycled.

Notwithstanding any other provision of this policy, the Department shall retain BWC recordings for a minimum of 2 years if:

1. The recording is of an incident involving the officer's use of force or officer-involved shooting; or
2. The recording is of an incident that leads to the detention or arrest of an individual; or
3. The recording is relevant to a formal or informal complaint against a member of the Department.

All officer-involved shootings and offenses that carry a potential life-ending sentence should be burned to a DVD upon the completion of the report and placed into evidence.

Notwithstanding any other provision of this policy, a BWC recording may be saved for longer or an indefinite period of time in the Department's discretion, including as part of a specific case or as otherwise deemed relevant to a criminal, civil or administrative matter.

Employees may not delete any BWC recording without prior authorization. The employees seeking to delete a recording shall submit a memorandum to his/her supervisor requesting to delete footage from a BWC file and shall make an entry of the request in the appropriate case file, if applicable. The supervisor shall then forward the memorandum to the Division Commander for evaluation and proper action.

Records or logs of access and deletion of data from body-worn cameras shall be retained permanently.

142.61 REVIEW AND USE OF VIDEO RECORDINGS.

A. Department employees are encouraged to review digital evidence captured by BWC to help with their investigations, to write reports, and prior to testifying. Employees are still required to complete thorough and detailed police reports. Recorded files may be reviewed in any of the following situations by the following employees:

1. Subject to critical incident review procedure pursuant to section 142.62 below, and except as directed by the employee's supervisor, by the employee(s) who originally recorded the incident;
2. With prior supervisory approval, an employee may review another employee's recording provided the other employee was also directly involved in the incident in question;
3. By members of the City Attorney's office in connection with pending or threatened litigation;
4. By a Department employee who is conducting an official investigation such as an administrative or criminal investigation;
5. Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case.

B. The circumstances under which supervisors and managers of the El Segundo Police Department may review BWC evidence include, but are not limited to:

1. Administrative and criminal investigations, to monitor performance of subordinate employees, to assure adherence to this policy, to investigate citizen complaints and instances, which may result in liability to the City or any agent or employee of the City.
2. Supervisors may access BWC footage of employees who are on a PIP or who are on initial-hire probation without limitation, to evaluate the performance of an employee.
3. As permitted by the technological capabilities of the software, except as may be directed by the Chief of Police for good cause, including to preserve the confidentiality of an investigation of alleged misconduct, officers whose BWC footage has been reviewed by supervisors will be automatically notified that their BWC footage was reviewed.

C. Third party investigations: In the event an outside law enforcement agency (e.g. Los Angeles County District Attorney's Office) is conducting a criminal investigation related to an incident involving a Department employee, recordings may be made available to that agency by the Chief of Police or designee.

D. At the discretion of the Chief of Police, an employee being interviewed in connection with an administrative or criminal investigation may be permitted to receive and review his or her BWC recording(s) sufficiently prior to such interview to review it with his or her chosen representative.

E. The Chief of Police or designee will decide if BWC footage can be used for training purposes. The employee(s) involved will be notified of the intent to use the footage for training purposes. No recording shall be used if it is likely to embarrass or stigmatize an employee.

NOTE: Depending on the circumstances, a supervisor may restrict an employee's ability to access and view digital evidence. These situations may include, but are not limited to OIS investigations, Use of Force applications, and vehicle pursuits.

142.62. CRITICAL INCIDENT REVIEW PROCEDURES. Any incident in which a police officer, as defined in Penal Code § 830, acting under color of authority, whether on-duty or off-duty, is directly involved in the following:

1. Discharge of a firearm by an officer which proximately causes death or injury to another, whether discharge is intentional or accidental;
2. Intentional use of any deadly or dangerous weapon by an officer which proximately causes death, or injury likely to produce death;
3. An intentional act on the part of an officer, which proximately causes death or injury likely to produce death to another;
4. Any death of a person while in custody or under an officer's control.

During an investigation of a Critical Incident, the initial interview of an involved officer may occur before the officer has reviewed any audio/video recordings of the incident. An involved officer will have the opportunity to review all available audio/video recordings after his or her initial statement has been taken, and the opportunity to provide a supplemental statement following the review.

143.00 SUPERVISOR RESPONSIBILITES.

A. Supervisors who are informed or otherwise become aware of malfunctioning equipment shall ensure that a repair order is submitted.
B. Supervisors shall conduct periodic reviews of recorded videos to assess employee performance, assure the equipment is properly functioning, and to determine if department personnel are using the equipment as described by policy.
C. The supervisor, upon arrival at the scene of an OIS or other significant use of force shall take possession of any involved officers' BWC device and log it into evidence.
D. When deemed necessary to maintain viewing control, supervisors shall designate digital evidence "Restricted" to prohibit employees from viewing the digital evidence once it has been uploaded. Digital evidence may be removed from "Restricted" status at the direction of the Bureau or Division Commander.

143.10. PUBLIC RELEASE OF VIDEO/RECORDS REQUEST. Digital evidence captured using a BWC pursuant to this policy is property of the El Segundo Police Department and may only be released as provided by Department Policy or for other authorized legitimate department business purposes. The Chief of Police has the discretion to allow viewing or release of digital evidence captured by BWC if the Chief determines that it is in the best interest of the Police Department or the City. When appropriate, the City will make every effort to notify involved employees prior to release.

A. The City Attorney's Office, along with designated El Segundo Police Department personnel will be responsible for processing all Public Records Act requests, subpoenas, official information requests, and/or any other external requests for digital evidence captured by a BWC. These types of requests are reviewed on a case-by-case basis in accordance with applicable law.

B. GPS history, which includes breadcrumb trails, speed, and location, may be accessed by the employee whose body camera created such information and by a supervisor or manager for official investigative purposes. However, nothing will preclude a supervisor or manager from accessing any system feature as a tool to improve accountability and supervision.

Any employee whose footage is being released outside of the El Segundo Police Department shall be informed prior to release to a member of the public.

146 CROSS JURISDICTIONAL SURVEILLANCE POLICY

146.05 SURVEILLANCE POLICY - DEFINITIONS.

A. A service agency is the law enforcement agency initiating an investigation or planned event which enters another agency's jurisdiction.
B. A venue agency is that law enforcement agency having primary responsibility for the delivery of police services in a geographical area.
C. A planned event is a law enforcement activity which can be/is planned in advance, such as the service of a search or arrest warrant, a money or narcotics show, a protracted surveillance, etc.

146.10 NOTIFICATIONS. Prior to a planned event, the service agency shall notify the venue agency, in a timely manner, of the proposed event. Notification will normally be to the venue agency's Watch Commander. Such notification should include:

A. The time and location of the planned event and the names of the involved person's, if applicable.
B. The nature of the planned event, i.e., search warrant, etc.
C. An assessment of the potential for problems.
D. What assistance, if any, is or may be requested of the venue agency.

146.15 VENUE AGENCY RESPONSIBILITIES. Once received, the venue agency shall be responsible for:

A. Maintaining the confidentiality of the information.
B. Any inter-departmental notifications which may be appropriate.
C. Providing reasonable assistance, if requested.

146.20 CONCLUSION - NOTIFICATION. At the conclusion of the event, the service agency shall make an exit notification to advise of the event's termination. If possible, this notification should be made to the same individuals or their relief. Should the event result in a noteworthy incident i.e., a large seizure, arrest of a notable person, this information shall likewise be conveyed to the venue agency.

146.30 FIELD CONTACTS/CONFRONTATION. Because plainclothes/undercover officers are not readily identifiable as law enforcement members, contacts between them and uniformed personnel include the possibility for confrontation.

The primary responsibility for avoiding or defusing the situation lies with the no-uniformed officer(s). Their actions and deportment when contacted by a uniformed officer is critically important. The following suggestions are intended to assist in avoiding or alleviating the tension possible in such contacts. The plainclothes officer should:

A. Carry his/her firearm well concealed, rather than partially or completely exposed to view.
B. When stopped, identify himself verbally and indicate where credentials and weapon are located.
C. Follow the instructions of the uniformed officer explicitly.
D. Avoid any sudden movement which could be interpreted as suspicious or threatening. Keep hands in sight and open.
E. Comply with any requests of the uniformed officer without hesitation.
F. Be prepared to provide the phone number and name of a supervisor or other agency member who may be contacted for verification as requested by the uniformed.

147 AUTOMATED LICENSE PLATE RECOGNITION USAGE AND PRIVACY POLICY

147.05 PURPOSE AND SCOPE.

This policy is intended to establish procedures for use of the Automated License Plate Recognition (ALPR) system and equipment conducted in the course and scope of providing law enforcement services as well as establishing use and data retention policies. This policy is also intended to comply with California Civil Code § 1798.90.5 *et seq.*

147.10 ALPR USAGE AND PRIVACY POLICY.

ALPR technology, also known as License Plate Recognition, provides automated detection of license plates. ALPR's are used by the El Segundo Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPR's may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

The ALPR system is a searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of license plates and the characters they contain into computer-readable data.

The information contained in the system ("LPR data") includes images of license plates, plus the date, time and location when the images were collected, as well as the license plate characters and numbers associated with the image.

The images stored in the system are collected from areas visible to the public where there is no reasonable expectation of privacy. The collection and dissemination of the information contained in the system is protected activity under the First Amendment to the U.S. Constitution. Moreover, LPR data stored in our system does not include any personally identifying information (PII), or information which relates the license plate image to the driver or registered owner of a vehicle. PII contained in vehicle registration information is protected by federal law (Driver's Privacy Protection Act, Title 18, US Code, § 2721 *et seq*.) and State laws.

Law enforcement and other users may have access to vehicle registration information, and other sources of PII, which they may correlate with LPR data stored in the system to create vehicle hot-lists in accordance with the above referenced federal law. All hot-list fields other than the license plate number itself are encrypted to protect any PII that may exist in these hot-lists.

147.15 ADMINISTRATION.

All installation and maintenance of ALPR equipment, as well as LPR data retention shall be managed by the Special Operations Commander. The Special Operations Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and LPR data. The Special Operations Commander is responsible to implement this policy and State Law regarding the collection of license plate information (Civil Code § 1798.90.5 *et seq*.). This includes:

A. Implementing training requirements for authorized users.
B. Working with the City's Information Systems Department and the Custodian of Records on the retention and destruction of LPR data.
C. Ensuring this policy is made available to the public and conspicuously posted on the Department's website pursuant to Civil Code § 1798.90.53.

147.20 USERS AND TRAINING.

The ALPR system shall only be accessed or used by sworn Police Officers, communications staff, City information technology staff, or independent contractors hired to maintain the system, and all must be California Law Enforcement Telecommunication System (CLETS) certified prior to access of the system.

Independent contractors shall at a minimum have been Live-scanned and be free of any criminal convictions, and shall be required to sign a waiver acknowledging that they will not utilize LPR data other than for the work they have been contracted to perform.

All sworn personnel shall be provided training in the use of the ALPR system during the Field Training Officer Program. Communications staff shall be provided initial training in the use of the equipment and this ALPR policy.

This ALPR policy shall be reviewed by all sworn and non-sworn personnel with access to the system on an annual basis. No department personnel shall be given a username or password to access LPR data without being trained and having read the ALPR policy.

147.25 OBJECTIVES.

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use or allow others to use the equipment or database records for any unauthorized purpose.

A. An ALPR shall only be used for official and legitimate law enforcement business;
B. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR;
C. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped police units to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
D. No member of this department shall operate ALPR equipment or access LPR data without first completing department-approved training.
E. No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
F. If practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

147.30. MANUAL ENTRY OF WANTED OR "HOT" LISTS.

Officers may manually enter license plates or "Hot List" into the ALPR system either at the server level or into a specific ALPR equipped vehicle. Any license plate manually entered into the ALPR system in a vehicle will be purged once the "Shift End" button is pressed by the officer prior to logging off. Hot lists entered directly into the server will remain in the system until the lists are manually purged.

Unless the license plate is associated with an active incident, all manual entries shall first be approved by a supervisor. The approving supervisor shall ensure the following:

A. The entry is for a legitimate law enforcement purpose (e.g.; wanted person or vehicle, missing person).
B. Officers are informed about what action to take if the system triggers an alert on a manually entered license plate. This information should be entered into the notes section when making a manual entry.
C. The entry is deleted at the end of the shift. If the entry is not deleted at the end of the shift, the supervisor shall make an entry in the Watch Commanders log to document the need for the hot list and a date and time when the list should be deleted from the system. Watch Commanders are responsible for ensuring that hot lists are removed from the system as required.

147.40 LPR DATA COLLECTION AND STORAGE.

All LPR data are for the official use of the El Segundo Police Department and because such data may contain confidential CLETS information, it is not open to public review. LPR data gathered and retained by this Department may be used and shared with prosecutors and other law enforcement agencies only as permitted by law and this policy.

All LPR data downloaded to department approved servers should be stored for a minimum of one year (Government Code § 34090.6), and thereafter may be purged unless is has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

147.50 DATA ACCURACY.

Several factors may affect the accuracy of the ALPR readings, for example: wear on the license plate, dirt, covers, and license plate frames. For this reason, it is important to verify the accuracy of any alert received.

Prior to any action being taken due to an ALPR alert, the officer in the field and/or communications officer in dispatch should view the image of the license plate verifying that the image of the license plate was correctly recognized by the ALPR system.

If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications Systems (CLETS) before taking enforcement action that is based solely on an ALPR alert.

147.60. ACCOUNTABILITY.

All saved data will be closely safeguarded and protected by both procedural and technological means. The El Segundo Police Department will observe the following safeguards regarding access to and use of stored data:

A. All non-law enforcement requests for access to stored LPR data shall be referred to the Records Supervisor and processed in accordance with applicable law.
B. All LPR data downloaded to the mobile workstation and service shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
C. Persons approved to access LPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
D. Such LPR data may only be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
E. ALPR audits should be conducted on a regular basis.

147.70 SALE, SHARING OR TRANSFER OF LPR DATA.

LPR data may be shared with other law enforcement agencies consistent with state laws, but this data is confidential and shall not be shared or open to the public for review. Agencies requesting LPR data shall only be shared for official law enforcement purposes. The agency requesting the data must make a written request that includes the agency, name of the person requesting the data, and the reason for the request.

The El Segundo Police Department does NOT make the ALPR system or LPR data it contains available to individuals for personal or commercial purposes.

147.80 CUSTODIAN OR OWNER OF THE ALPR SYSTEM.
The El Segundo Police Department is both owner and custodian of the LPR data it has collected. The Department also uses a third-party contractor, Vigilant. It is also a custodian of the LPR data.

148 IN-CAR VIDEO CAMERA EQUIPMENT

148.05 INTRODUCTION. The police department will maintain video and audio recording capabilities in select police vehicles and motorcycles. Through this program, it is the intent of the Department to enhance public relations, criminal prosecutions and training, while at the same time limiting civil liability and shortening the citizen complaint process.

148.10 OBJECTIVES. It is intended that each in-car video system will be used to:

A. Accurately document citizen contacts, arrests and critical incidents;
B. Collect evidence for use in criminal investigations and prosecutions;
C. Assist department employees with completing reports and providing testimony in court;
D. Record critical incident circumstances for investigations, internal reviews, and training.

The El Segundo Police Department recognizes that in-car video recordings may enhance criminal prosecutions and help to limit civil liability. In-car video recordings may also provide opportunities to enhance and further police training and professional service. While the department recognizes that a recording from an in-car video camera can provide an objective record of events, it also recognizes that video and audio recordings do not necessarily reflect the full perspective, sensory experience, or state of mind of the individual employee in a given incident. It is understood that in-car video recordings may capture information that may not have been heard or seen by the involved employee and the involved employee may hear or see things that may not be captured by the in-car video camera.

All in-car video recordings made by the El Segundo Police Department in any capacity are property of the City of El Segundo and subject to review by the El Segundo Police Department and its agents pursuant to this policy.

148.20 TRAINING GUIDELINES.

A. Employees shall not use in-car video recording equipment unless they have been trained in the operation of the system.
B. Training provisions will include classroom discussion and field application. The training will consist of a review of the proper function and use of the in-car video system, the appropriate times to employ the system, and departmental policy and procedures as they pertain to the system.
C. Additional training may be required at the discretion of the department to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy or equipment.

148.40 EMPLOYEE RESPONSIBILITIES AND OPERATIONAL PROTOCOLS. Unless justifying circumstances exist, as outlined in section 142.15 of the Department's BWC Policy, employees shall record all law enforcement contacts. When the in-car video system is activated, employees shall also activate their individual body-worn camera, if so equipped. Video recordings may be reviewed according to the provisions of section 142.61 of the

Department's BWC Policy, to assist with report documentation, and/or to prepare for courtroom testimony, as outlined in the Department's BWC Policy.

At the beginning of each shift, the employee assigned a vehicle equipped with an in-car video recorder will ensure it is operable. Employees shall immediately report any malfunctions to a supervisor. The employee, unless directed by a supervisor, will select the appropriate "classification" of their in-car video recordings from the selection menu provided in the system settings or leave it "unclassified."

148.50 CRITICAL INCIDENT REVIEW PROCEDURES. A critical incident is defined as any incident in which a police officer, as defined in Penal Code § 830, acting under color of authority, on-duty or off-duty, is directly involved in the following:

5. Discharge of a firearm by an officer which proximately causes death or injury to another, whether discharge is intentional or accidental;
6. Intentional use of any deadly or dangerous weapon by an officer which proximately causes death, or injury likely to produce death;
7. An intentional act on the part of an officer, which proximately causes death or injury likely to produce death to another;
8. Any death of a person while in custody or under an officer's control.

During the investigation of a Critical Incident, the initial interview of an involved employee may occur before the employee has reviewed any audio/video recordings of the incident. An involved employee shall have the opportunity to review all available audio/video recordings after his or her initial statement has been taken, and the opportunity to provide a supplemental statement following the review.

148.60. SUPERVISOR RESPONSIBILITIES.

A. Supervisors who are informed or otherwise become aware of malfunctioning equipment shall submit a repair order.
B. Supervisors shall conduct periodic reviews of recorded videos to assess employee performance, assure the equipment is properly functioning, and to determine if department employees are using the equipment as described by policy. When deemed necessary to maintain viewing control, supervisors shall designate a video recording "Restricted" to prohibit employees from viewing the video once the video has been uploaded. A video may be removed from "Restricted" status at the direction of the Bureau or Division Commander.

148.70. SUBMITTING VIDEO AS EVIDENCE. When a police report is prepared on an incident that has been recorded, the department employee will note in the body of the report that an in-car video unit was utilized and classify the recording consistent with department procedures. This would include any incident where a DR number has been associated with a report and there is any amount of video associated with the case that the employee determines will be valuable for prosecution.

148.80. PUBLIC RELEASE OF VIDEO.

A. Recordings made using in-car video systems pursuant to this policy are property of the El Segundo Police Department and may only be released as provided by Department Policy or for other authorized legitimate department business purposes. The Chief of Police has the discretion to allow viewing or release of video footage captured by the in-car system, if the Chief determines that it is in the best interest of the Police Department or the City. The City will notify involved employees 48 hours prior to any release.

B. The City Attorney's Office, along with designated El Segundo Police Department employees will be responsible for processing all Public Records Act requests, subpoenas, official information requests, and/or

any other external requests for digital evidence captured by an in-car camera. These types of requests are reviewed on a case-by-case basis in accordance with applicable law.

C. Video releases to law enforcement agencies will be at no cost.

148.90. AUTOMATIC VIDEO ACTIVATIONS AND OTHER SYSTEM FEATURES

C. To insure all contacts or significant events are recorded, all in-car video recording systems will have the following automatic triggers:

1. When the vehicle overhead lights are activated at any setting;
2. When the system senses an airbag deployment;
3. When the vehicle reaches a speed of 85 miles per hour;
4. When the vehicle crosses through an electronic geo-fence that encircles a particular area or address established by a supervisor or when automatically generated by dispatch through CAD. When practical, all employees shall be notified in advance of the activation and deactivation of any electronic geo-fence and its perimeters or boundaries.
5. Employees are not permitted to reconfigure the in-car video device or system to not record in any of the above-listed circumstances.

D. GPS history, which includes breadcrumb trails, speed, and location, may be accessed by the employee whose in-car camera created such information and by a supervisor or manager for official investigative purposes. However, nothing will preclude a supervisor or manager from accessing any system feature as a tool to improve accountability and supervision.

E. The in-car video will not be remotely activated at any time for any reason.

149.00. REVIEW AND USE OF RECORDINGS

F. Department employees are encouraged to review recordings to help with their investigations, to write reports, and prior to testifying. Department employees are still required to complete thorough and detailed police reports. As with any recorded interview of a victim, witness or suspect, the employee will still summarize the statement in the report narrative. Recorded files may be reviewed in any of the following situations by the following employees:

1. By the employee(s) who originally recorded the incident;
2. With prior supervisory approval, an employee may review another employee's recording provided the other employee was also directly involved in the incident in question;
3. By members of the City Attorney's office in connection with pending or threatened litigation;
4. By a department employee who is conducting an official investigation such as a personnel, administrative or criminal investigation;
5. Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related cas;
6. As part of department approved training; Provided however, no recording shall be used if it is likely to embarrass or stigmatize an employee;
7. The in-car video system is not for personal use and shall not be used to record non-work related personal activity;
8. Noemployee shall obtain or convert any in-car video recordings obtained during the course and scope of their duties for personal use;
9. Employees may not delete any in-car video recording without prior written authorization. The employee seeking to delete a recording shall submit a memorandum to his/her supervisor requesting to delete footage from an in-camera video file and shall make an entry of the request in the

appropriate case file, if applicable. The supervisor shall then forward the memorandum to the Division Commander for evaluation and proper action.

B. Third party investigations: In the event an outside law enforcement agency (e.g. Los Angeles County District Attorney's Office) is conducting a criminal investigation related to an incident involving a department employee, recordings may be made available to that agency by the Chief of Police or designee. At the discretion of the Chief of Police, an employee being interviewed in connection with an administrative or criminal investigation may be permitted to receive and review his or her in-car camera recording(s) sufficiently prior to such interview to review it with his or her chosen representative, if desired.

149.10. ADMINISTRATIVE AND SUPERVISOR/MANAGER REVIEW OF RECORDINGS.

A. The circumstances for which supervisors and managers of the El Segundo Police Department may review in-car camera footage include, but are not limited to:

1. Administrative and criminal investigations, to monitor performance of subordinate employees, to assure adherence to this policy, to investigate citizen complaints and instances which may result in liability to the City or any agent or employee of the City;
2. This section regarding administrative review does not apply to any employee on Performance Improvement Plan ("PIP") or any employee while on initial-hire probation. Supervisors may access in-car camera footage of employees who are on a PIP or who are on initial-hire probation, without limitation, to evaluate the performance of the employee;

GPS history, which includes breadcrumb trails, speed and location, may be accessed by the employee whose in-car camera created such information and by a supervisor for official investigative purposes. Any employee whose footage is being released outside of the El Segundo Police Department shall be informed prior to release.

149 CRITICAL POLICY TESTING

149.05 NEED FOR TESTING. The Department recognizes the need for demonstrating proficiency with regard to any policy but there is a special need for those policies defined as "critically important." Policies defined as "critically important" are policies that have a high probability of occurrence or have a high litigation potential. Testing of department personnel is a reasonable method of determining an officer's level of knowledge regarding policy.

149.10 DEFINITION OF CRITICAL POLICIES. The following policies have been defined as "critically important:" Code-3 Driving, Pursuit, Use of Force, Firearms Discharge, Domestic Violence, Harassment in the Workplace, and Violence in the Workplace.

149.15 BIANNUAL TESTING. On a biannual basis, department personnel below the rank of Lieutenant will be tested on all policies identified by the Department as critically important. Any test score less than 100% will require remedial training in the area of deficiency. No officer will resume field duty until a 100% score is achieved.

150 CODE-3 DRIVING

150.10 CODE-3 DRIVING. CODE-3 DRIVING response is usually at the discretion of the responding officer and is normally used to respond quickly to life threatening situations.

150.20 RESPONDING TO TRAFFIC ACCIDENTS (901T). Only the assigned primary unit will respond Code-3 to a

traffic accident. In the event another unit is closer to the accident, that unit will advise the Communications Center of their location and preempt the Code-3 response. The original primary unit will discontinue their Code-3 response.

150.30 NOTIFYING Communications Center. Whenever a unit responds Code-3 to any radio call or event, the officer(s) will promptly notify the Communications Center of the response and their present location. Communications shall immediately notify the Field Sergeant or Watch Commander regarding any Code-3 runs.

150.35 Officers shall not initiate a Code-3 response while transporting a prisoner.

151 VEHICLE PURSUIT POLICY

PURPOSE: The primary purpose of this policy is to establish guidelines for conducting vehicle pursuits in accordance with State law and consistent with Department policies. This policy aims to assist officers in securing a balance between the protection of the lives and safety of the public and police officers, and law enforcement's duty to enforce the law and apprehend violators.

Deciding whether to pursue a motor vehicle is among the most critical decisions made by law enforcement officers. It is a decision which must be made quickly and under difficult and unpredictable circumstances.

In recognition of the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for a decision not to engage in a vehicular pursuit based on the risk involved, even in circumstances where this policy would permit the commencement or the continuation of the pursuit. Likewise, police officers who conduct pursuits consistent with this policy will be strongly supported by the Department in any subsequent review of such actions.

151.01 POLICE PURSUIT DEFINED: A peace officer in an authorized emergency vehicle, operating with a red light to the front and using a siren as necessary to alert other motorists, attempting to apprehend a known or suspected violator of the law, who is avoiding apprehension, and who is an occupant of a vehicle.

151.05 EMERGENCY VEHICLE OPERATION & POLICE VEHICLE PURSUIT POLICIES: It is the policy of this Department to perform all Code-3 responses in accordance with applicable laws, utilizing red lights and sounding a siren, as may be reasonably necessary, with due regard for the safety of all persons using the highway.

The safety of all persons and the exemption of the City and its employees from civil and criminal liability are considerations that demand responsible and controlled Code-3 responses at all times. Code-3 responses include pursuits and all other types of Code-3 operations.

151.10 CIVIL/CRIMINAL LIABILITY IMMUNITY: Under Section 17004 of the Vehicle Code, police personnel are not liable for civil damages on account of personal injury to, or death of, any person; or damages to property resulting from the operation, in the line of duty, of an authorized emergency vehicle responding to an emergency call or when in the immediate pursuit of an actual or suspected violator of the law. This immunity from liability is only in force when the vehicle is operating with red lights and sounding a siren, as may be reasonably necessary, and then only when the vehicle is operated with due regard for the safety of all persons using the highway.

Refer to:

17001 CVC -Liability of a Public Entity
17002 CVC -Extent of Liability
17004 CVC -Authorized Emergency Vehicle
17004.7 CVC -Public Agency Immunity
21055 CVC -Exemption of Authorized Emergency Vehicle

21056 CVC -Effect of Exemption

151.12 TRAINING: This pursuit policy is a comprehensive plan to ensure that pursuits, when necessary, are managed as safely as possible and adhere to applicable State laws. Sworn personnel shall receive regular and periodic Training addressing this policy and the importance of maintaining public safety. Pursuant to State law each sworn member of the Department shall annually certify in writing, that they have received, read and understand this policy. A Training Attestation Form shall be coordinated and maintained by the Training Section.

151.15 PROCEDURE - VEHICLE CODE DEFINITIONS:

151.20 ROUTINE PATROL: Routine patrol requires normal vehicle operation obeying all rules of the road per Section 21052 of the California Vehicle Code.

151.25 EXEMPTION OF AUTHORIZED EMERGENCY VEHICLE: Personnel are required to operate vehicles in compliance with all rules of the road pursuant to section 21052 CVC unless specifically exempted under Code-3 conditions outlined below, and in conformance with Vehicle Code Section 21055. As addressed in section 151.10 of this policy, immunity from civil and criminal liability will be determined based upon compliance with these guidelines.

151.30 CODE-3 RESPONSE: A Code-3 response consists of operating an authorized emergency vehicle with emergency red lights to the front and sounding a siren, as may be reasonably necessary, and operating that vehicle with due regard for the safety of all persons using the highway.

A. California Vehicle Code Sections 21052, 21055 and 21056 apply while operating police vehicles under emergency conditions.
B. Communications shall immediately notify the field supervisor regarding any Code-3 response. Code-3 responses are authorized under the following circumstances and upon notification to the Communications Center dispatcher.

1. 901T - Traffic accident with injuries.
2. Felony in progress/just occurred, suspect in area.
3. Code 998 - Officer involved in gun battle.
4. Code 999 - Officer needs help. Leaving the city requires prior approval by the Field Sergeant or the Watch Commander.
5. Medical emergencies, i.e., baby/person choking, breathing ceased, heart stopped, blood transport.
6. The responding officer shall retain discretion to use a Code-3 response when the circumstances indicate that injury or death could be prevented or minimized by an emergency response.

C. A Code-3 response may not be appropriate in a medical emergency where another agency or unit has previously been dispatched, i.e., when the fire department is the informant on a rescue call. All persons authorizing, supervising, or participating in Code-3 responses must be able to justify their decisions and actions within the guidelines of this section.

151.35 OPERATION OF POLICE VEHICLE UNDER NON-PURSUIT CODE-3 CONDITIONS:

A. In non-pursuit Code-3 operations, vehicle speed should not exceed that which is reasonable and prudent. Red lights and siren must be used to warn other motorists and assist in gaining the right-of-way.
B. Avoid passing on the right.
C. Fluctuate siren sound**,** as necessary.
D. Close windows**.**
E. Keep near the center of the roadway to increase visibility.
F. Approach all intersections with extreme caution. It may even be necessary to stop before proceeding.
G. Drive at all times with due regard for the safety of all persons using the highway.

H. If involved in an accident, notify Communications immediately.
I. The law gives an officer the right-of-way when the siren and red lights are in operation, but the officer must give the motorist and pedestrian the opportunity to yield.

151.40 INITIATION OF A VEHICULAR PURSUIT: Pursuits are governed by all laws, policies, and rules applicable to Code-3 responses. A pursuit may be initiated when there is reasonable suspicion to make a vehicular stop or the vehicle fails to yield and the following factors have been considered:

A. When a known or suspected felon is in the vehicle; or
B. When the occupant(s) of the vehicle have committed a crime in the officer's presence; or
C. When the officer has a specific and articulable reason for wanting to stop the vehicle.
D. Gravity of the violation.
E. Visibility and weather conditions.
F. Proximity to vehicle.
G. Vehicular and pedestrian traffic.
H. Surface and roadway conditions.
I. Capability of police vehicle including communications equipment.
J. Ability to identify the suspect and subsequently apprehend;
K. Familiarity with the geographic area including streets and special conditions.

151.41 CONTINUANCE OF PURSUIT: A pursuit requires constant evaluation of all factors set forth above in Section 151.40**,** during the course of a pursuit.

151.45 TERMINATION OF PURSUIT: When engaged in a pursuit, and when deciding whether the pursuit should be continued, officers should weigh the seriousness of the violator's suspected crime against the potential of death or injury if the chase is continued.

The decision to pursue is not irreversible. The following factors shall be considered in deciding whether to discontinue a pursuit:

1. When there is an unreasonable risk of injury to the officer and other users of the highway. An unreasonable risk exists when speeds dangerously exceed the normal flow of traffic or when vehicular or pedestrian traffic necessitates dangerous maneuvering exceeding the performance capabilities of the vehicle or driver.
2. When the only known reason for the pursuit is traffic violations, other misdemeanor, known or suspected GTA suspects.
3. When the violator can be identified to the point where an apprehension can be more safely made at a later time.
4. When it is as a result of action by another police department traversing our jurisdiction and our assistance is no longer needed.
5. Additional factors to be considered that should affect a decision to terminate:

    a. Gravity of the violation.
    b. Visibility and weather conditions.
    c. Proximity to vehicle.
    d. Vehicular and pedestrian traffic.
    e. Surface and roadway conditions.
    f. Capacity of police vehicle including communications equipment.
    g. Ability to identify the suspect and subsequently apprehend.
    h. Familiarity with the geographic area including streets and special conditions.
    i. Vehicle Speeds and distance traveled.
    j. Distance between pursuit and fleeing vehicle.
    k. Gravity of the subsequent conduct or offenses committed by the fleeing suspects.

l. The pursued vehicle's location is no longer definitely known.

All officers involved in a vehicular pursuit will be held accountable for the continuation of the pursuit when circumstances indicate that it should have been discontinued.

Any doubt concerning the propriety of a pursuit should be resolved in favor of the safety of Department members and other users of the highway.

151.50 RESPONSIBILITIES OF PRIMARY AND ASSISTING UNITS IN A PURSUIT: The initiating and assisting pursuit units shall activate the emergency lights and siren when involved in a pursuit. The emergency lights and siren shall be used continuously throughout the duration of the pursuit.

A. The initiating pursuit unit is designated the primary pursuit unit. A primary pursuit vehicle is one which has the responsibility for safely pursuing the suspect, making the apprehension at the termination of the pursuit and broadcasting the circumstances and route of the pursuit. The responsibilities of the officers in the primary pursuit unit shall be:

1. Immediately contact the dispatcher and advise that a pursuit has been initiated and provide the following information.

    a. License plate number (if readily available).
    b. Description of the pursued vehicle.
    c. Location, speed, and direction of travel.
    d. Reason the pursuit was initiated and laws violated.
    e. Number of occupants.
    f. Traffic conditions.

2. Update communications as often as practical of the location and direction of travel of the pursued vehicle unless the secondary unit has taken over communications responsibility.
3. Failure to immediately provide the above information may be cause for the Field Sergeant or Watch Commander to order termination of the pursuit.
4. The primary unit shall be in field command and bears operational responsibility for the pursuit unless relieved by a supervisor.
5. The authority of the primary unit pertains to the immediate field operation and is, at all times, subordinate to the command of the Field Sergeant and station Watch Commander.
6. Terminate the pursuit when, in the opinion of the officer, the Field Sergeant or the Watch Commander, the factors set forth in section 151.45 of this policy manual dictate such action.

B. Each officer involved in a pursuit should continually weigh all available facts and the totality of the circumstances and exercise the decision to limit, discontinue or otherwise control the pursuit by balancing the interests of public safety and effective law enforcement. The decision to terminate the pursuit shall be at the discretion of the individual officer, the Field Sergeant or Watch Commander. The decision to terminate a pursuit may be the most reasonable decision. No negative disciplinary action shall arise from a decision to terminate a pursuit. However, the ultimate authority to discontinue a pursuit rests with the Field Sergeant or the Watch Commander.

1. Unmarked Units: Unmarked units shall not initiate or become involved in pursuits unless there is a life/death situation, such as kidnapping/ hostage type incidents and the unmarked vehicle is equipped with emergency lighting and a siren. In such cases, the unmarked units shall immediately relinquish the pursuit when a marked police unit has joined the pursuit. Unmarked units lacking emergency lighting and a siren shall not initiate or become involved in pursuits and are to obey all traffic laws.
2. Two-Wheeled Motorcycles: In the event a pursuit is initiated by an officer of a two-wheeled motorcycle, the pursuing motor officer shall immediately relinquish the primary role in the pursuit

when a four-wheeled marked police unit has joined the pursuit.

3. K-9 Units: In the event a pursuit is initiated by an officer operating a K-9 unit, the pursuing K-9 officer shall relinquish primary and secondary responsibilities in the pursuit when a four-wheeled marked police unit has joined the pursuit. The K-9 unit should continue as a third pursuing unit to assist at its termination point.
4. Officers shall not become involved in a vehicular pursuit while transporting a prisoner.

C. Secondary or back-up unit, defined: A unit which may take over the broadcast if requested by the primary unit and takes over primary responsibility if the primary unit becomes disabled. The number of units involved in the pursuit will vary with the circumstances and be determined by:

1. Nature of crime.
2. Number of suspects.
3. Whether participating units are one or two-man cars.
4. Other clear and articulated facts that would warrant the increased hazard.

A pursuit shall normally consist of no more than two (2) units: The primary unit and the secondary or back-up unit. Either unit may request additional units to join the pursuit if it appears that the officers in the primary and secondary pursuit vehicles would not be sufficient to safely affect the arrest of the suspect(s). If available, a K-9 unit should join in a pursuit to assist at its termination point.

The factors set forth in section 151.45 (A) and (B) should also be considered in determining whether additional units should be deployed. At no time shall any units become involved in the pursuit without promptly notifying the dispatcher, via voice radio, that they are entering the pursuit. The ultimate authority to assign additional pursuit units rests with the Field Sergeant or Watch Commander. Officers in all other units shall stay out of the pursuit, but remain alert to its progress and location.

1. Responsibilities of the secondary pursuit unit shall be to:

    a. Assist the primary unit in maintaining contact with the pursued vehicle.
    b. Maintain a safe distance behind the primary unit.
    c. Take over communications responsibility with dispatch, relieving the primary unit of that responsibility if necessary.
    d. Assist the primary unit in making arrest(s) and controlling the situation at the successful termination of the pursuit.
    e. Avoid passing or taking a position in front of the primary unit unless requested to do so by the primary unit or instructed to do so by the Field Sergeant or Watch Commander. If this occurs, the roles of the primary and secondary units will be reversed.
    f. Take over as primary unit in the event the existing primary unit drops out of the pursuit due to mechanical or equipment failure.
    g. Cease pursuit and stop and render aid to the primary unit in the event the primary unit is involved in a major collision.

If the pursuit was initiated due to a felony involving serious bodily injury or death, the officer of the secondary unit may continue to pursue and notify dispatch of the accident.

151.55 SUPERVISOR'S RESPONSIBILITY AND CONTROL:

A. Field Sergeant Responsibilities. The responsibilities of the Field Sergeant may be to:

1. Initiate pursuit. In incidents where a supervisor is the primary or secondary unit, it is recommended the supervisor relinquish the pursuit to other units in order to maintain supervisory responsibilities.
2. Allow pursuits to continue.

3. Monitoring pursuits.
4. Ensure that only authorized units are involved in the pursuit or if necessary, authorizing additional unit participation.
5. Authorizing outside agency participation and/or intervention.
6. Assess whether the pursuit should continue using the factors listed in Section 151.45 of this policy.
7. Assign other units to assist in blocking traffic, clearing intersections, etc., as circumstances dictate.
8. Coordinating air support.
9. Authorize Physical intervention.
10. Proceed to the general area of the pursuit or when possible, engage in the pursuit to provide on-scene supervision.
11. Terminate the pursuit when, in his/her opinion, it is unsafe or no longer necessary, as more fully set forth in section 151.45 of this policy.
12. Proceed to the termination point of a successfully completed pursuit and supervise the scene.
13. Complete the ESPD Post-Pursuit Critique Form, which includes an analysis of the pursuit tactics, enforcement tactics at the termination point and any further recommendations. The analysis should examine compliance with Department policy, legal issues, and evaluation of any force used.
14. Completion of the CHP 187A Form. This form is available on-line at http://www.chp.ca.gov/publications/index.html

151.57 WATCH COMMANDER'S RESPONSIBILITIES. The Watch Commander shall be in overall command of the operation. This command responsibility shall include all Department units working within the City.

A. The Watch Commander shall respond to the Watch Commander's office and immediately take command. In order to maintain operational command and control, the Watch Commander shall establish "hot line" communications with the Communications Center. The Communications Center shall immediately and directly carry out the requirements of the Watch Commander.
B. If necessary, to assert operational control, the Watch Commander may communicate with field units via station transmitting capabilities.
C. Should the Watch Commander be in the field during a pursuit, he shall accomplish the requirements of his duties by use of his car radio.
D. The Watch Commander shall decide based upon his assessment of all information received whether the continuation or termination of the pursuit is warranted. In the absence of prompt information from the primary or secondary units, he shall order termination of the pursuit.

151.60 PURSUIT DRIVING TACTICS: Officers attempting to stop a vehicle shall be within close proximity to the violator's vehicle before activating the red lights and attempting the stop.

A. Units should not parallel a pursuit unless they are attempting to use a spike strip or attempting to block intersections and these actions are approved by the Field Sergeant or Watch Commander. Units paralleling a pursuit shall exercise extreme caution and good judgment in the operation of the police vehicles so as not to present any undue threat of damage or injury. The paralleling unit shall not join or interfere with the pursuit and shall curtail all pursuit-related activity at the boundary of its assigned area.
B. Roadblocks will only be used as a last resort, when all other means and efforts to stop a person fleeing in a motor vehicle have failed and the violator constitutes a continuing and major threat to the safety of others.

1. Any roadblock employed in a pursuit situation shall be approved and controlled by the Field Sergeant or Watch Commander who is directing the pursuit.
2. A reasonably effective advance warning system must be deployed to alert motorists (including the fleeing person) of the approaching roadblock. This warning system may consist of the overhead emergency lights of a marked police vehicle and must become effective not later than at the time the roadblock is constructed.
3. Adequate distance will be allowed for the fleeing vehicle to come to a safe stop without colliding with the roadblock.

4. At no time shall officers place themselves in a position behind the roadblock in the possible line of the vehicle being pursued.
5. Officers shall not maneuver their vehicles along-side or in front of a vehicle being pursued or in any position of potential collision with a fleeing vehicle except under the following condition:

   a. LEGAL INTERVENTION: Officers may cause intentional contact between their vehicle and the vehicle being pursued when reasonable efforts to stop the fleeing vehicle have failed and there is reasonable cause to believe that if the fleeing vehicle is not stopped immediately, death or serious bodily injury to innocent parties will result.

C. The blocking of freeway exits or on-ramps is acceptable to preclude citizens from inadvertently driving into the path of the pursuit or to keep the pursued vehicle from returning to congested surface streets.

D. All units in pursuit, shall space themselves at a distance that will ensure proper braking and reaction time in the event the lead vehicle stops, slows, or turns.

151.62 USE OF SPIKE STRIPS DURING VEHICLE PURSUITS: A decision to employ a pursuit termination tactic should be well reasoned and intended to minimize the risk of injury to the public, involved officers and the pursued suspect(s). A spike strip is a tire deflation device which is to be used to slow a fleeing suspect's vehicle, thus enhancing public safety, the control of a pursuit and the likelihood of suspect apprehension. A spike strip system will be maintained in the trunk of each patrol unit for use by officers. Because of the inherent danger posed in any pursuit termination tactic, precautions must be taken prior to deployment.

A. Training: A spike strip should only be used by personnel who have received training in its deployment which will include:

   1. Vehicle Pursuit Policy guidelines
   2. Evaluation of the Use of Force concept
   3. Presentation of "Stinger Spike System" video
   4. Group discussion regarding use and tactics
   5. Field deployment exercise

B. Usage and Safety Considerations: A spike strip should be deployed during any pursuit when its usage offers the greatest probability of success and the least likelihood of injury. Safety to the public, involved officers and suspect(s) shall be considered prior to the deployment of the spike strip. A rush to deployment can be ineffective and dangerous. When practical, officers should:

   1. Communicate to dispatch and all other involved units the intended deployment location.
   2. Consider the impact of traffic, roadway and weather conditions.
   3. Evaluate the surrounding area affording good sight distance to enable the deploying officer to observe the approach of the pursuit and other traffic.
   4. Never tie the spike strip to a pole or tree and never hold the safety rope while a vehicle is driving over the strip.
   5. Occasionally, a pursued vehicle will drag the spike strip or kick up debris. The deploying officer and any nearby surrounding officers should maintain a safe distance from the deployment point to avoid being struck by the spike strip or other hazardous debris.

C. Inter-jurisdictional Pursuits: A spike strip may be deployed when a pursuit, initiated by an outside agency, has entered our jurisdiction and a request for its use has been made by the initiating agency or an offer of use has been accepted by the outside agency. It shall be the responsibility of the on-duty supervisor to approve usage during inter-jurisdictional pursuits.

D. Use Restrictions: The spike strip shall not be used on the following types of vehicles:

1. Motorcycles. Exception: If the flight or escape of a suspect riding a motorcycle poses a continuing and/or immediate threat of serious injury or death to others, the spike strip may be deployed with prior supervisor approval.
2. Vehicles carrying or believed to be carrying hazardous materials.

151.63 AERO UNIT RESPONSIBILITIES: The assistance of a helicopter should be requested when available to minimize the hazards inherent in pursuits. The air unit is to assist pursuing ground units by advising of the pursued vehicle's direction of travel, upcoming traffic / road hazards, suspect actions, and other logistical information. Although the air unit may be asked to monitor the pursuit and direct units as necessary**,** overall command continues to rest with the Watch Commander.

151.65 LOSS OF PURSUED VEHICLE: If the pursued vehicle is lost, the primary pursuit unit shall immediately broadcast the last known location to The Communications Center. The pursuit units shall broadcast supplemental information and coordinate any search activities.

151.70 POST PURSUIT ACTIONS: Safety is critical at termination of pursuit. At no time will the need for decisive action, self-control, and strict personal discipline be more essential. The apprehension and capture of a suspect must be done in accordance with State and Federal law as well as departmental policy and procedures. The primary pursuit unit retains the responsibility for maintaining control and directing activities at the terminus of a pursuit, unless relieved by a supervisor. Once a Code-4 has been broadcast, no other officers will respond to the terminating point of a pursuit unless specifically requested.

Assisting units will promptly clear the area once their specific mission has been completed.

151.75 SUPERVISORY REPORT & COMMAND OVERVIEW: The Field Supervisor in charge of the pursuit must complete the ESPD Post Pursuit Critique Form and CHP 187A Report as outlined in Section 151.55(A/13) of this policy and submit them for Command Overview to the Field Operation Bureau Commander before the end of watch. The Command Overview Process will evaluate the pursuit tactics, enforcement tactics at the termination point, compliance with policies and if necessary, make training recommendations.

A. Legal Intervention Incidents shall be documented as outlined in GOM Volume 3, Section 420.60 with the following information:

1. Page 1 of CHP 555 completed with "Legal Intervention" listed under Special Conditions and no DR number.
2. Page 2 of CHP 555 with no PCF listed. A Sketch may be completed at the discretion of the supervisor.
3. Page 3 of CHP 555, if applicable.
4. Photographs of any damage, physical evidence, and the overall scene.

151.80 NOTIFICATION/REPORTING: When death, injury, or property damage is caused as the result of a Code-3 response or a vehicle pursuit, the Watch Commander shall immediately notify the Field Operations Bureau Commander and ensure the scene(s) are secure for investigation.

When death, serious injury, or major property damage is caused as the result of a Code-3 response or vehicle pursuit, the Field Operations Bureau Commander shall direct an immediate investigation of the incident utilizing CHP**,** LASD FAIT, or other qualified traffic investigative unit and shall report his findings to the Chief of Police, (GOM Section 3, Vol. 420.05).

151.85 USE OF FIREARMS DURING PURSUITS: Departmental policy regarding the use of firearms shall be followed. Reference GOM Vol. 2 Chapter 167.65.

151.87 INTER-JURISDICTIONAL PURSUITS: Notification by another jurisdiction of a pursuit in progress shall not be construed as a request to join the pursuit. The caller from the outside department will be specifically asked if they are making a request for assistance or merely making a notification.

Officers shall not become involved in another agency's pursuit unless specifically authorized by the Field Sergeant or Watch Commander through The Communications Center, or unless it is clearly demonstrated that a lone unit from an outside agency is unable to request our assistance or the emergent nature of the situation dictates the need for assistance by this Department. In these instances, a police unit from this agency may join the pursuit until a secondary unit from the initiating agency joins the pursuit. All departmental pursuit and Code-3 policies are in effect.

Prior to making any radio broadcast, the person (The Communications Center, Field Sergeant or Watch Commander) will obtain from the notifying department the same information our primary pursuit unit is expected to provide.

151.90 PURSUITS OF SUSPECTS FOR CRIMES AS OBSERVED BY DEPARTMENT PERSONNEL OCCURRING OUTSIDE THE CITY:

A. Officers of this Department, upon observing a crime committed outside the City (except minor traffic violations) shall relay all pertinent information to the appropriate law enforcement agency. Officers may effect an arrest or maintain surveillance of the suspect(s) until the arrival of the other department.
B. Officers of this Department shall only become involved in an actual pursuit originating outside the City when the officers have probable cause to believe that the suspect(s) have committed a felony.

151.93 HOSTAGE INVOLVED VEHICULAR PURSUITS: It must be emphasized that the safety of the hostage must be the primary consideration in determining the tactics that will be employed to affect the release of the hostage and apprehend the suspect.

A. When an officer becomes aware that a hostage is, or may be, in a pursued vehicle, the Communications Center, and the Field Sergeant or Watch Commander shall immediately be notified.
B. In instances where the taking of a hostage has not been confirmed, the Field Sergeant or Watch Commander will attempt to obtain any additional information.
C. The primary unit shall attempt to ascertain and broadcast information concerning the hostage's position in the vehicle, number and description of suspects, and known weaponry.
D. The supervisor monitoring the pursuit shall ensure that nonessential units do not become involved in the pursuit.

151.95 VEHICLE INSPECTION/DAMAGE: Upon termination of the pursuit, a written request shall be made that each vehicle used in the pursuit be inspected by City mechanics as soon as they are available.

A. Any vehicle used in a pursuit which is suspected to have suffered damage shall be immediately removed from service for inspection.

151.98 APPLICATION OF PURSUIT POLICY: While this policy is intended to provide guidelines for the safe conduct of police vehicle pursuits pursuant to the provisions of Vehicle Code §17004.7, it is recognized that such activities are not always predictable. Therefore, nothing in this policy shall be construed to impose an absolute duty of any officer or the Department and all related conduct shall be considered discretionary.

A. It shall be the responsibility of the chief's office to maintain files on all pursuit overviews.

152 USE OF FORCE POLICY

152.05 POLICY. It is the policy of the El Segundo Police Department to place emphasis and value upon the preservation

of human life and require its members to exercise utmost care and good judgment in carrying out their obligations. Therefore, members of the El Segundo Police Department shall use only that force which is reasonable, given the facts and circumstances known at the time of the event to effectively bring an incident under control. "Reasonableness" of the use of force must be judged from the perspective of a reasonable officer on the scene at the time of the incident. The use of force may appear legally justified in some instances, but members' actions must also stand the test of moral and practical considerations.

152.10 STATUTORY AUTHORITY. California Penal Code Section 835a provides that: Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to affect the arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such officer be deemed an aggressor or lose his right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.

152.15 DEADLY FORCE APPLICATIONS. Deadly force is any application of force reasonably anticipated to cause death or serious bodily injury. Officers of the El Segundo Police Department may use deadly force in situations where the use of such force is reasonable to protect human life from death or great bodily harm. An officer may use deadly force under the following circumstances:

A. When the officer has reasonable cause to believe that it is a means of self-defense from death or serious injury, or;
B. When an officer has reasonable cause to defend the life of another officer, or;
C. When the officer has reasonable cause to defend the life of others, or;
D. When the officer has reasonable cause to prevent a crime in which human life is in serious jeopardy as a result of a suspect action, or;
E. To apprehend a fleeing suspect when the officer has reasonable cause to believe that the fleeing suspect presents an immediate or imminent threat of serious injury or death to other persons. Under such circumstance, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

152.20 NON-DEADLY FORCE APPLICATIONS. Any application of force, which is not reasonably anticipated to result in death or serious bodily injury shall be considered non-deadly force. Each officer is provided with equipment, training and skills to assist in the apprehension and control of suspects as well as protection of officers and the public. Non-deadly force applications may include, but are not limited to: Control Devices, Non-Lethal Weapons, Impact Weapons and Chemical agents.

152.25 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE. The use of force policy is designed to provide an overview and visual representation of the force alternatives available to officers of this Department. It is a fluid instrument, which attempts to embody the dynamics of a confrontation.

A. The Department recognizes that building flexibility into an officer's determination of the appropriate use of force is advisable and acceptable, if not essential, given that the standard for evaluating an officer's use of force is reasonable under the facts and circumstances known to the officer at the time. This is an affirmative stance by the Department designed to provide additional confidence and needed support to officers in making their decisions regarding use of force in the field.

B. Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to sustain physical injury before applying reasonable force.

C. A number of factors are taken into consideration when an officer selects force options and when evaluating whether an officer has used reasonable force. The Department recognizes that officers are expected to make split-second decisions and that the amount of time available to evaluate and respond to a situation may impact the officer's decision. By establishing a policy that includes a description of use of force comparisons, the Department hopes to provide additional guidance to officers in making those split-second decisions. Examples of factors that may affect an officer's force option selection include, but are not limited to:

1. Officer/subject factors (age, size, relative strength, fighting skill level, injury/exhaustion, and number of officers versus number of subjects)
2. Influence of drugs or alcohol
3. Proximity or availability to weapons
4. Availability of other options or other tactics that may change the tactical calculus confronting the officer.
5. Seriousness of the offense in question or reason for contact with the individual
6. Potential for injury to citizens, officers and subjects
7. Risk of escape and inherent danger to the community
8. Other exigent circumstances
9. Obvious pregnant females

D. While various levels of force exist, each officer is expected to respond with only that level of force which reasonably appears appropriate under the circumstances at the time to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

152.30 USE OF FORCE REPORTING. The on-duty supervisor shall be promptly notified any time there is a use of force application, which includes the Hobble Restraint. For purposes of this section, use of force reporting is not required when a firm grip or department approved control hold is applied to a non-resistant subject as a preventive measure to facilitate handcuffing. Use of force applications shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review.

152.35 MEDICAL TREATMENT. Persons who have been subjected to a use of force application and exhibit difficulty breathing or display any symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

154 HOBBLE POLICY

154.10 POLICY. Department approved hobble restraints maybe utilized by officers of this Department under the following conditions:

A. When attempting to restrain a combative individual against whom conventional handcuffing methods alone are or may be ineffective.

B. When a subject is determined to be an escape risk.

C. Any other circumstance in which the use of a hobble restraint will prevent or minimize injury to the handling officer(s), subject(s) or innocent bystander(s).

154.20 GUIDELINES. When an individual is restrained with a hobble restraint, the following precautions must be taken:

A. Once a subject is placed into a hobble restraint, they shall not be left in a FACE/CHEST DOWNWARD POSITION. Subjects will not be HOG TIED.
B. Once a subject has been hobbled, they will be seated in an upright position. All reasonable efforts will be made to keep the restrained subject in this position as long as necessary to transport the subject to the police station for booking or to a medical facility.
C. The restrained subject shall be continuously monitored until the hobble restraint is removed.
D. Subjects should be restrained for the minimum amount of time necessary to handle each particular situation.

154.25 MEDICAL TREATMENT. A restrained subject who exhibits difficulty breathing, or possible substance abuse excited delirium, or other symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

157 HANDCUFFING POLICY

157.50 POLICY. The Departmental policy relative to handcuffing is predicated on its responsibility to protect the officer, the public, and the person handcuffed. No distinction is made between male and female, adult or juvenile subjects. The primary purpose in handcuffing is to maintain control of the person handcuffed and to minimize the possibility of escalating the situation to a point that would necessitate additional use of force.

A. Felony and misdemeanor arrestees shall be handcuffed unless specific and articulable reasons dictate otherwise.
B. An arrestee shall be handcuffed with the hands behind the back unless specific and articulable reasons dictate otherwise. Handcuffs should always be double locked.
C. Mentally disturbed persons may be handcuffed only if padded restraints are unavailable.
D. Persons may be handcuffed under circumstances other than arrest.

Stop and frisk doctrine provides that a person may be detained when there is some indication that the activity relates to some crime, or specific facts indicate that some criminal activity has taken, is taking, or will take place.

1. If the requirements for detention have been met, person(s) may be handcuffed if:

    a. There is a need to control due to the possibility that the detainee may flee, or;
    b. There is a threat to the safety of the officer, detainee or any other person.

2. Persons detained and handcuffed under these circumstances shall be released in the field when the officer is satisfied that the subject has committed no crime.

158 OLEORESIN CAPSICUM POLICY

POLICY. Oleoresin Capsicum (O/C) aerosol chemical agent in canister form is a non- lethal means of subduing physically combative or actively resisting subject(s) and to permit the subject(s) to be taken into custody without likelihood of serious injury to the subject(s). O/C shall be carried by all uniformed officers when on-duty, unless exempted in writing by their bureau commander. Officers shall be certified to carry O/C by completing a Department approved course of instruction. O/C will be carried in the issued carrier and routinely inspected by a supervisor for leaks and other unsafe conditions. Department approved O/C shall be Defensive Technologies brand and contain an O/C intensity level of .2 percent of major capsaicinoids in either the 1oz. or 3 oz canister.

158.10 OFF-DUTY USE. Sworn officers shall have the option of carrying Oleoresin Capsicum when off-duty. Sworn personnel may purchase, at their own expense, additional canister(s) of O/C for use off-duty; however, the Department issued canister must still be carried in any uniform assignments.

The additional canister(s) may be of a different size or manufacturer, as long as it is approved by the Department of Justice. Any usage of O/C off-duty must be immediately reported to the Watch Commander.

158.15 GUIDELINES. O/C may be used only in accordance with this policy and authorized Department training. Officers may draw their O/C canister during the course of an arrest or an investigation when the Officer deems it reasonable for their safety or that of another Officer or civilian. O/C shall not be used when taking non-resistant or non-combative persons into custody. O/C may be used as an alternative to other means of controlling violent, or potentially violent, situations. Understand that words or threats made by a person are insufficient grounds for use of O/C without the present ability to carry out the threats.

158.20 APPLICATION OF O/C.
The use of a chemical agent is regarded as non-lethal force which is capable of inflicting significant pain. Officer should not attempt to handle a physically threatening or actively resistant subject on a hand- to-hand basis when the chemical agent can be used. Before deployment of O/C the Officer should consider the following:

(1) The severity of the crime at issue
(2) When practical give verbal announcements O/C is going to be deployed
(3) Individuals whose position or activity may result in collateral injury, i.e. falls from heights, operating a vehicle and the subject is posing no threat to the officer or others
(4) A subject who has committed a non-violent misdemeanor and is not physically combative
(5) A subject who is known to the officer to be mentally ill and does not display threatening or combative behavior
(6) A non-violent subject who fails to comply with verbal commands is considered "passive resistant" and therefore, officers shall not use O/C as a means of compliance

158.25 POST APPLICATION TREATMENT. O/C is only effective when sprayed directly in the face. In all cases of use, the subject's face and eyes will be flushed with water as soon as possible. A subject's refusal to comply shall not relieve the officer of responsibility for flushing the subject's eyes and face. Subject(s) who have received an application of O/C and exhibit difficulty breathing, or display any symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

The effects of O/C should wear off between 15 and 45 minutes. If the symptoms persist longer than 45 minutes, medical attention should be obtained as soon as possible.

158.30 REPORTING USE. The on-duty supervisor shall be notified of the use of O/C as soon as possible. The O/C application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review. The report shall explain the time and circumstances when the face was flushed. If flushing is not accomplished, the report must state the reason for failure to do so.

159 OLEORESIN CAPSICUM POLICY FOR UNIFORMED NON-SWORN EMPLOYEES DESIGNATED BY THE CHIEF OF POLICE.

159.10 POLICY. Uniformed non-sworn employees designated by the Chief of Police may carry Department issued Oleoresin Capsicum (O/C) aerosol chemical agent in canister form when on duty. These personnel may only carry the O/C chemical agent canister if they have met all the requirements specified in Penal Code section 12403.9. This includes successful completion of a department approved training course

159.15 GUIDELINES. O/C may be used only in accordance with this policy and authorized Department training.

Uniformed non-sworn employees designated by the Chief of Police may use O/C as a means of self-defense during violent or potentially violent, situations. O/C shall not be used against non-combative persons. Words or threats made by a person are insufficient grounds for use of O/C without the present ability to carry out the threats.

These designated personnel will adhere to following O/C procedures set forth in GOM Chapter 158.

A. Application (158.20)
B. Medical treatment (158.25)
C. Reporting (158.30)

161 ELECTRONIC CONTROL DEVICE POLICY

161.05 POLICY. An Electronic Control Device is a non- lethal means of subduing physically combative or actively resisting subject(s) and to permit the subject(s) to be taken into custody without likelihood of serious injury to the subjects(s). The Electronic Control Device shall be carried by all trained uniformed personnel when on-duty. Department personnel may elect not to carry the video camera attachment if special circumstances exist and they receive written approval from their Bureau Commander. Command Staff members may elect not to carry the device.

161.10 GUIDELINES. The Electronic Control Devices shall be the Taser X26, or the Taser X26 with Camera attachment, manufactured by Taser International, and shall be carried only by trained personnel in accordance with these guidelines.

A) The Electronic Control Device may be used only in accordance with Department policies regarding use of force and consistent with authorized Department training.

(1) The officer needs to consider the severity of the crime at issue.

(2) Personnel should only apply the number of cycles objectively reasonable to safely restrain the subject.

(3) The Electronic Control Device shall not be used when taking non-resistant or non-combative persons into custody. The Electronic Control Device may be used as an alternative to other means of controlling violent or potentially violent situations. However, mere words or threats made by a subject, without more, e.g. the present ability to carry out the threats, are inadequate justification for deploying an Electronic Control Device.

(4) Prior to the deployment of the Electronic Control Device, whenever practicable, personnel at the immediate scene should be advised that the Electronic Control Device is going to be deployed.

(5) Officers should consider other options when they encounter:

(a) Obvious pregnant females;
(b) Elderly individuals or obvious juveniles;
(c) Individuals who are handcuffed or otherwise restrained. (Use of an Electronic Control Device on such handcuffed or otherwise restrained individual shall only be undertaken in the rare circumstances that the subject is reasonably believed to continue to pose a threat to officers or third parties);
(d) Individuals who have been recently sprayed with alcohol based Pepper Spray, or who are otherwise in close proximity to any combustible material;
(e) Individuals whose position or activity may result in collateral injury, i.e. falls from heights, operating a vehicle, or running away from an officer posing no threat to the officer or others.

(f) A subject who is suspected of committing a non-violent misdemeanor and is not physically combative or actively resisting.
(g) A subject who is known to the officer to be mentally ill and does not display threatening or physically combative behavior.
(h) A non-violent subject who fails to comply with verbal commands is considered "passive resistive (resistant)" and therefore officers should not use the ECD as a means of compliance.

B) The Electronic Control Device shall be carried in an approved holster specifically manufactured for the respective device and must not be positioned on the same side of the utility belt as a firearm.

C) Only Taser cartridges issued by the Department are authorized for use with the Electronic Control Device.

161.25 TRAINING. The Electronic Control Device will be carried and used only by personnel who have completed the mandated classroom instruction and practical application training. Training of personnel in the correct use and care of the Electronic Control Device shall be the responsibility of the Training Section or other approved designated person. Electronic Control Device familiarization shall be conducted once every two years.

161.30 FUNCTION TESTS. Each officer/supervisor or Department designee assigned or issued an Electronic Control Device should perform a function test at the beginning of each shift or assignment. Such checks should be done in accordance with the manufacturer's recommendations. In the event that a Department Electronic Control Device is deemed non-operative or malfunctioning, the Electronic Control Device should be turned into a Department supervisor with a written explanation of the problem or malfunction. The Electronic Control Device should then be directed to the Administrative Division for the purpose of determining the appropriate action for repair or replacement.

161.35 MEDICAL TREATMENT. Persons subjected to the Electronic Control Device and the darts have penetrated the skin, once safely in custody, shall be transported to a medical facility unless there is an immediate need to treat the subject at the location by paramedics. The transportation officer shall advise the medical staff the person has been subjected to the Electronic Control Device and the approximate time the incident occurred. Persons subjected to a direct contact application by the Electronic Control Device need not be transported to a local hospital unless medically necessary.

A. If the dart contacts penetrate the skin, the puncture sites shall be located and brought to the attention of the medical staff for evaluation.
B. If the dart contacts are firmly embedded in the skin, they shall be removed only by the medical facility staff.
C. A photograph of the wound shall be taken and the photo disk placed into evidence.
D. If an Electronic Control Device has been applied to an individual, the individual's condition should be monitored as soon as practical to ensure that additional medical attention is not required. Custody personnel receiving the arrestee shall be notified that the Electronic Control Device was used and what, if any, medical aid has been rendered.
E. In cases where the Electronic Control Device has been applied to a female, later claiming to be pregnant, a full-body photograph with clothing worn at the time of application shall be taken.

161.40 REPORTING USE. The on-duty supervisor shall be notified of the use of an Electronic Control Device as soon as possible. The Electronic Control Device application shall be documented in the original police report. A Use of Force Report Form must also be completed and submitted through channels to the Field Operations Commander for review. The on-duty supervisor will download the "Evidence Sync" data from the Taser device and attach the standard PDF form to the Use of Force Report Form only.

161.45 TASER X26 with CAMERA. The Taser X26 can be equipped with a camera system which automatically begins audio/video recording when the safety mechanism is de-activated.

A. Following an activation of the Taser X26 Camera, department personnel will document the utilization in their report and book only the Taser X26 Camera attachment into evidence consistent with Department policy.
B. Replacement Taser X26 cameras will be stored in the cabinet located in the briefing room.
C. The CSI/Property Officer will be responsible for the control, storage, and recycling of the Taser X26 cameras.

161.50 EXPENDED CARTRIDGES. Following the deployment of the Electronic Control Device, the darts removed by medical personnel shall be retained by the medical staff due to their biohazard nature, while the expended cartridge shall be booked into evidence unless circumstances exist where the cartridge cannot be maintained. If the expended cartridge cannot be maintained, these circumstances shall be documented in the police report.

161.55 ANIMALS. The Electronic Control Device may be used as a means of subduing and/or capturing an animal that has exhibited aggressive behavior toward the general public or the personnel involved. This includes, but is not limited to, a vicious animal, which poses a risk to the general public, or a non-compliant animal that shows signs of duress or poses a danger to vehicular or pedestrian traffic. Department personnel should consider using traditional Animal Control containment/capturing devices before deploying the Electronic Control Device. If the animal appears to be injured as a result of the deployment of the Electronic Control Device, it shall be transported for medical care in accordance with animal control policy.

162 IMPACT WEAPONS POLICY

162.10 POLICY. The policy of the Department is to require sworn officers working an uniformed field assignment to carry an approved baton, the primary police impact instrument, while on-duty. Plain-clothes sworn personnel may carry a baton when engaged in enforcement or potential arrest activities. The following batons are acceptable to meet this requirement: side handle baton, expandable side handle baton, straight baton, and expandable straight baton. All batons shall be commercially manufactured and shall be approved by the Department's Defensive Tactics Program Manager.

162.15 GUIDELINES. The baton/sap shall be used only in accordance with this policy and authorized Department training. Officers employing this impact instrument shall exercise good judgment, discretion and the proper application of established techniques. The officer should not attempt to handle an aggressive subject on a hand-to-hand basis when the baton/sap can be used. The purpose of the baton/sap is to minimize assault and exposure time, thereby decreasing the potential for injury to the officer as well as the subject. Considerations for its use would include aggressive actions by a subject, threats accompanied by an aggressive act, or general circumstances threatening officer safety or the safety of others.

162.20 AREAS OF THE BODY TO AVOID. Strikes above the shoulder (to the head and neck area) are prohibited unless circumstances justify the use of deadly force. The use of the baton/sap, as an impact instrument, to the spine, solar plexus, groin, kidneys are to be avoided, however, an officer may utilize impact strikes to the above areas if, in the officer's judgment, it is a reasonable option.

162.25 PROFICIENCY. Officers shall only carry the type of baton that they were instructed with in the basic academy. If an officer wishes to carry a different type of baton (side-handle, straight, or expandable) they must complete an authorized course.

A. The authorized course may be taught by an outside agency or by a departmentally approved in-house impact weapons instructor.
B. All officers shall qualify with their police baton/sap on an annual basis during a Department approved basic re-certification course.

162.30 MEDICAL TREATMENT. Subject(s) who have received an impact weapon application and exhibit difficulty breathing or display any symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

162.35 REPORTING USE. The on-duty supervisor shall be notified of the use of an impact weapon as soon as possible. The impact weapon application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Commander for review.

162.40 DEPARTMENT APPROVED BATONS. Sections 162.45, .50, .55, .60, .65 describe the Department approved batons and sap

162.45 STRAIGHT BATON. The regulation straight baton is either 26 or 29 inches in length and made from hardwood, black nylon plastic, or black anodized aluminum. The wood baton shall be stained with natural wood colors or black and smooth sanded. The straight baton shall not be weighted or loaded in any manner. The baton shall be one and one-eighth to one and one-quarter inches in diameter. The straight baton will be equipped with a black neoprene sleeve or grommet, which should be positioned seven inches from the butt of the straight baton.

162.50 SIDE HANDLE BATON. The regulation side-handle baton is 24 inches in overall length and one and one-quarter inches in diameter. The baton shall be constructed of plastic or aluminum. The aluminum baton weight is to be 26 ounces (plus or minus one ounce); the plastic baton weight is to be 24 ounces (plus or minus one ounce).

162.55 EXPANDABLE STRAIGHT BATON (OPTIONAL). Officers working a uniformed field assignment electing to carry the expandable straight baton are still required to have their standard side handle or straight baton in their radio car for immediate access while on duty. Plain-clothes personnel are required to have their side handle or straight baton available with their emergency response/mutual aid equipment. Approved expandable straight batons are either the positive-lock by Monadnock or friction-lock batons by Monadnock, Winchester or Armament Systems Procedures. The expandable baton length shall be between 21 and 26 inches when expanded and weigh between 14 and 24 ounces. All expandable straight batons shall be secured in a holder that is black leather, ballistic nylon or alike nylon fabric or multi-positional polycarbonate plastic.

162.60 EXPANDABLE SIDE HANDLE BATON (OPTIONAL). An expandable side handle baton shall be a two stage, positive-lock baton with a side handle fastened to a one and one-quarter inch diameter aluminum frame. The frame finish will be black anodized. The shaft shall be made from aluminum or polycarbonate plastic. The maximum overall length shall be 24 inches.

162.65 SAP. The regulation sap shall be the "Gonzales" model 415 black sap or similar sap weighing 21 ounces (plus or minus two ounces). It is approved and may be purchased and used by officers as a optional impact instrument. The sap may be carried as a secondary impact device only.

162.70 IMPACT WEAPONS POLICY FOR ANIMAL CONTROL OFFICERS

162.75 POLICY. The policy of the Department is to allow Police Service Officers (PSO's) actively performing Animal Control duties to carry a Department approved expandable straight baton while on duty. All batons shall be commercially manufactured and approved by the Department's defensive tactics program manager. Approved expandable straight batons include the positive-lock and friction-lock batons by Monadnock, Winchester or Armament Systems Procedures. The expandable baton length shall be between 21 and 26 inches when fully expanded and shall weigh between 14 and 24 ounces.

162.80 GUIDELINES. The baton shall be used only in accordance with this policy and after the PSO has successfully completed a departmental approved training course. The baton shall only be used to prevent injury by an attacking animal or as a means of self-defense during violent or potentially violent situations. PSO's employing this instrument shall exercise good judgment, discretion and the proper application of established techniques.

162.85 MEDICAL TREATMENT. Any subject or animal who display any symptoms requiring medical attention, due to the PSO's use of the baton, shall be taken to a medical facility as soon as possible.

162.90 REPORTING USE. The Animal Control Division Commander and the on-duty supervisor shall be notified in a timely manner of the use of the baton. If the application is used on a person, it shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review.

162.95 PSO's will adhere to following the Impact Weapons Policy set forth in GOM Volume 2 Chapter 100 Section 162.

163 FLASHLIGHT POLICY

163.20 POLICY. The flashlight is to be used for illumination only and should not be used as an impact weapon, except in self-defense.

163.25 GUIDELINES. In the event, a flashlight is utilized as a defensive impact instrument; officers will follow the Impact Weapons policy.

163.30 TACTICAL FLASHLIGHT. The police department will provide and maintain the Streamlight M3 tactical flashlight and holder for all officers. This flashlight may be used as a solo flashlight or while affixed to the rails of the department issued Glock Model 21 or other department approved Glock handguns. While affixed to the rails of the handgun, the flashlight shall be used as a tactical light only. When used in this manner, officers shall follow the Firearms – General Policy in accordance with Volume 2 Chapter 100 Section 170.10 which reads, "Nothing in the firearms procedures shall be precluded the drawing of the officer's firearm during the course of an arrest or an investigation when the officer deems it reasonable, for their safety or that of another officer or civilian."

164 BEANBAG AND 40MM IMPACT ROUND POLICY

164.05 POLICY. The beanbag and 40mm impact rounds are to be deployed as an alternative to other means of controlling violent, or potentially violent, situations. The beanbag and 40mm impact rounds shall be used in accordance with this policy and authorized Department training, and only when persons exhibit a danger to themselves, other persons or officers and when conventional police tactics would cause more harm to the officers and/or subjects.

164.10 GUIDELINES. For the purposes of this policy, the beanbag and 40mm impact rounds are defined as those munitions which can be fired, launched or otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury, without posing a significant potential of causing death. Less than lethal munitions may be used for the following purposes:

A. When lethal force does not appear to be justifiable and/or when attempts to subdue the persons by conventional tactics (verbalization, pain compliance holds, control holds and/or self-defense techniques) have been, or will likely be, ineffective, or;
B. When there is a reasonable expectation that it will be unsafe for officers to approach within contact range of the subject, or;
C. In any other circumstance in which use of the beanbag or 40mm impact rounds will prevent or minimize injury to the handling officers, subjects or innocent bystanders.

164.15 DEPARTMENT APPROVED MUNITIONS. The following munitions are approved for use by Department sworn personnel:

A. 12-gauge drag-stabilized beanbag round.
B. 40mm sponge round.
C. 40mm extended range round.
D. Stingball grenade.

Additionally, specialty impact munitions, e.g., 12-gauge beanbag round and 40mm impact round may be used in skip-fire situations to breach windows, and as distraction devices.

164.25 LESS THAN LETHAL WEAPONS USE AND TRAINING. Only sworn personnel having received the mandated classroom instruction and practical application training are authorized to use the beanbag and 40mm impact rounds.

A. Training of personnel in the correct use and care of the above weapons/rounds shall be the responsibility of the training unit supervisor or other approved designated person.
B. Every two years a familiarization course shall be conducted in which each of the personnel trained shall fire two practice 12-gauge drag-stabilized beanbag and 40mm impact rounds. Personnel who deploy the sting ball grenades will complete an additional qualification course every two years.
C. The person responsible for conducting the familiarization shall complete a training record on each officer instructed and file the record with the training unit supervisor.

D. The following standards of deployment are recommended for the 12-gauge drag stabilized (DS) round:

1. The 12-gauge DS round is a tear-shaped projectile, which is more aerodynamic than traditional square rounds. Because of this, the round has accuracy that allows the operator to select specific target areas, depending upon distance and level of threat.
2. The 12-gauge DS round proves most successful for incapacitation when used within its optimal energy range of approximately twenty (20) to fifty (50) feet and should be avoided if possible at distances less than twenty (20) feet.
3. This optimal range of twenty (20) to fifty (50) feet offers the necessary energy and accuracy to target the large muscle groups of the buttocks and thighs and even the knees of the subject.
4. However, if a situation exists at a distance less than twenty (20) feet, the 12-gauge DS round can be utilized at a non-vital region of the body (i.e. limb or buttocks) to neutralize the threat.

E. The following standards of deployment are recommended for the 40mm Sponge round:

1. The 40mm round proves most successful for incapacitation when used within its optimal energy range of fifteen (15) to one hundred twenty (120) feet and should be avoided if possible at distances less than six (6) feet.
2. This optimal range of fifteen (15) to one-hundred twenty (120) feet offers the necessary energy and accuracy to target the large muscle groups of the buttocks and thighs and even the knees of the subject.
3. However, if a situation exists at a distance less than six (6) feet, the 40mm Sponge Round can be utilized at a non-vital region of the body (i.e. limb or buttocks) to neutralize the threat.

F. The following standards of deployment are recommended for the 40mm Extended Range (ER) round:

10. The 40mm ER round proves most successful for incapacitation when used within its optimal energy range of thirty (30) to two-hundred ten (210) feet and should be avoided if possible at distances less than thirty (30) feet.
11. This optimal range of thirty (30) to two-hundred ten (210) feet offers the necessary energy and accuracy to target the large muscle groups of the buttocks and thighs and even the knees of the subject.
12. However, if a situation exists at a distance less than thirty (30) feet, the 40mm ER round can be utilized at a non-vital region of the body (i.e. limb or buttocks) to neutralize the threat.

164.30 AREAS OF THE BODY TO AVOID. Rounds deployed above the shoulder (to the head and neck area) are prohibited unless circumstances justify the use of deadly force. Rounds should not be intentionally aimed at the spine, solar plexus, groin, or kidneys, however, an officer may deploy rounds to the above areas if, in the officer's

judgment, it is a reasonable option.

164.35 MEDICAL TREATMENT. Subject(s) who have received a Less than Lethal Weapon application and exhibit difficulty breathing or display any symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

164.40 REPORTING USE. The on-duty supervisor shall be notified of the use of a less than lethal weapon as soon as possible. The less than lethal weapons application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Commander for review.

164.50 DEPLOYMENT. The 12-gauge DS rounds will be deployed from department shotguns that are clearly designated with an orange fore guard. The orange fore guards signify that the shotguns are to be loaded with less than lethal munitions only. The officer designated to deploy the less than lethal rounds should do all loading and clearing of the shotgun.

The patrol sergeant's unit will have other less than lethal munitions/weapons available for deployment. Supervisors will respond to requests from field units for the use of these munitions/weapons and upon evaluating the circumstances, take appropriate action. The Special Weapons and Tactics Team will have access to other less than lethal munitions, see GOM Volume 4, Chapter 800.

167 FIREARM DISCHARGE POLICY

This policy establishes procedures for the investigation of incidents involving the discharge of a firearm by an officer of this Department.

167.47 NOTIFICATION. An officer, on or off duty, who discharges a firearm or an officer conducting a preliminary investigation involving the discharge of any firearm other than in the Department range or other training exercise shall notify, or cause to be notified, as soon as practical, the Patrol Division Watch Commander, stating the facts of the occurrence. The Chief of Police shall be notified as soon as practical.

167.50 SHOOTING POLICY: It is the policy of the El Segundo Police Department to resort to the use of a firearm under the law, when it appears reasonable and generally:

A. When the officer has reasonable cause to believe that it is a means of self-defense from an imminent threat of death or serious injury; or,
B. When an officer has reasonable cause to defend the life of another officer; or other persons.
C. When the officer has reasonable cause to prevent a crime in which human life is in serious jeopardy as a result of a suspect action; or,
D. To apprehend a fleeing suspect when the officer has reasonable cause to believe that the fleeing suspect presents an immediate or imminent threat of serious injury or death to other persons.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

167.60 WARNING OR ATTENTION SHOTS: Shots fired into the air or ground to cause a fleeing suspect to stop or surrender are generally prohibited except:

A. Shots fired intending to stop an assault upon an officer, innocent victims, or prisoners.
B. Shots fired for the purpose of summoning aid when conventional communications are not available or effective, and the safety of others has been considered.

167.65 MOVING VEHICLES: Discharging a weapon at or from a moving vehicle is generally prohibited and should only be employed to prevent serious injury or death to the officer or other persons when the officer has reasonable cause to believe that the fleeing suspect or suspect vehicle poses an immediate or imminent threat of serious injury or death to the officer or others.

167.70 DISPOSAL OF ANIMALS: The destruction of animals which are seriously injured or that appear to pose a significant threat to public safety with the use of a firearm is approved when no other disposition is practical. This action shall be taken after the safety of others has been considered.

170 FIREARMS - GENERAL POLICY

170.10 FIREARMS--REMOVAL OF WEAPON FROM HOLSTER OR DISPLAY OF WEAPON: Nothing in the firearms procedures shall preclude the drawing of the Officer's firearm during the course of an arrest or an investigation when the Officer deems it reasonable, for their safety or that of another officer or civilian.

170.15 FIREARMS--DRY FIRING AND LOADING/UNLOADING: Dry firing of weapons, except in the range or other department authorized location, is forbidden. Loading and/or unloading of weapons within any building open to the public, except in areas provided for (e.g., bullet trap), or under actual combat situations, is forbidden.

170.20 REGISTRATION OF HANDGUNS: All firearms used by officers of this Department in the performance of their duties, either on-duty or off-duty, shall be registered with the Range Master (as designated by the Chief of Police). This registration process shall be updated annually, or prior to any change of on-duty weapons.

170.25 FIREARMS--DISCHARGING A WEAPON WHERE ANY POSSIBILITY OF DEATH OR INJURY OCCURS: Intentional or accidental discharge of a firearm by an officer of this Department where any possibility of injury (even if the suspect/ victim is not at the scene) or death to another human being occurs, shall be investigated and reported on in the following manner:

Upon incident, as described above, certain actions shall be immediately taken by department personnel. These actions will occur in the following phases:

A. Responsibilities of officer(s) involved and those immediately responding to the scene of an officer-involved shooting (known death or injury).

1. Summon the paramedic unit if appropriate.
2. Immediately notify communications and request the on-duty Watch Commander to the scene.
3. Secure the crime scene and identify any suspects or witnesses and note their comments.
4. Officers should refrain from discussing the incident until the arrival of their immediate Supervisor(s) or the on-duty Watch Commander at the scene. The involved personnel should provide the supervisor a Public Safety Statement surrounding the incident. Weapons shall be holstered until surrendered to the criminal investigator(s).

B Responsibilities of the Watch Commander or Field Supervisor.

1. Establish crime scene and assume control of the incident until properly relieved.
2. Obtain Public Safety Statements from all involved officers
3. Make notification to the Field Operations Bureau Commander or his designee, who shall be responsible for notifying the Chief of Police as soon as practical.

4. Involved Officers(s) firearm shall remain wih the officers. In cases where the weapon(s) is not in the officer's possession, it shall be left within the crime scene at its original location.
5. Transport the involved officer(s) to the station. Involved officers may be sequestered together in the presence of an uninvolved supervisor, who shall not allow the incident to be discussed. Attorney / representative may speak with the Officers individually, but NOT as a group.
6. Witnesses should be voluntarily transported to the station. Uncooperative witnesses should be identified and statements recorded when feasible by an officer or investigator.
7. If the suspect has sustained injuries that require hospitalization, detail an officer to accompany the suspect(s) to a treatment facility. If possible, obtain a blood sample, and place it into evidence in the prescribed manner.
8. The supervisor will direct a knowledgeable non-shooter officer to write a crime report that will briefly provide details regarding the initial contact between officer(s) and suspect(s). The report will conclude with a statement that an OIS occurred. No further details about the shooting or why it occurred should be written in the report. Details about the shooting will be obtained by investigators and documented in supplemental reports.
9. Officer(s) involved will be relieved of assigned field duty as standard policy until cleared for field duty by the Bureau Commander or their designate.
10. If an officer's injury requires hospitalization, a supervisor shall be dispatched to the hospital to curtail confusion created by an excess of concerned personnel. This supervisor will be responsible for taking charge of the Departmental personnel and equipment, assigning security details (if appropriate) and maintaining order at the hospital.

170.30 CRIMINAL INVESTIGATION: This phase is comprised of a criminal investigation under the direction of the Investigative Division Commander. All investigative activities will be conducted by the assigned investigator(s). The criminal phase investigator is responsible for the crime scene identification, including, but not limited to, identification work, photographs, and all other related phases of the investigation.

170.35 ADMINISTRATIVE INVESTIGATION: The Administrative investigation shall be conducted by the Officer-Involved Shooting (O.I.S.) Team, the members of which shall be appointed by the Chief of Police.

A. The O.I.S. Team shall coordinate their investigation under the direction of the office of the Chief of Police and conduct such investigation in such a manner that it will not jeopardize the criminal investigation.
B. The O.I.S. Team will conduct a review of all investigative reports to determine if Department policies and procedures were followed. The O.I.S. Team shall:

1. If appropriate, re-contact and re-interview witnesses, including Police personnel.
2. Examine the scene of the incident.
3. Prepare a factual report of the incident and forward it to the Administrative Bureau Commander.

C. The Officer-Involved Shooting Team shall coordinate the inspection of all weapons taken from the involved officer(s) with the El Segundo Police Department Range Master for conformity with departmental regulations. This inspection will be done in accordance with the criminal investigation team.
D. The Range Master will complete a report on his findings on each weapon and ammunition, to be included in the final administrative investigative report.

The Officer-Involved Shooting Team is a fact-finding team and is not responsible for recommending disciplinary action.

170.37 MEDIA RELATIONS. The Administrative Bureau Commander or their designee is responsible for press relations and will coordinate any release of information to the news media as per departmental regulations.

170.40 USE OF OUTSIDE AGENCY ASSISTANCE: Upon being notified of an officer-involved shooting, the Field Operations Bureau Commander will respond to complete an on-scene assessment. A decision will then be made

by the Bureau Commander whether to request outside agency assistance.

Los Angeles County Sheriff's Department Homicide Bureau. If the investigation is complex and requires resources beyond what is available within the Investigative Division, it will be the policy of this Department, to request the Sheriff's Homicide Bureau for assistance. The Homicide Bureau response team will assume control of the scene and complete civilian and officer interviews as well as evidence collection by the Scientific Services Bureau.

Los Angeles County District Attorney's OIS Response Team. When the Sheriff's Homicide Bureau is utilized for the investigation, it will be the policy of this Department, to request the District Attorney's Officer-Involved Shooting and Response Team for assistance. This can be accomplished by contacting the District Attorney Command Center at 213-974-3607. The policies and procedures regarding this program are outlined in detail in the Protocol for District Attorney Officer-Involved Shooting Response Program located at http://da.co.la.ca.us/pdf/prtclfin.pdf

Crimes Against Peace Officers Section (CAPOS). CAPOS is staffed by highly experienced county prosecutors who are responsible for the vertical prosecution of murders, and other serious assaults against on-duty peace officers in the county. In cases in which a Department peace officer is seriously injured or killed in the line of duty as a result of an assault, the Field Operations Bureau Commander may request the immediate presence of CAPOS deputies to assist with crime scene investigation, composition of search warrants, suspect and witness interviews, emergency wiretaps and general legal advise. CAPOS staff may be notified by contacting the District Attorney Command Center.

170.45 FIREARMS-NON-INJURY DISCHARGE OF FIREARM. When an Officer has discharged a firearm, and no injuries related to that discharge are inflicted on any person, the following procedures shall be adhered to if:

A. The incident occurred while the Officer was on duty.
B. The incident occurred within the City while the Officer was off duty.

All procedures outlined in section 170.25 for officer, Watch Commander or the on-duty Field Supervisor responsibilities shall be adhered to. The Investigative Division Commander and the Administrative Officer-Involved-Shooting Team will then conduct their appropriate investigations.

In the event of an accidental or negligent discharge, or the shooting of animals, the Chief of Police may direct the involved officer to submit a memorandum detailing the incident. The memorandum shall include language indicating the officer's statement is compelled based on an order by the Chief of Police. The officer's memorandum shall be submitted within a reasonable period of time and in compliance with the Peace Officer's Bill of Rights.

NON-INJURY DISCHARGE OF FIREARM BY OFF-DUTY OFFICER OUTSIDE THE CITY. When an off-duty Officer has discharged his firearm outside the City, and no gunshot wound is inflicted on any person, a Professional Standards Supervisor should be requested by the Watch Commander, and if practical, respond to the scene of the incident and complete any reports necessary for this Department. If a supervisor is not sent to investigate the incident, the off duty officer shall immediately thereafter submit a report of such incident, through channels, to the Chief of Police. The written report shall be submitted as soon as practical.

If the concerned Officers are on duty, all reports shall be submitted prior to going off duty.

Exceptions:

A. Legal hunting or target shooting.
B. At any firearms training exercise, under the direction of supervision of the Department or approved training instructors.
C. Under circumstances authorized by the Chief of Police.

170.50 OFFICERS INVOLVED IN SHOOTINGS IN OTHER JURISDICTION: Officers on-duty who are involved in a shooting incident in another police jurisdiction, shall have the on-duty Watch Commander at the El Segundo Police Department notified. Depending on the nature of the shooting incident, the Watch Commander will make proper notifications as outlined in 170.25 or 170.45 above.

Investigators of this Department will coordinate the investigation with the reporting jurisdictional police department. Officers of this Department must have a supervisor from the El Segundo Police Department present while being interviewed or making statements to investigators of another jurisdiction. This procedure shall be followed unless the distance of the jurisdiction reasonably precludes such response.

170.60 AFTERCARE TREATMENT: Personnel involved in a deadly force incident will be mandated to visit the Department Psychologist as soon as practical following the incident and before returning to duty. The Chief of Police or the designee will assign the impacted personnel to modified duty until cleared for return by the Psychologist.

172 FIREARMS - DEFINED

172.10 Standard Issue Firearm: All sworn personnel shall be issued, and shall carry the Glock Model 17 9mm caliber pistol.

A. Only ammunition issued by the Department will be authorized for use in these service weapons.
B. Firearms, as described above, shall not be altered from their original manufactured design without the expressed consent of the Chief of Police.
C. The issued holster, or one approved by the Range Master, shall be the only on-duty holster utilized.
D. The Chief of Police, Administrative Services Bureau Commander, Field Operations Bureau Commander, or Investigative Division Commander may authorize other types of firearms for on-duty use for special circumstances. Such authorization must be given in writing.
E. Standard evaluation will have to be met prior to any such usage.

172.15 Alternative Compact Firearm – Plainclothes Assignments: Sworn personnel assigned to plainclothes assignments have the option of carrying any 9mm Glock pistol, manufactured and designed to carry a minimum of 10 rounds when the following conditions have been met**:**

A. The firearm is purchased and maintained by the officer**.**
B. The firearm's condition has been inspected and approved by the range staff**.**
C. The officer has qualified with the weapon on the department range and has been approved to carry it by the Range Master**.**
D. The firearm has been entered on the officer's firearm registration card by the range staff.
E. The officer must qualify with the weapon monthly, in compliance with all firearms training sections of this chapter**.**
F. The officer must qualify quarterly with the Glock model 17, in addition to the alternative compact firearm**.**

172.20 REGISTRATION OF HANDGUNS: All firearms used by officers of this department in the performance of their duties, either on-duty or off-duty, shall be registered with the Range Master (as designated by the Chief of Police). This registration process shall be updated annually, or prior to any change of on-duty weapons.

172.30 CARRYING OFF-DUTY WEAPONS OR SECOND WEAPON ON-DUTY: Second weapons carried in conjunction with the regulation on-duty weapon, and weapon carried off-duty, shall be concealed on the person of the officer in such a manner that its presence will not be discernible through casual observation. Off-duty firearms will not be carried while:

A. Under the influence of an intoxicating beverage or drug; or,
B. Participating in sporting events; or,
C. Otherwise impractical.

172.45 AUTHORIZED OFF-DUTY/SECOND WEAPON ON-DUTY: Any off-duty or second on-duty firearm shall be a semi-automatic pistol or double action revolver, and:

A. Be no smaller caliber than 9 mm (.380 caliber).
B. Be a make of AMT, Browning, Colt, Glock, Beretta, OMC, Ruger, Sig Sauer, Smith & Wesson, or Walther. Any other makes must be with the approval of the Department Range Master.
C. Have a minimum capacity of five (5) rounds of ammunition.
D. Authorized ammunition for second weapons and/or off duty weapons will be of a type approved by the Department Range Master**.** Magnum ammunition is not allowed.
E. If the proposed weapon does not meet the listed criteria, the officer must submit a memorandum to the Administrative Services Bureau Commander, indicating:

1. Make and caliber.
2. Serial number.
3. Type of ammunition which will be carried.
4. Certification of inspection and proficiency (weapon and ammunition) by the Range Master.

F. The expense of secondary and/or off-duty weapons and ammunition will be the responsibility of the individual officer.

172.50 SECONDARY AND OFF-DUTY FIREARMS--QUALIFICATION: The weapon shall be fired every six months under the supervision of the range staff. It is the responsibility of the individual officer to comply with this requirement. The range staff member shall record the dates the weapon has been fired on the firearm score sheet. A range copy of the Certificate of Inspection must be completed for every authorized firearm.

172.55 SHOTGUNS. Only authorized shotguns will be utilized by police personnel of this Department. These weapons, when not secured in units or in the Watch Commander's Office, will be stored in the Arsenal and maintained by the department range staff.

A. Prior to going on-duty, an officer in each marked unit will verify that the shotgun is in proper working order and is loaded with six .00 buck shells. The shotgun will be secured in each marked unit with the chamber empty, the slide release lever down and the safety off. Any malfunction or defect noted with a shotgun will be immediately reported to the shift supervisor. The weapon will be removed from service and forwarded to the range staff for repair.
B. The shotgun located in the Watch Commander's Office shall be secured to prevent unrestricted access. The shotgun shall be inspected biannually by the dayshift field supervisor on the first day of the patrol bid change in January and July. Any malfunction or defect noted with a shotgun will be immediately reported to the Firearms Range supervisor. The weapon will be removed from service and forwarded to the range staff for repair.
C. In emergency situations, Police Service Officers who have successfully completed the annual shotgun familiarization training course will have access to the shotgun in the Watch Commander's Office for use exclusively as a defensive weapon.
D. The Range Master, or his designee, is responsible for monthly cleaning, inspection or other necessary maintenance of the Department shotguns. A service log will be maintained by the Range Master to ensure the maintenance schedule is current.

172.60 AUTHORIZED ON-DUTY SHOULDER FIREARMS: The Remington Model 870, 12 gauge pump shotgun and the SIG MCX, semi-automatic carbine rifle are the authorized on-duty shoulder firearms available for use by all sworn personnel.

A. Only ammunition issued by the Department will be authorized for use in these service weapons.
B. Firearms, as described above, shall not be altered from their original manufactured design without the expressed consent of the Chief of Police. All malfunctions, damage, or problems arising from authorized firearms shall be reported to the Department range staff.
C. The firearms will be assigned to the Patrol Division and put into service with all patrol units.
D. The Special Weapons and Tactics Team will have the availability and use of other shoulder firearms for on-duty use.
E. Each officer shall receive familiarization training prior to carrying these weapons.

172.70 SHOULDER FIREARMS--QUALIFICATION: Personnel will be required to qualify with the Remington Model 870, 12 gauge pump shotgun on an annual basis and the SIG MCX on a biennial basis under a program authorized by the Department Range Master- Refer Section 176, Firearms Training.

173.25 RE-APPROVAL OF FIREARMS: A firearm, as defined in sections 172.10 and 172.15, shall be submitted to the Department range staff for inspection and approval before such weapon is carried on-duty after having functioned improperly. Mechanically unsafe firearms shall not be knowingly carried on or off-duty. A firearm discharged accidentally due to an evident defective safety device or for any other apparent mechanical defect shall be presumed to be an unsafe weapon carried in violation of this section.

173.30 MAINTENANCE OF FIREARMS: All firearms carried on or off-duty shall be maintained in a clean, serviceable condition. Any firearm that is carried, either on or off-duty, which is knowingly defective, shall be presumed to be an unsafe weapon carried in violation of this section.

173.35 MALFUNCTIONING FIREARMS: Any malfunction of any Department issued firearm carried on or off-duty, shall be reported to the Department range staff who shall investigate the cause of the malfunction and take corrective action before returning the firearm to the reporting employee. The Department Range Master shall maintain a permanent record of all firearm malfunctions.

174 FIREARM SAFETY LOCK

174.15 Officers shall comply with the provisions of penal code section 25100 when storing their issued firearms at locations other than the Department.

175 AMMUNITION

175.10 AMMUNITION REQUIRED: Only ammunition authorized by the Department Range Master will be used in approved weapons carried on or off-duty.

176 FIREARMS TRAINING

176.01 .45 CALIBER TRAINING: Each officer shall complete an approved course of instruction prior to carrying the Glock .45 caliber automatic pistol.

176.03 Every sworn officer of the El Segundo Police Department is required to shoot once a month for familiarization or qualification of the Department issued handgun or shotgun. Officers may have two unexcused absences per calendar year; however, upon the third or more unexcused absence they will be subject to appropriate disciplinary action.

Every Police Service Officer (PSO) is required to qualify at least once per calendar year for familiarizartion with the Department issued shotgun.

Officers exempted from the requirements of shooting qualification are as follows:

A. Employees on restricted duty assignments who have a written request for exemption from a physician which is approved by the Chief of Police.
B. Personal Exemption: Officers having personal reasons for requesting exemption from a shooting requirement (vacation, illness, etc.), shall prepare (if physically possible) a memo stating their reasons prior to the qualification date. The memo will be forwarded through channels, for approval, to the Administrative Services Bureau Commander.
C. Executive Command Staff (Captains and above) must qualify with their weapons four times a year.

176.04 Every sworn officer of the El Segundo Police Department is required to shoot the Department authorized SIG MCX, semi-automatic carbine rifle for familiarization and qualification on a biennial basis. Exemptions are possible as outlined in 176.03(A) and (B). Executive Command Staff is exempt from this qualification requirement.

176.05 FAILURE TO QUALIFY: Officers failing to qualify shall be given an opportunity to remediate. Additional rounds of ammunition will be issued and instruction will be given by the range staff.

A. There will be no time compensation awarded to officers attempting to qualify after the scheduled qualification range days.
B. Failure to qualify after the scheduled qualification range days may result in a reassignment or disciplinary action.

176.10 ADDITIONAL FAMILIARIZATION: All officers may use the range for additional familiarization as long as the following conditions are met:

A. The officer(s), who are not current SWAT team members, must be accompanied by a range certified supervisor or a member of the range staff.
B. The supervisor/range staff member must complete the information required in the "range utilization/training" log maintained in the range.
C. Officers using other than regulation duty weapons must supply his/her own ammunition.
D. No armor piercing ammunition is allowed on the range.

176.15 AMMUNITION RECORD: A written record must be maintained of all ammunition issued to each officer. A written inventory of all ammunition used and the amount on hand shall be prepared by the Range Master and submitted to the commander of the Administrative Services Bureau in the first week of January.

176.20 CERTIFICATION: Certification of all proficiency scores in use of firearms for which additional compensation is to be received shall be recorded and certified by the Range Master. Firing for compensation shall be held in the month preceding the quarter for which such compensation is to be received.

176.22 DATES FOR QUALIFICATION: Scores for both familiarization and qualification shooting shall be recorded on the form prescribed by this Department. The scoring sheets shall be turned in as soon as possible after the 3rd Saturday of each month in which the firing occurs. The months designated for qualification firing are: March, June, September, and December. Shooting on-duty or off-duty is at the option of the officer, however, off-duty shooting will be paid at overtime pay. Familiarization and/or qualification will be held on the range days specified by the Chief of Police.

176.25 QUARTERLY SHOOTING QUALIFICATION: All sworn personnel will be required to attain a minimum qualification score of 365 at least once during every quarter with their on-duty firearm.

176.30 QUARTERLY SHOOTING QUALFICATION WITH ALTERNATE WEAPON: All sworn personnel who have been approved to carry an alternate on-duty firearm, as permitted in 172.10 (D), must qualify quarterly with both that weapon and their primary weapon and attain a minimum qualification score of 365 with each.

176.70 PROFICIENCY: Officers are entitled to receive compensatory time off per the Memorandum of Understanding, upon attaining certain scores on the qualification course. Compensation shall be per quarter as follows:

MARKSMAN:	0 hours	365 - 417
SHARPSHOOTER:	4 hours	418 - 458
EXPERT:	6 hours	459 - 493
DISTINGUISHED EXPERT:	8 Hours	494 – 500

177 CRITICAL INCIDENT DEBRIEFING (CID)

177.05 CRITICAL INCIDENT DEBRIEFING. It shall be the policy of the El Segundo Police Department to provide Critical Incident Debriefing (CID) to mitigate the impact of stress responses on members of our department following any situation which causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or at a later time. The following are examples of potential critical incidents:

A. The serious injury, death, or suicide of a department member.
B. Death of a child resulting from violence, neglect, or conditions having a lasting effect on personnel.
C. Multiple fatalities due to EMS, police or fire incident.
D. Major disaster, e.g., airline crash, earthquake, etc.
E. Serious injury or death of a civilian caused by department operations.
F. Loss of life following extraordinary or prolonged expenditure of emotional and physical energy by personnel.
G. Personnel are placed in extreme danger, e.g., hostage, assaults, etc.
H. Incidents in which the victims are relatives or friends of the personnel.
I. Any incident which attracts unusually heavy attention of the news media.
J. Hazardous material exposures likely to have lasting effects.
K. Any unusual incident which produces a high level of immediate or delayed emotional response.
L. Any event where debriefing could be utilized to better prepare officers or increase performance for future events.

177.10 CID BACKGROUND INFORMATION. Research and experience have shown that immediate, focused psychological intervention can and does significantly reduce the negative after-effects of exposure to trauma. Further, an incident does not have to be a disaster of major proportions to be experienced as a "trauma" for those attempting to help or rescue.

177.20 PROCEDURES FOR CID ACTIVATION. Should a Critical Incident occur which may necessitate intervention; the City's Human Resources Department shall be notified through channels, to activate the CID Program. The Human Resources Department will arrange for the services of a Facilitator.

177.25 FACILITATOR. A psychologist or other mental health professional who has additional training in disaster psychology, crisis intervention, and critical incident debriefing, and who has been oriented to the police service.

177.30 PSYCHOLOGICAL DEBRIEFING PROCESS. A debriefing is a confidential, educational process designed to accelerate the normal recovery process of individuals who have been exposed to highly abnormal events. The debriefing process provides an opportunity for personnel to discuss their feelings and reactions in order to reduce the stress resulting from exposure to critical incidents. A debriefing is NOT a critique of department operations at the incident, nor will performance be discussed.

177.35 CID PROCEDURES. Debriefings are usually conducted in small groups of not more than 20 people; however, they may also occur on an individual basis. All debriefings shall be strictly confidential.

The type of debriefing conducted depends upon the circumstances of a particular incident. The following is a listing of the debriefings most commonly utilized, singularly or in combination;

A. Formal Debriefing: This debriefing is generally conducted within 72 hours of a critical incident. It is a confidential, non-evaluative discussion about involvement in the incident, to elicit thoughts, feelings, and reactions.
B. Follow-Up Debriefing: This informal debriefing, which occurs weeks or months after the incident, is concerned with delayed or prolonged stress reactions.
C. Individual Consultation: These one-to-one counseling sessions are available as needed, for any concerns related to critical incidents.

177.40 CID PARTICIPANTS. The CID process is designed for all El Segundo Police Department members involved in the incident. Other support personnel i.e., fire, outside police agencies, or other city employees, may be allowed to attend at the discretion of the facilitator.

177.50 GENERAL PUBLIC. The El Segundo Police Department CID program is not designed for the general public. Should such a request be received, it should be directed to the American Red Cross who have resources for their use.

178 OFF-DUTY RESPONSE TO MAJOR EMERGENCY

178.05 PURPOSE AND SCOPE: The purpose of this policy is to establish a department-wide off-duty response to a major emergency plan.

1. A major emergency (catastrophic event) is defined as an event involving potential or actual injury, death, or property damage requiring exceptional emergency response. This term includes natural disasters (floods, earthquakes, major fires, storms, etc) and human-caused emergencies (terrorism, violent civil disobedience or riots, aircraft or train disasters, etc).

178.10 OFF-DUTY RESPONSE TO MAJOR EMERGENCY: If news media accounts show a catastrophic event in the City of El Segundo and phone calls into and out of the station cannot be made, the following automatic response shall be followed:

1. PRE-SCHEDULED, PRE-ASSIGNED EMERGENCY SHIFTS:

    a. Local (within 10 miles) Sergeants and above: respond to station.
    b. Non-local Sergeants and above: monitor intelligence sources and wait for call.
    c. Personnel (sworn and civilian, including RSVPs) assigned to "Platoon A" listed on the ESPD 24-hour Tactical Roster are automatically assigned to A Shift, 0600 - 1800.
    d. Personnel (sworn and civilian, including RSVPs) assigned to "Platoon B" listed on the ESPD 24-hour Tactical Roster are automatically assigned to B Shift, 1800 - 0600.

    The nature of the event may result in pre-assigned hours being modified.

178.15 REPORTING FOR WORK: If you confirm a catastrophic event has occurred and it is during your pre-assigned emergency shift, call (310) 524-2836 or (310) 615-2634 for directions. DO NOT CALL THE WATCH COMMANDER OR THE COMMUNICATIONS CENTER.

If you confirm a catastrophic event has occurred in the City of El Segundo, and the station does not contact you and you are unable to contact the station, you should:

- Secure your home and family.

- Secure supplies to care for yourself for 48 hours (jacket, flashlight, water, changes of clothes, hygiene items).
- Do not leave your current location until you know conditions on your proposed route. Listen for emergency updates and routing instructions (car/home radio, TV, internet, etc.).
- Respond to the station at your pre-assigned emergency shift. Report to your regular work area or designated staging area.

178.20 STAGING AREA CHECK-IN PROCEDURE

1. STAGING AREAS

    a. No police facility damage - report to PD normal work area.
    b. Police facility damage - report to the employee parking lot (Grand/Standard).

178.25 EMERGENCY SCHEDULING: In the event a major emergency has occurred, the ESPD 24-hour Tactical Roster/Schedule will be activated. If phone lines are available, the Watch Commander or his/her designee will notify the appropriate Platoon Commander.

The Platoon Commander will initiate the Tactical Call-out of his/her respective Platoon. In the absence of the Platoon Commander, the responsibility for the Tactical Call-Out will rest with the first Assistant Commander listed under the Platoon Commander.

The Assistant Commander or his/her designee will notify each Sergeant in his/her respective Platoon and advise them regarding the Tactical Call-Out. The respective officers in that Platoon will be contacted and advised to respond immediately for the Tactical Call-Out.

178.30 FAMILY INQUIRIES: In the event of a major disaster, the Department will make every attempt to contact your family. Family members may, one hour after the start of the incident, call the designated Health and Welfare number:

(310) 615-2632

If the number(s) above are not accessible, inquiries and messages can be left at the main EOC number:

(310) 524-2830

FAMILY MEMBERS MUST NOT CALL THE WATCH COMMANDER OR THE COMMUNICATIONS CENTER.

It is critical that all employees establish an out of state contact that can be notified and contacted after a disaster. Utilize that contact in the event normal communications systems are inoperative.

178.35 EMPLOYEE PREPAREDNESS: All City employees are a vital and important part of El Segundo's Disaster Plan. Without available personnel, the careful plans and preparations the City has made for our residents may not succeed. The California Government Code mandates that, **"**…all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.**"** Because of this, it is important that supervisors encourage all employees to be prepared at the workplace, as well as at home, for a disaster.

178.40 EMPLOYEE WORKSTATION PREPAREDNESS:

1. Prepare and stock a personal survival kit in a sturdy container or bag (small items in plastic containers).
2. Keep survival kit at workstation or in personal car (having survival kits in both locations is preferred).

3. Suggested articles (tailor to fit your needs/work environment/responsibilities):

At-Work Survival Kit:

Sweatpants/shirt/jacket	Leather gloves
Comfortable, sturdy shoes	Portable radio
Medications/prescriptions/glasses	Flashlight
Whistle	Extra batteries
Small first aid kit	Snacks/bottled water
Personal hygiene items	Office supplies (pen/paper)

Car Kit (all of the above items, plus):

Flares	Car fire extinguisher
Map of area/road atlas	Good book/cards
Cash (small bills)	Large trash bags

178.45 PREPARE YOUR HOME AND TRAIN YOUR FAMILY:

1. Participate in preparedness training. Information is available for home use on the City of El Segundo Website under the Emergency Information Link.
2. Prepare a family/home preparedness plan.
3. Stock emergency supplies.
4. Establish an out-of-state contact.
5. Pre-arrange child care with relatives/friends for times you may be called for disaster duty. If you have no other place to take your children, the City will provide childcare. In the event child care is required, contact (310) 524-2836, or (310) 615-2634 and advise on the number of children requiring child care services.

180 MOTORIZED POLICE ESCORTS

180.10 REQUESTING MOTORIZED ESCORTS. All requests for department personnel and equipment for escort service shall be referred to the Traffic Division Commander.

180.20 AUTHORIZING MOTORIZED ESCORTS. Motorized police escorts may be granted under the following circumstances:

A. For the personal safety of individuals or groups, such as the President, Vice-President, or Cabinet Members of the United States or Ambassadors of foreign nations, when their safety can be assured in no other manner and the protection is requested by an official government agency.
B. For the personal safety of individuals or groups about whom revolve controversial issues of such significance that the threat of violence or disorder is imminent.
C. For a private or public event, such as a street parade, officially approved, when circumstances threaten public safety or indicate a serious disruption of normal traffic flow.
D. At the discretion of the Bureau Commander, when safety of the public, an individual or a group is of concern to the Department.

185 PUBLIC ADDRESSES

185.10 STATEMENTS CONCERNING ADMINISTRATION AND POLICY OF THE DEPARTMENT. Employees of the Department shall not deliver addresses at public gatherings concerning the work of the Department, nor shall they make statements for publication concerning the plans, policies or affairs of the Department, unless authorized by the Chief of Police.

185.20 WRITING FOR PUBLICATION BY DEPARTMENT EMPLOYEES-APPROVAL REQUIRED. A department employee desiring to publish or cause to be published, any writing, paper, treatise, script or article, which has been or purports to be authored or related by him based upon information obtained from the records of the Department or resulting from the performance of official duties or which identifies him with the Department or which contains pictures, photographs, schematic drawings, charts, forms or other pictorial material identified with the Department, shall first obtain the approval of the Chief of Police, except when the publication is a normal result of the performance of the employee's assigned duties.

186 SPEAKING ASSIGNMENTS

186.50 REQUESTS FOR PUBLIC APPEARANCES BY EMPLOYEES. All requests for members of the Department to appear as a representative of the Department for the purpose of making a speech, participating in a panel discussion or other similar function, shall be directed to the Chief of Police who may assign it to any segment of the organization which he deems proper.

188 RECOMMENDATION OF PRIVATE SERVICES

188.05 RECOMMENDING PRIVATE SERVICES - PROHIBITED. Employees of the Department while conducting official city business, shall not recommend to any person(s) any service that is not supported by public funds or charity.

190 REQUESTS FOR COMMUNITY INVOLVEMENT PROJECTS

190.10 REQUESTS FOR DEPARTMENT TOURS. All requests for tours of the Department shall be directed to the Community Relations Division and all assignments for this type of activity shall originate from that division.

195 EMPLOYEE SUGGESTIONS AND REQUESTS FOR RESEARCH

195.10 COMPLETION AND DISTRIBUTION OF EMPLOYEE SUGGESTIONS AND REQUESTS FOR RESEARCH. Employee suggestions which may improve service to the community or operations within the Department, or Requests for Research which may include projects, surveys, legal information, creation or revision of forms, amendments to the Department Manual or other manuals in use by the Department, publication of special manuals or handbooks, etc., should be forwarded to the Administrative Services Bureau Commander. Suggestions or requests approved by the Administrative Bureau Commander shall be directed to staff for processing.

NOTE: Nothing shall be construed to prevent an employee from making suggestions to his immediate Supervisor or to the Chief of Police. Such suggestions may be oral or by way of an Inter-Department Correspondence.

196 SUBPOENA SERVICE- CRIMINAL

196.10 SUBPOENA RECEIPT-POLICE DEPARTMENT PERSONNEL. All criminal subpoenas, addressed to department employees, shall be delivered to the Court Liaison Detail, which is responsible for properly serving the concerned employee, according to the time guidelines listed in Cal. Penal Code § 1328.

196.15 TIME GUIDELINES. The Court Liaison Detail will make a reasonable effort to deliver all subpoenas to allow the employee sufficient time to comply with the subpoena. If the Court Liaison Detail is unable to deliver a copy of the subpoena to the listed employee within a time which will allow the employee to comply with the subpoena, the Detail may refuse to accept the subpoena and is excused from any duty, liability, or penalty arising in connection with the service, upon notifying the server of this fact [PC 1328 Sub(d)].

198 CIVIL SUBPOENAS

198.05 CIVIL SUBPOENAS. For the purpose of this section the term civil subpoena shall mean any subpoena for any type of civil, administrative or deposition hearing.

198.10 ACCEPTANCE OF CIVIL SUBPOENAS. The acceptance of any civil subpoena shall be accepted by any on-duty records specialist or police service officer.

198.20 ACCEPTANCE OF CIVIL SUBPOENAS - PROCEDURE. The procedure for the acceptance of a civil subpoena is as follows:

A. Verify that the subpoena is delivered at least ten (10) days prior to the date of the required attendance, unless the court has prescribed a shorter time on the subpoena. (CCP §1987(b).)

1. In the event that the subpoena is delivered less than ten (10) days prior to the date of required appearance the subpoena shall not be accepted. The party delivering the subpoena shall be advised to obtain another subpoena meeting the statutory requirements.

B. The party delivering the subpoena must deposit a fee of one hundred and fifty dollars ($150) for each day that each employee is required to remain in attendance pursuant to the subpoena. (GC §§ 68096.1(b), 68097.2(b).)

1. Fees can be accepted in the form of cash, a check or money order made payable to the City of El Segundo or to the employee named on the subpoena.

a. Subpoenas should not be accepted if not accompanied by the required fee, unless the fees have been waived by order of the court. (GC § 68097.55.)

b. Checks or money orders made payable to an employee named on the subpoena shall be endorsed by the employee and made payable to the City of El Segundo.

C. Issue a receipt for the fees deposited to the person delivering the subpoena from the receipt book maintained at the front desk designated for that purpose.

1. A separate receipt shall be issued for each civil subpoena accepted.

a. The case number and the notations “civil subpoena” and “payable to account number 001-300-1980-3803" shall be recorded on the receipt.

D. Log the acceptance of the subpoena in the log book maintained at the front desk designated for that purpose.

1. The receipt number and the amount of fees deposited for each subpoena accepted shall be written on the respective subpoena.

E. The fee deposited, a copy of the subpoena and a copy of the receipt shall be placed in an envelope which shall be placed in the front desk petty cash drawer.

1. The envelope and its contents shall be delivered to the Treasurer’s office on the business day following its receipt.

F. The original subpoena shall be forwarded to the Court Liaison officer for distribution.

198.30 RETURN OF EMPLOYEE FOR SUBSEQUENT PROCEEDINGS — PROCEDURE. No employee shall be

ordered to return by the court for subsequent proceedings beyond the day stated on the subpoena unless, the party at whose request the subpoena was issued, or the party at whose request the witness is ordered to return, shall first tender to the City the same sum required for the issuance of a subpoena in the first instance. (GC § 68097.5.)

A. If a court continues a proceeding on its own motion, no additional witness fee shall be required prior to the issuance of a subpoena or the making of any order directing the employee to appear on the date to which the proceeding is continued. (CG §§ 68096.1(e), 68097.2.(e).)

198.40 REIMBURSEMENT FOR SALARY AND EXPENSES. Employees obliged by a civil subpoena to attend as a witness, shall receive the salary or other compensation to which he or she is normally entitled during the time that he or she travels to and from the place where the court or other tribunal is located and while he or she is required to remain at that place pursuant to the subpoena. (GC §§ 68096.1(a), 68097.2(a).)

A. The party at whose request the subpoena is issued shall reimburse the City for the full cost to the City incurred in paying the employee his or her salary or other compensation and traveling expenses. (GC §§ 68096.1(b), 68097.2(b).)

B. If the actual expenses should later prove to be less than the amount deposited, the excess of the amount deposited shall be refunded. (GC §§ 68096.1(c), 68097.2(c).)

C. If the actual expenses should later prove to be more than the amount deposited, the difference shall be paid to the City by the party at whose request the subpoena is issued. (GC §§ 68096.1(d), 68097.2(d).)

198.50 RECONCILIATION FOR SALARY AND EXPENSES — PROCEDURE. The procedure for reconciliation of salary and expenses incurred in complying with a civil subpoena shall be as follows:

A. Upon the conclusion of an employees' appearance in court or other tribunal in response to a civil subpoena, the employee shall complete a court form and submit it to a supervisor for approval.

1. A completed court form for a civil subpoena shall include the completion of the "civil only" section of the form.

B. Upon receipt of a completed court form for a civil subpoena the reviewing supervisor shall verify that the form is complete. If complete, the supervisor shall sign the court form and check the "check here if civil case" box below the "approved by" signature line.

C. Upon approval by a supervisor the court form shall be forwarded to the Detective Bureau secretary.

D. The Detective Bureau secretary shall record the number of hours and additional expenses incurred by the employee and prepare an inter-departmental correspondence to the Director of Finance listing the employees' name and the number of hours and expenses incurred.

E. A copy of the court form and the interdepartmental correspondence listing the hours and expenses incurred shall be forwarded to the Finance Department for the processing of either a refund or a billing for any excess due the City.

198.55 COURT ATTENDANCE. All Department members receiving a court subpoena as a result of their job duties and functions are to be punctual in attendance. The Department member attending court shall be dressed in professional business attire or in department uniform.

198.56 OFFICER'S DECLARATION FOR CONTINUANCE. Department members unable to attend court as ordered in a subpoena due to previously scheduled, pre-paid vacation or Military Leave shall complete ESPD form, "Police Officer Declaration For Continuance." The Officer requesting to be excused must contact the District Attorney's Office and make notification of unavailability, documenting the date and time of this notification. The completed form shall be forwarded to the Officer's immediate supervisor for review and signature. The

signed form shall then be forwarded to the Court Liaison Officer for submission to the District Attorney's Office.

It is the ultimate responsibility of the employee requesting to be excused, to contact the District Attorney's Office and make notification of unavailability. The date and time of this notification must be documented on the completed Declaration For Continuance form.

198.60 MILEAGE COMPENSATION. In connection with court appearances, department meetings or training classes, officers may claim mileage reimbursement for use of their personal vehicle. When two or more officers travel to court, department meetings or training classes in the same vehicle, only one officer may submit a request for mileage reimbursement. The mileage shall be computed by using either the distance from the El Segundo Police Station to the site destination or actual miles traveled (whichever is less). Certain standard mileage rates have been established and will be observed. They are as follows:

Court miles and round trip time

Inglewood Court/DMV, One Regent St. Ing. 90301	14 Miles	30 min
Torrance Court, 825 Maple Av. Torr. 90503	24 Miles	45 min
Airport Court, 11701 S. La Cienega Bl. LA 90045	08 Miles	15 min
Compton Court, 200 W. Compton Bl. Compton 90220	29 Miles	45 min
West LA Court, 1633 Purdue Av. LA 90025	28 Miles	1 hr
Santa Monica Court, 1725 Main St. SM 90401	32 Miles	1 hr
Stanley Mosk Court, 111 N. Hill St. LA 90012	40 Miles	1 ¾ hr
Central Juvenile Hall, 1605 Eastlake Av. LA 90033	44 Miles	1 ¾ hr
DMV, 3500 S. Hope St. LA 90007	31 Miles	1 ½ hr
DMV, 2627 Pacific Av. LB 90806	38 Miles	1 hr
LA Co. Jail, 441 Bauchet St. LA 90012	42 Miles	1 ¾ hr

For other courts, the computation method listed above will be used. Mileage reimbursement shall be compensated at the current city rate.

198.65 ON CALL STATUS FOR COURT. The Departmental procedure for "on call" appearance will be as follows:

A. Off-duty officers, when they are subpoenaed to court, have the option of being placed on-call with the approval of the handling Deputy District Attorney. Officers requesting to be placed on call are to remain accessible with a sixty (60) minute response time to court after being notified to appear. It is the Officer's responsibility to notify the handling Deputy DA when response time will be longer than sixty (60) minutes.
B. It will be the responsibility of the officer who is requesting to be placed on call for court to check with the Deputy District Attorney assigned to his case when they may be removed from the on call status.
C. Officers will receive overtime pay for being on call as detailed in the current MOU.
D. It is the officer's responsibility to notify the Deputy District Attorney or the station Watch Commander of his contact number.

198.70 LUNCH DURING COURT APPEARANCE. All off-duty officers who are ordered to hold over for the afternoon court session are allowed meal reimbursement as detailed in the current MOU. The amount should be entered on the appropriate portion of the court appearance report.

198.75 COURT OVERTIME - MINIMUM HOURS. All off-duty officers answering a subpoena on behalf of the City of El Segundo will be allowed compensation as detailed in the current MOU. In computing the total court time, the starting time will be the ordered time of court appearance and will terminate on his dismissal from court.

199 SUBPOENA FOR RECORDS ONLY

199.05 SUBPOENA FOR RECORDS ONLY. Any subpoena for records only shall be received by the Records Division Supervisor, or in her absence, the Administrative and Services Bureau Commander or in his absence, the Watch Commander. The Records Division Supervisor shall contact the prosecuting attorney and advise him of receipt of the subpoena.

199.15 CONTROL OF DOCUMENTS. The representative of the Records Division shall bring the subpoenaed material to court on the date requested, and shall not hand over any material to the defense lawyer until so advised by either the Deputy District Attorney, City Attorney, or the court.

199.20 REFUSAL TO STIPULATE AUTHENTICITY OF COPIES OF RECORDS-PROCEDURE TO FOLLOW. In the event of a refusal to stipulate to the authenticity of the copies, the Records Division Supervisor or her designated representative shall respond to the subpoena with the original documents.

199.25 PAYMENT FOR CERTIFIED COPIES OF RECORDS. Certified copies of records shall be produced upon demand when payment of the required legal fee is received by the Records Division.

199.30 RECORDS CERTIFICATION. When records copies are required to be certified as authentic, they shall be signed by the Records Division Supervisor or designee.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 200
Supervision, Inspection & Control

205 SUPERVISORY TERMINOLOGY

205.05 SUPERVISORY TERMINOLOGY - DEFINED. The following terminology shall be used in describing the levels of supervision within the Department:

A. STAFF OFFICER: All officers of the level of Lieutenant or above.
B. COMMANDER: An employee in charge of a Bureau, Division, Watch or specifically designated component.
C. FIELD COMMANDER: A supervisor who takes command of an emergency situation or who is in command of field details at planned special events, and may establish a Field Command Post.
D. SUPERVISOR: An employee engaged in field supervision or in general supervision of a Section or a Unit.
E. OFFICER-IN-CHARGE: Shall be used to describe an officer having charge of a Section, Unit or specifically designated component.

220 CHAIN OF COMMAND

220.05 COMMAND- POLICY. Employees shall be governed by department policy concerning the person in charge of a given situation within the jurisdiction of the Department. In the normal performance of routine duties, or at the scene of an incident, officers shall recognize and respect the position of the officer in charge by effectively and efficiently carrying out all lawful orders that may be issued by the commanding authority.

220.10 OFFICER OF SENIOR RANK ASSUMING COMMAND. An officer of senior rank may take command of a situation by informing the officer then in charge of his intent. Such assumption of command shall be undertaken whenever the situation appears to the senior officer to be beyond the control of the officer then in charge, when jurisdiction is concurrent over a particular duty, or for disciplinary purposes.

220.20 OFFICER OF EQUAL OR JUNIOR RANK ASSUMING COMMAND. An officer of equal or junior rank may take command by informing the officer then in charge of his intent. Such assumption of command shall only be undertaken when the officer then in command is unable, because of physical or mental inability, to perform his duties. An officer, regardless of rank, shall assume command of a situation when so instructed by an officer of superior rank then in command. An officer placed in command of an operation shall maintain that responsibility until relieved by competent authority.

230 ACTING RANKS

230.05 ACTING RANKS. Acting ranks may be used to designate the officers discharging the functions and duties of the various levels of supervision of the Department. An officer, regardless of the level of supervision to which he is assigned, shall be described by his Civil Service rank, indicating the acting office held. Official correspondence shall be indicated by noting actual Civil Service rank, followed by the Acting rank.

EXAMPLE: Lieutenant John Doe, Acting Commander.

235 DEPARTMENT SENIORITY

235.05 SENIORITY OF OFFICERS. Seniority of officers shall be determined by continuous Civil Service rating and further by the length of service in the Civil Service rank, according to departmental service. If the date of appointment is the same for two or more officers, the one having the lower serial number shall be considered the senior officer.

235.10 SENIORITY OF CIVILIAN EMPLOYEES. Seniority of civilian employees shall be determined in the following order:

A. CIVIL SERVICE CLASSIFICATION. In accordance with the Civil Service rating whereby one position is classified as being higher in grade than another.

B. LENGTH OF SERVICE. By length of continuous service in the class.

245 LINE SUPERVISION

245.05 DEFINITION OF LINE SUPERVISION. A supervisor who has the specific responsibility of issuing directions and orders to designated subordinates shall be considered as having the duty of line supervisor and shall be held accountable for achieving conformance.

250 FUNCTIONAL SUPERVISION

250.05 DEFINITION OF FUNCTIONAL SUPERVISION. Functional supervision is the temporary supervision of employees not normally under the command of one designated to furnish specialized or technical knowledge necessary to the accomplishment of department objectives.

260 GENERAL SUPERVISORY DUTIES

260.05 SUPERVISORY DUTIES - GENERALLY DEFINED. A supervisor shall be responsible for the performance of general supervisory duties in addition to having the technical skills and knowledge necessary to the performance of the duties particular to his assignment.

262 SUPERVISORY PLANNING

262.05 SUPERVISORY PLANNING - DEFINED. A supervisor shall initiate, or receive and consider, proposals for changes in policy.

262.10 SUPERVISORY KNOWLEDGE OF DEPARTMENT ORDERS. A supervisor shall familiarize himself with the contents of Department Manual, procedural orders and instructions, directives, and bulletins, and shall disseminate such information to his subordinates in such a manner as to achieve department objectives.

262.20 ORGANIZATION OF ACTIVITIES. A supervisor shall organize his work and that of his subordinates to ensure the adoption and practice of the best principles and procedures to meet current, unusual, and changing conditions.

262.30 KNOWLEDGE OF OTHER SUPERVISORY POSITIONS. A supervisor shall acquaint himself with the duties and responsibilities of other supervisory positions which, in the normal course of operations, he may have to discharge.

262.40 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM. A supervisor shall be familiar with the role of the Department along with his own responsibilities and duties, shall maintain plans for his activities in the event of a major disaster.

264 SUPERVISORY COMMAND AND COORDINATION

264.10 DELEGATION OF DUTIES. A supervisor may delegate to his subordinates appropriate portions of his responsibilities, together with equivalent authority, but he may not delegate or relinquish his overall responsibility for results nor any portion of his accountability.

264.20 DIRECTION OF SUBORDINATES. A supervisor shall exercise the control over his subordinates necessary to the accomplishment of Department objectives. He shall analyze and evaluate the personality traits and capabilities of subordinates in order to realize the maximum degree of service commensurate with their abilities and limitations.

264.30 TRAINING OF SUBORDINATES. Training shall be considered the process of aiding employees to gain effectiveness in their present or future assignments through the development of appropriate habits of thought, action, skill, knowledge, and attitude.

264.40 GUIDANCE OF SUBORDINATES. A supervisor shall take a personal interest in the welfare and problems of subordinates and shall make himself available to employees seeking guidance and counseling. He shall give appropriate advice and personal instructions for the development of administrative and supervisory skills.

266 SUPERVISORY CONTROL

266.10 PERFORMANCE EVALUATION. A supervisor shall be responsible for the appraisal and evaluation of the work accomplishment of subordinates coming within the scope of his supervision. Such evaluation shall be based on regular observation and inspection, and shall consider individual performance, as well as duty requirements and performance criteria.

266.20 SUPERVISORY REPORTS. Supervisory reports shall be made in a prompt and effective manner. All pertinent facts shall be incorporated, and the welfare of the Department shall be of primary consideration. Supervisors shall reflect the feelings of subordinates by permitting information to flow up, as well as down, the channels of authority.

267 TRAFFIC CITATIONS

267.10 CITATION CHECKING BY SUPERVISOR. Supervisors shall routinely review citations issued by their subordinates, with special attention given to the following areas:

A. COMPLETENESS: Each blank space on a citation shall be filled in. If the item is not applicable, a dash may be placed in this space.
B. LEGIBILITY: Citations must be legible.
C. TAMPERING: There shall be no erasures made on a citation.
D. ERRORS: In as much as an error or omission in certain items may invalidate the citation, a positive check shall be made on the:

1. Date of the offense.
2. Correct section cited.
3. Cited speed and speed zone in speed violations.
4. Signature of the violator.
5. Valid court appearance date.
6. Confirm that the violator is cited into proper court by checking listed date of birth.

267.20 ERRORS OR OMISSIONS NOTED ON A CITATION. A supervisor who observes an error or omission on a citation shall withhold the citation and contact the citing officer as to the nature and reason for the mistake. When the error would require notification to the violator or would justify a request for dismissal, it shall first be

forwarded to the employee's respective supervisor for disposition.

275 WATCHES AND ROLL CALL PERIODS

275.05 WATCH - DEFINED. A watch shall be that period of time when a particular Division, Section, or Unit of the Department is considered to be on duty.

275.07 HOURS OF WATCH. Each Division Commander or officer-in-charge of a Division shall establish the hours of duty for the watches of his Division, subject to review by the Bureau Commander and the Chief of Police.

275.10 WATCH NUMBER DESIGNATIONS. Unless otherwise specified, Watch Number Designations shall be expressed as follows: #1 Shift-Morning Watch, #2 Shift-Day shift #3 Shift-Swing Shift #4 Shift -Relief Shift.

275.15 CHANGE OF WATCH. Change of Watch is that time at which the responsibility for the operation of a Division passes from one Watch to another. It may be preceded by a roll call period for the Watch coming on duty.

275.25 PREPARATION FOR ROLL CALL. The Supervisors shall assemble in sufficient time, usually prior to roll call, to gather material and information to be presented to officers attending roll call, and to accomplish such other preparatory tasks as may be necessary. The Sergeant shall report for duty usually one half hour earlier than roll call.

275.30 SUPERVISION DURING ROLL CALL. During the time that roll call is being conducted for the oncoming Watch, the Commander of the officers then on duty shall cause field supervision to be maintained.

275.35 ROLL CALL ATTENDANCE. All personnel shall attend the roll call for their Watch. They shall be in their seat when their watch starts, or will be considered tardy.

275.40 ROLL CALL UNIFORM REQUIREMENTS-OFFICERS ASSIGNED TO UNIFORMED DUTY. Each officer shall be in uniform and wearing the proper equipment for his duty assignment.

275.45 ROLL CALL PROCEDURE. Roll Call shall include the following:

A. Inspection of the officers of the Watch.
B. Roll Call of the officers of the Watch with notations made of those who are present, absent, or tardy.
C. Issuing of equipment.
D. Assignment of duties to each officer of the Watch (the assignment of duty and call of the roll may be accomplished together).
E. A training period, issuance of instructions, dissemination of information, and discussions of problems and special duties.
F. Dismissal of the Watch to perform their assigned duties.

275.47 READING OF ORDERS TO WATCH. A Commander shall read, or cause to be read, to all officers of his watch during the roll call period, all Department Orders, and other information received which might affect officers of the Watch. The individual officer after reviewing an order shall indicate on the sign off sheet of the order his initials and serial number.

275.50 EMPLOYEES TO REMAIN ON DUTY UNTIL RELIEVED. An employee of the Department, regardless of his duty assignment, shall work the full time assigned for his tour of duty, and shall not leave his assigned duty until such time as he is properly relieved.

275.55 OFFICERS TO HANDLE ASSIGNED CALLS. An officer assigned to a mobile field unit shall not pass on to the succeeding watch any unanswered radio dispatches without permission from the Watch Commander.

275.60 INSPECTION OF VEHICLES AND EQUIPMENT. Division Commanders have custody of police units assigned to their Divisions and Uniform Division Watch Commanders have custody of police units assigned to the Uniform Division during their tour of duty.

A. OFFICERS: The officer(s) to which a police vehicle has been assigned shall be responsible for inspecting the vehicle and reporting any malfunction, damage, or missing items to their supervisor prior to leaving the station.
B. Sergeant: All police units shall be periodically inspected by the concerned supervisor.

275.80 SUPERVISION OF SPECIAL DETAILS. Supervision of special police details for parades or other similar events shall be as directed by the Officer In Charge of the Detail. The time for roll call and end of Watch shall be established by the Officer In Charge of the Detail.

280 AUDITS

280.05 PURPOSE. The purpose of this policy is to establish procedures for departmental audits. This will provide the Chief of Police and Department Managers information to assess efficiency and effectiveness. This policy will provide guidelines, outlining the process for conducting the audits.

280.10 POLICY. Audits will be conducted to ensure integrity is maintained, to measure overall performance, to determine efficient allocation of resources, and ensure the operational policies and procedures of all units conform to existing laws, department rules and regulations, and meet the goals of the Department's Mission and Value Statements.

A. Audits are the responsibility of an Auditing Manager designated by the Chief of Police or Bureau Commanders.
B. The role of the Auditing Manager is to give independent review of the Department's functional units. The process of auditing may include site examination, interviews, record checks and file reviews. The Auditor should not criticize personnel or correct problems during the audit. If, however, immediate corrective action is required, the Auditing Manager will notify the appropriate Bureau Commander.

C. General Notice of audits will be initiated in one of two forms:

1. Audit Schedule: Audits shall be conducted on a biennial basis except where noted. Written notification outlining the purpose and intent of the audit will generally be made to the appropriate Bureau and Division Commander at least 14 days prior to initiating an audit. Only under special circumstances and at the direction of the Chief of Police will an unannounced audit be conducted. The audits shall include, but are not limited to the following Divisions and Units:

a. Uniform Division
b. Investigative Division
c. Records Section
d. SWAT Team
e. Property & Evidence Detail
f. Canine Unit
g. Traffic Unit
h. Jail

2. CHIEF MEMORANDUM. Specific audits may be initiated from the office of the Chief of Police.

280.15 AUDITS. The Auditing Manager acts as a consultant to management by auditing an assigned division or unit, documenting the findings, and developing an action plan with recommendations.

The audit report should provide an analysis of operations which negatively affect or benefit the organization. Audit reports must be clear and concise, while justifying the reasons for the findings and recommendations.

280.20 FINAL AUDIT REPORT - FORMAT. The Final Audit Report contains five major divisions of information. The following headings are used to designate the major narrative components of the report:

A. Audit Purpose. All reports should begin with an introduction which briefly explains the reason, scope and intent of the audit. This section should also identify the Auditing Manager and the staff officer (if applicable) conducting the audit.

Example: Audit Purpose.

On July 1, 1996, the Chief of Police requested an audit of the K-9 program to insure compliance with the operational policy, goals, and objectives, established in the General Order Manual.

B. Audit Method. The audit method is an explanation of the procedures used to achieve the stated objectives of the audit. The purpose of completing an inspection method statement is to ensure that:

1. The scope of the audit is defined;
2. The auditor is familiar with all policies and procedures affecting the Bureau, Division, Unit, or Section to be audited;
3. An organized approach to the audit has been developed.

Example: Audit Method.

The auditor will review the GOM's K-9 operation policy, goals and objectives. The auditor will interview the K-9 Coordinator with reference to his knowledge of the operation policy, goals and objectives. The auditor will review all K-9 Utilization Reports generated over the last two years. The auditor will also interview individual K-9 officers, inspect their vehicles, equipment, kennels, medical reports, training logs, evaluations and certifications.

The auditor will compare their findings to the GOM policies and make an objective opinion as to compliance, etc. All noted discrepancies will be discussed with the K-9 Coordinator for possible clarification.

C. Audit Findings. Those findings, positive or negative, which will be of particular interest to the reader, should be stated briefly in this section. The findings should be recorded in an outline form and listed in order of importance. Significant findings that support a recommendation will include a reference to that recommendation.

Example: Audit Findings

The auditor found that the K-9 officers were unsure of the K-9 programs operational policies, goals and objectives.

1. The K-9 officers were unable to locate their assigned K-9 program manual.
2. The K-9 officers' kennels were damaged and needed repair to gate latching devices.
3. A review of all K-9 Utilization Reports revealed that all documented K-9 incidents are in compliance with K-9 operational policies, goals and objectives.

D. Audit Recommendations. The Final Audit Report will contain recommendations to resolve problems and issues in the audit. The report may also include recommendations for the broader application of systems or

procedures found to work especially well. The recommendations should briefly state what corrective action is recommended and when applicable, the organizational person responsible for implementing the recommendation.

Example: Audit Recommendations.

1. It is recommended that the K-9 Coordinator require his officers to review the K-9 operations manual.
2. After review, the K-9 Officers will be tested as to their knowledge of the operational policies, goals and objectives. A 100% score on the test is required by the K-9 officers.
3. The K-9 Coordinator will then forward the test results to the Field Operations Bureau Commander.
4. The K-9 Officers shall complete a request for service form for the necessary repair work needed on kennels.
5. It is recommended that a follow-up audit be conducted on the aforementioned items by 1/1/97.

E. Audit Additions. All documents, charts, graphs, or other supplemental materials which are referenced in the Final Audit Report should be attached as Audit Additions and Footnoted.

280.25 SERVICE QUESTIONNAIRE. The Service Questionnaire Form has been designed to solicit relevant information from citizens regarding their perception of the Department's service and effectiveness. Supervisors may utilize this form to obtain information for the employee's annual evaluation. The Service Questionnaire may also be utilized during an audit.

A. Citizen Information. The citizens' information section should be filled out by the employee's supervisor. The supervisor will personally review this section with the citizen or via telephone. The supervisor will assist the citizen by giving additional definition of terms when necessary. The citizen's statement should be reported as a direct quotation or an accurate summary.
B. Evaluation Information - Supervisor's Review. The supervisor's review section provides the supervisor with an opportunity to evaluate the citizen's perception of service and personnel.
C. Corrective Action/Compliance. If corrective action is required, it should be documented in the space provided.

Attach the Service Questionnaire to the Final Audit Report for review unless this service questionnaire was used for the sole purpose of personnel performance evaluation.

280.30 SUMMARY OF THE AUDIT. At the completion of the audit, the Audit Manager will meet with the unit's Commander and verbally review the audit.

Upon completing the audit and the follow up summary interview, the Auditing Manager will complete the Final Audit Report.

280.35 FINAL AUDIT REPORT - CIRCULATION. Upon completion of the Final Audit Report by the Auditing Manager it shall be directed to the Chief of Police, who will distribute it to the appropriate Bureau and Division Commander. Within 30 calendar days, the audited unit's Commander will forward a report to the Bureau Commander, detailing corrective action taken in response to the recommendations outlined in the Final Audit Report.

Final Audit Reports will be maintained by the Professional Standards Division in electronic format for a minimum of two years.

282 INSPECTIONS

282.10 DEPARTMENT INSPECTIONS. The Department, or any part of it, may anticipate a routine inspection by the Chief of Police or any member of his supervisory staff at any time.

282.30 ROUTINE INSPECTIONS. Division Commanders shall conduct routine inspections to ensure that the prescribed articles of grooming**,** dress and equipment are properly worn and that the dress and equipment are in a clean and serviceable condition, and that the Departmental Rules and Regulations are being complied with. Appropriate corrective action shall be initiated by the inspecting supervisor to correct discrepancies**.**

282.40 SPECIAL INSPECTIONS. Supervisors calling the roll for special details such as a parade or other special events, shall at their discretion, conduct an inspection.

282.50 BRIEFING INSPECTIONS. The Watch Commander or Field Sergeant shall conduct an inspection of all personal and issued field equipment, of officers under their control, at least once each deployment period. Results shall be documented on the Department Inspection Record Form, and forwarded to the Bureau Commander. Appropriate corrective action shall be initiated by the inspecting supervisor to correct discrepancies.

282.60 INSPECTION RECORD. Personal and issued field equipment is to be checked off on the Department Inspection Record Form. The form includes officer's name and Serial number, helmet condition, vest condition, gas mask, CDL expiration, approved ammunition, primary weapon serial number, back-up weapon serial number, flashlight, baton type, O/C spray, Electronic Control Device and serial number of inspecting supervisor and date.

282.70 VEHICLE INSPECTIONS. As part of a routine inspection**,** the Watch Commander or Field Sergeant may conduct an inspection of vehicles assigned to officers on their watch. Appropriate follow up shall be made when units are dirty, not fueled, or unserviceable.

288 SALUTING REGULATIONS

288.20 SALUTING AT A PARADE. An officer in uniform (including hat) need salute only the massed National Colors at the head of the parade. When the Flag is six paces from the officer, he shall face it and render a hand salute until the Flag is six paces beyond him. Other groups of colors that follow may be saluted if the officer's immediate attention to duty is not necessary.

288.40 SALUTING DURING THE NATIONAL ANTHEM. When the National Anthem is played at any ceremony, an officer in uniform, including hat, shall assume the position of attention, face the National Colors if present, and render a hand salute. If there are no National Colors present, he shall face the band and render the salute. Officers who are in uniform, and not wearing a hat, shall stand at attention. Officers who are in civilian dress shall uncover and stand at attention.

288.60 SALUTING DURING FLAG CEREMONIES. During the ceremony of hoisting or lowering the United States Flag, those officers present and in uniform, including hat, shall render the prescribed hand salute.

290 POLICE HONOR GUARD

290.20 REQUESTS FOR APPEARANCE OF HONOR GUARD. Requests or invitations from outside the Department for the appearance of the Police Honor Guard shall be made in writing and addressed to the Chief of Police.

290.60 HONOR GUARD-STAFF RESPONSIBILITY. The Honor Guard Coordinator shall have staff responsibility over the Police Honor Guard. All matters of training and public appearance shall be handled by the Coordinator or his designee.

290.70 HONOR GUARD UNIFORM. See Vol. 2, Chap. 517 – Special Uniforms for Police Officers.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 300
Community Relations

305 COMMUNITY RELATIONS

305.05 COMMUNITY RELATIONS-GENERAL. Police community relations is the sum total of the attitudes, impressions and opinions of the public in its relationship with the Department. The success of the Department in its overall performance is largely measured by the degree of support and cooperation received from the people we serve. This support results from public confidence, respect, and approbation. Such desirable attitudes on the part of the public are dependent upon reciprocal attitudes on the part of the Department. Policies designed to enhance good community relations anticipate active participation by every member of the Department, and the principle factors involved in the development of these policies are:

A. Police Service: The attitude of the police towards the people of the community, the Department, and efficiency in the performance of their duties.
B. The Public: The attitude of the people toward the police and law enforcement in general.
C. Ethnic Composition of the Community.
D. News Media and Public Information.

310 POLICE SERVICE

310.05 POLICE SERVICE - GENERAL. The most important factor in gaining the good will and confidence of the people is an attitude of courtesy and objectivity toward them. It is also important that the Department, through its personnel, demonstrate the ability and capacity to provide the type of police service which the people have a right to expect. Each member of the Department should be prepared by study, training, and self-discipline to meet the responsibility of police service. Self-confidence comes from experience gained through the diligent performance of duty. Courtesy, patience and tact are characteristics of experienced, competent police officers. The judicious police officer reflects the policy of the Department. To most people the individual police officer is representative of the entire department and to visitors he is the public representative of the City. Demeanor and deportment in dealing with the public create favorable or unfavorable impressions to himself, the Department, and the city. A police officer must realize that his activities are matters of particular interest, not only to those whom he has direct dealings, but also the general public, because his official duties are closely related to every phase of community life. He must maintain habits of acceptable conduct that will merit public approval.

The courage he displays in moments of danger, or his calm objective approach at the scene of disorder, instantly evokes admiration.

Sympathetic interest in caring for children or in rendering aid to the injured, aged, or infirm begets sincere affection.

Professionalism, devoid of any personal feelings or use of necessary force, in effecting arrests or performing other necessary police duties will merit respect, even from the offender. It is not sufficient that officers only do a professional job of law enforcement, but is equally important that everyone be aware that such is the case.

The use of offensive language is objectionable and as demoralizing to human dignity as physical abuse.

Everyone is entitled to respect and dignity in the treatment they receive.

310.10 POLICE SERVICE - DEPARTMENT POLICY. The rules and regulations of the Department regarding police service in general, and public contact specifically, shall be as follows:

A. Tact, patience, and courtesy shall be strictly observed in all cases of public contact.
B. A police officer is a public official representing all of the people and shall maintain a professional attitude and demeanor which will not in any manner communicate any personal prejudices.
C. Superior officers shall, by example, demonstrate, and instruct subordinates in proper deportment and desirable attitudes in dealing with the public.
D. Members of the Department shall avoid behavior which would tend to bring about criticism of the Department. Conduct, whether on or off duty, shall be such as to merit the respect and confidence of the public.
E. Officers shall diligently perform their duty, while not conveying an attitude of subservience or servility.
F. Officers shall perform their duties fearlessly and impartially, keeping uppermost in their minds that they are the guardian of the people's constitutional guarantees and civil rights as well as the protector of their lives and property.

315 THE PUBLIC

315.05 THE PUBLIC - GENERAL. The public we serve is for the most part, composed of peaceful, hard-working, law abiding people, the criminal element comprises only a small fraction. While regulatory enforcement is necessary to ensure public safety, health, comfort, and convenience in an urban community, violation of such regulations does not necessarily indicate criminal tendencies. Enforcement should ordinarily be sought along educational and cooperative lines.

The regulation of crowds is a fairly regular occurrence in the city. Problems of greater complexity arise in policing special events and situations involving exceptional community interest. While the proper policing of crowds includes the formulation of plans designed to meet contingencies, the most important factor in routine regulation is to obtain the cooperation of the crowd itself. This can be accomplished best by persuasive methods, as a suggestion will frequently prove more effective than an order.

While the average individual or group may resent a domineering attitude on the part of a police officer, the same individual or group will often comply with a courteous direction. People naturally look to their police force for security in their person, homes, and property. Modern concepts of police service include programs for youth and traffic safety, crime prevention programs, and active participation during emergencies, i.e., fire, earthquake, etc.

Various organized groups and individuals, interested in promoting religious, racial, national, or civic programs play an important part in community life and tend to crystallize public sentiment. Being interested in the community, they can render material assistance to the police in their control of criminal elements.

315.10 THE PUBLIC - DEPARTMENT POLICY. Staff officers should acquaint themselves with organized groups and individuals that are interested in promoting religious, racial, national, or civic programs and shall learn the identity of key persons, objectives or primary purposes of such organizations, and shall keep informed of their current interests.

A. Initial contacts with these organizations or individuals may be made by staff officers in person. Contacts will be made as frequently as possible, and without unnecessary delay when the assistance of this Department is requested. Where possible, staff officers shall attempt to achieve a mutual understanding and confidence between such groups and the Department.
B. Petitions, committees of protests, appeals for assistance, and letters or other forms of complaint, shall be given prompt personal attention and careful study.

330 DEPARTMENT POLICY REGARDING THE COMMUNITY

330.10 THE COMMUNITY - DEPARTMENT POLICY. Members of the Department, regardless of their area of assignment, shall carry out the Department policy of just, impartial, and reasonable enforcement for all.

A. Officers shall be aware of the problems that exist in various areas and take appropriate, affirmative action to correct them without indifference or neglect.
B. Officers shall refrain from derogatory comments.
C. Staff officers shall cultivate the acquaintance of responsible community leaders and groups, to better ascertain the police needs of the area and to solicit cooperation and support for programs initiated by the police.
D. An officer's right to his beliefs as a citizen is hallowed, however, any manifestation of prejudice while acting as a member of the El Segundo Police Department shall not be tolerated.

350 SCHOOL CAMPUS POLICY

350.10 CONDUCT ON SCHOOL CAMPUSES, POLICY. The El Segundo Police Department policy is founded in law and is an expression of the principle that it is the fundamental duty of government to ensure a peaceful atmosphere within which the orderly processes of society may occur, including legitimate dissent. The police department of the City of El Segundo is empowered and encumbered by provisions to: "enforce ordinances of the city and of the laws of the state and nation." The law further requires of the Chief of Police that, "He shall suppress all riots, disturbances, and breaches of the peace ....."

The exercise of law enforcement authority to act on the campus by local police departments or sheriff's officers does not depend upon request, invitation, or consent of school authorities. Hence, it is clear that there is no legal restraint upon local police that prohibits or even discourages their entry onto campuses to prevent or suppress law violations.

The El Segundo Police Department is in complete accord with the policy inherent in the law. It is the policy of the Department to fulfill that "affirmative duty" whenever the occasion requires.

Our presence on the school campuses will normally be upon the request of the school authorities to cope with situations beyond the physical capability of the school administrator or to investigate criminal offenses.

It is the view of this Department, that in the daily routine, the school administrators can and should perform all of the regulatory functions which are inherent in campus life.

In extraordinary circumstances which do not exceed the physical or technical capabilities of the school administrators; or require the investigation of certain offenses we consider it desirable that they so perform. This includes demonstrations. If, on the other hand, the situation is beyond the capacity of the school administrators to control fully and effectively our handling of the situation is not only desirable, but imperative.

It is further the policy of the Department that command officers establish a close liaison with the administrators in charge of each school. They must establish clear lines of communication so as to develop an understanding of what their relative functions will be during campus disorders.

It is the policy of the El Segundo Police Department that tactical decisions will be those of the police field commander. Persons committing unlawful acts in the presence of El Segundo police officers will be arrested and prosecutions pursued fully to their conclusion.

Where offenses are such as to require the testimony of school administrators for a successful prosecution, El Segundo police officers will assist campus authorities acting in their respective capacities in securing the detention of the offenders as well as the evidence required for their prosecution. The commitment of the

resources of the police department will be for whatever time is necessary to restore the situation to normal.

360 RIDE-ALONG POLICY

360.05 POLICY: It shall be the policy of the El Segundo Police Department to allow citizens the opportunity to ride-along with patrol officers, in an effort to promote good community relations. Excluding special circumstances, the policy for riding along is as follows:

A. Ride-along applicants shall submit their requests to the office of the Chief of Police, allowing sufficient time for processing the request.
B. Applicants will be allowed to ride during the day-shift and swing-shift hours.
C. Applicants shall generally not be allowed to attend briefings, due to the sensitive nature of some material being discussed.
D. Applicants will wear appropriate civilian attire.
E. Applicants must be 16 years or older to ride-along. Exceptions are but not limited to: Explorers, special events, such as, bring your child to work day or community relation's events.
F. Applicants will be permitted to ride only after completing the ride-along waiver. The waiver shall be turned into the on-duty supervisor before the participant rides. Applicants under 18 years old will have their waiver form signed by a parent or guardian.
G. Police Department employees, i.e., cadets, dispatchers, explorers, etc. are not required to complete the ride-along application/ waiver.
H. Whenever possible, all riders shall stay within or at the police unit until the situation is determined to be Code-4.
I. If a relative or friend of an officer wishes to participate in the Ride-Along Program, the on-duty shift supervisor may schedule a ride-along. Riders under this category must complete the ride-along waiver and may not ride more than once during a six- month shift rotation. Previously scheduled ride-alongs shall not be canceled to accommodate an unscheduled rider. The on-duty shift supervisor shall have final authority to cancel or discontinue any ride-along.
J. For officer safety reasons, applicants must agree to a want/warrant check prior to riding along.
K. Only sworn peace officers authorized by their employing agency to carry firearms off-duty may possess a firearm on a ride-along. Information will be given out at briefings or via the CAD whenever there is an armed rider. This information will include which officer the rider is with and a clothing description of the rider. Armed ride-along officers should never be assigned to cover or assist in any way unless their safety or the safety of other officers is in jeopardy. They should never take the place of a back-up officer and their firearms shall be carried concealed on their persons or in a device similar to a fanny pack.
L. The ride-along process for police officer applicants will be coordinated through the Personnel Sergeant.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 400
Supplies and Maintenance

420 KEYS

420.10 VEHICLE KEYS. Every department vehicle shall have a minimum of two sets of keys, one set maintained by the division to which it is assigned, and the second set maintained by the Administrative Section.

420.25 KEY REPLACEMENT. Missing or damaged keys shall be replaced by notifying the Administrative Section. If keys are misplaced through the employees own negligence they may be held responsible for replacement.

420.30 ISSUANCE OF VEHICLE KEYS. Each Uniform Division officer shall be issued a key, which will fit the ignition and trunk of the patrol units. Department vehicles should remain locked when unattended. Key control will be the responsibility of the individual officer.

425 CARE OF DEPARTMENT VEHICLES

425.10 VEHICLE MAINTENANCE. Division Commanders shall cause all motorized equipment in their respective divisions to be maintained in the best practicable condition. At the beginning and end of each watch, officers shall be responsible for the inspection of the motorized equipment assigned to them. Any vehicle in need of repair will be reported on a Vehicle Repair Form as soon as practical.

425.20 VEHICLE EQUIPMENT. All officers when coming on duty will check the unit they are to use to see that the required equipment is present and in good condition. Any damage or absence of equipment shall be reported immediately to a supervisor. An inter-departmental memo shall be completed indicating damage, missing equipment, etc and will be turned in to the Field Sergeant prior to EOW.

Any equipment that is used should be replaced as soon as possible, and in any event, prior to leaving the unit at the end of the shift.

Fingerprint kits will be placed on the Administrative Cadet's desk after each use, so that the kit can be restocked.

The following is a partial list of the equipment that should be contained in each unit:

(1) Rolatape
(1) Fire extinguisher
(1) Vehicle Code book
(1) Set of Battery Cables
(1) Yellow writing tablet and clip board
(1) Broom and dustpan
(1) Fingerprint kit
(1) Highway flares
(1) Jack and handle
(1) Rope
(1) Shotgun

(1) SIG MCX rifle
(1) Blanket
(1) First aid kit
(1) Marking chalk
(1) Taser

NOTE: After any use, a "Fire Extinguisher Use" report shall be filled out and turned in with the fire extinguisher to Fire Station #1 for refilling.

425.50 AUTOMOTIVE PARTS AND REPAIR - NON-IMMEDIATE. Whenever it is found that a department vehicle is in need of parts or repair, but the need is not of an immediate nature, the employee first noticing the need shall:

A. Complete the Vehicle Repair form, and
B. Submit the form to the Watch Commander's office.

425.55 TOW SERVICE - DEPARTMENT VEHICLES. Tow service for department vehicles may be obtained at any time by notifying the communications operator, either by radio or by MDT.

425.60 DEPARTMENT VEHICLES - FUEL. Except for special conditions, all department vehicular equipment shall be fueled at the city maintenance facility prior to going EOW.

425.65 OBTAINING FUEL AT CITY MAINTENANCE FACILITY. Each employee shall be issued a blue maintenance facility card, which is used for opening the facility gate after hours, and withdrawing gasoline and oil at the gas pumps. Each Department vehicle has a green vehicle card issued by the maintenance facility and the green card, along with the blue employee card, is used to obtain fuel/oil products. All employees shall utilize their own card and the card issued to the vehicle they are driving when obtaining fuel.

If the green vehicle card is missing from the vehicle, fuel can be obtained by utilizing another vehicle's green vehicle card. The employee is required to notify the supervisor of the maintenance facility in writing of the different unit card that was used, the date, and amount of fuel obtained. The employee should also request a replacement card for their vehicle by submitting a Gas Card Replacement form to the supervisor of the maintenance facility.

Note: If the employee's blue facility card is damaged or lost/stolen, a new card can be obtained In the manner described above.

425.70 CHEVRON CREDIT CARD. A Chevron gasoline credit card issued to the City of El Segundo is available in the event that fuel for police and fire department vehicles is unavailable at the city maintenance facility. This credit card is to be maintained in the duplicate gas card file in the Watch Commander's desk. It may be utilized by police and fire department personnel.

To use the card, sign "out" on the white check-out card filed in the folder. Sign back "in" upon returning the card to the file.

All personnel are reminded to use due precautions in maintaining control of the card at all times while in their possession.

430 BUILDING MAINTENANCE

430.10 BUILDING MAINTENANCE - RESPONSIBILITY. Division and Watch Commanders shall make regular inspections of their respective areas of the police building and take such measures as are necessary to ensure that areas under their supervision are neat, clean, and in good repair.

430.20 REQUEST FOR MAINTENANCE AND REPAIR. All requests for maintenance, repairs, and construction shall be forwarded to the Administrative Division which shall investigate the request and upon approval from the Chief of Police or his designee, forward request to the Equipment and Facilities Manager. In extreme emergency situations, a request by telephone may be directed to the Equipment and Facilities Manager and follow-up reports shall be processed at the earliest possible time. The Watch Commander or his designee, will contact the proper department through an emergency 24 hour call out list located in the Watch Commander's office and the PSO's desk.

A Request for Supplies, Equipment or Station Repair form shall be filled out for all reporting of building maintenance.

440 REQUEST FOR OFFICE SUPPLIES

440.10 REQUISITION OF OFFICE SUPPLIES. All requests for replenishment of office supplies or requisition of new office supplies shall be made on a Request for Supplies, Equipment or Station Repair form has been filled out and approved by a supervisor. The form will then be forwarded to the Administrative Services Bureau Commander for approval.

Upon approval, personnel from the Administrative Division shall either replenish the supplies from the supply closet or order the supplies via a purchase order through the Finance Department.

450 CARE OF DEPARTMENT EQUIPMENT

450.20 DEPARTMENT EQUIPMENT-STAFF RESPONSIBILITY. The Administrative Services Bureau Commander shall have responsibility over all department equipment.

450.40 DAMAGED EQUIPMENT - EMPLOYEE RESPONSIBILITY. In the event an item of department equipment is damaged, the employee responsible for the piece of equipment at the time it is damaged shall forward the damaged item along with a written statement including the facts of the incident which resulted in the damage, to his immediate Supervisor.

450.50 DAMAGED EQUIPMENT - SUPERVISOR RESPONSIBILITY. A supervisor, upon receipt of a damaged piece of equipment and the employee's written statement, shall review and forward the statement to the Administrative Services Bureau Commander. The damaged item if applicable should be forwarded to the Administrative Division.

452 TRAFFIC CITATION BOOKS

452.10 ISSUANCE OF CITATION BOOKS. Citation books shall be issued in the Traffic Division. Personnel are to sign out for citation books, indicating the name of the officer, and the sequential citation numbers.

454 HIGHWAY FLARES

454.10 ISSUANCE OF FLARES. Flares will be kept in the storage locker in the east lot. Officer's are to obtain flares if supply in the patrol units are low or depleted.

454.20 HIGHWAY FLARES - STOCK CONTROL. Adequate control of the number of flares on hand shall be the responsibility of the Administrative Division. Stock control shall be accomplished by regular inspection of the flare stock and requisition of necessary replacements.

455 DEPARTMENT LIBRARY- AVAILABLE ITEMS

455.20 DEPARTMENT LIBRARY - AVAILABLE ITEMS. The Department library maintains films, video tapes,

books, periodicals and other printed matter consistent with the technical and professional aspects of law enforcement.

455.30 USE OF DEPARTMENT LIBRARY. The use of the library is on the "honor system." Personnel desiring to use the available items from the Department library shall adhere to the following regulations:

A. Books and printed matter: Check out the desired item with name and present date on the item's sign out sheet.
B. Films or Video Tapes. Request permission from the Administrative Division Sergeant or Administrative Bureau Commander to check out the desired item with name, present date, and return due date entered on the library file card. A catalog of available films and tape is maintained by the Cadets.
C. Materials taken from the library shall be returned within three months of the check-out date or on demand. Enter return date on the item's sign-out sheet upon return.

470 AUDIO/VISUAL EQUIPMENT

470.10 AUDIO/VISUAL - DEFINED. Audio/visual equipment, is that department owned equipment involving but not limited to the following:

A. Movie projectors
B. Slide projectors
C. Opaque projectors
D. Overhead projectors
E. Screens
F. Lecterns
G. Tripods
H. Easels
I. Flip charts
J. Video cameras
K. Monitors
L. Video production equipment
M. Recorders, players and combination units
N. All components constituting closed circuit systems

470.20 AUDIO/VISUAL - USE OF EQUIPMENT. Audio/visual equipment as defined in section 470.10, shall be used for department related or city related activities only. Only those persons competent in the use of the audio/visual equipment shall be authorized to operate it.

470.25 AUDIO/VISUAL - USER RESPONSIBILITY. It shall be the responsibility of individual users to:

A. Properly use and protect from damage and theft, all equipment, films, slides or video tapes used.
B. Report any defect, damage, and/or needed repairs to the Administrative Division.

470.30 AUDIO/VISUAL - LIBRARY. The Administrative Division shall maintain a library of Audio/visual media including but not limited to:

A. Films
B. Video tapes
C. Slides
D. Audio tapes

470.40 AUDIO/VISUAL - RESERVATION PROCEDURE

A. Reservations for the use of audio/visual equipment shall be made with the Administrative Division by completing an inter-departmental correspondence. The El Segundo Police Department is a participant in the South Bay Film Library, which is located at the Torrance Police Department.

B. Requests for video taping of training, crime scenes, special events etc. shall be made to the Administrative Services Bureau Commander or a member of the Training Division, who will coordinate with the Administrative Services Bureau Commander. Whenever possible, such requests shall be made on an inter-departmental correspondence.

1. In emergency situations, requests may be made directly to the Administrative Division.

470.50 AUDIO/VISUAL - EQUIPMENT MAINTENANCE. Responsibility for routine preventative maintenance of audio/visual equipment shall be with the Administrative Division.

A. All audio visual equipment defined in section 470.10, video Monitors, recorders, players and combination units so assigned.-All closed circuit systems including monitors, cameras and related equipment, and all video production equipment.

470.55 AUDIO/VISUAL - EQUIPMENT REPAIR. All repair of audio/visual equipment shall be arranged by the Administrative Division.

470.60 AUDIO/VISUAL - SPECIAL LIAISON. The Administrative Division shall maintain special liaison and coordination with other department units, courts, prosecutor offices, and city cable TV coordinator.

470.70 AUDIO/VISUAL - PRODUCTION

A. Production of audio/visual training shall be conducted or coordinated by the Administrative Division. Other organizational units may be required to provide:

1. Content experts
2. Script writing
3. Operator assistance

B. Production of audio/visual evidentiary materials shall be coordinated with the Crime Scene Investigation Unit.

471 RANGE EQUIPMENT

471.10 RANGE EQUIPMENT - DEFINED. Various items of equipment used for the purpose of maintaining an effective proficiency on the part of department personnel in the use of firearms are maintained by the Range Master.

471.20 RANGE EQUIPMENT - CARE, CUSTODY AND CONTROL. The care, custody, and control of all equipment utilized by and on the Department range facility shall be the responsibility, of the Department Range Master. It shall be the responsibility of Range Master to maintain an adequate stock of ammunition for department weapons training program. Any request for supplies shall be submitted to the Administrative Services Bureau Commander through channels.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 500
Uniforms & Personnel Equipment

501 POSSESSION OF UNIFORMS AND PERSONAL EQUIPMENT

501.10 REQUIREMENTS. All officers shall possess at all times a serviceable uniform and the necessary equipment to perform field duty. Officers assigned to duty wherein a special uniform is required shall also possess the uniform required of that assignment. All uniforms and equipment referred to in this chapter shall meet the specifications of the current uniform contract or as approved by the Chief of Police.

502 MAINTENANCE OF UNIFORMS AND EQUIPMENT

502.10 AVAILABILITY FOR USE. All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.

505 OFFICIAL RECORDS - UNIFORM AND EQUIPMENT

505.10 ADMINISTRATIVE DIVISION - RESPONSIBILITY. The Administrative Division shall be responsible for:

A. A complete and current file of specifications covering official uniforms and equipment.
B. A current roster of all "Approved Dealers."
C. All correspondence dealing with uniform and equipment matters.
D. Copies of all changes in uniform or equipment specifications, forwarding same to all approved uniform dealers.

505.20 ADMINISTRATIVE SERVICES BUREAU - RESPONSIBILITY. The Administrative Services Bureau Commander shall be responsible for:

A. Maintaining and updating the Uniform Policy.
B. Reviewing proposed changes to the uniform and Personal Equipment Policy in order to determine whether such changes comply with existing provisions.

510 WEARING OF THE UNIFORM

510.20 EXCEPTIONS TO WEARING UNIFORMS. The following officers are exempted from wearing the prescribed uniform:

A. Chief of Police
B. Bureau Commanders
C. Division Commanders, except uniformed divisions
D. Officers assigned to plain-clothes duty

510.40 MIXED CLOTHING. Officers shall wear only the uniform specified for their particular rank and assignment and civilian clothing shall not be worn with any distinguishable part of the uniform when in public view, with the exceptions of special training, such as Wayside range, etc, with the exception being found in 537.10.

510.50 MANNER OF WEARING UNIFORMS. Official uniforms shall be worn in the prescribed manner. Buttons shall be secured at all times when in public view, with the exception of the collar button on the Class "B" uniform shirt. Hats (when worn) shall be worn squarely upon the head. Nothing except proper equipment shall be carried in the pocket of any uniform which might produce any obvious bulge or protrusion. A complete uniform shall be worn by uniformed officers when representing the Department. The uniform shall be worn in a professional manner that reflects well on our agency and shall be tailored to fit. Soiled uniforms shall not be worn while in public view. In cases of extreme weight change, a uniform replacement request will be completed requesting tailoring or new uniforms. Black boots or other footwear will be clean of dirt and have a buff shine.

510.60 NAME BADGE. The name badge shall be worn with the top edge centered, parallel and even with the upper border seam of the right pocket. Officers shall attach the name badge to the outermost garment (exceptions: rain-coat, leather and nylon jackets) and it shall be clearly visible at all times.

512 BADGES

512.05 PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

512.10 RETIREMENT OF POLICE BADGES. The following badges have been retired from active duty: 1, 10, 22, and 27.

512.25 BADGES AND CAP PIECES CARE OF. Use only mild hand soap and a soft bristled brush when cleaning badges and cap pieces. Do not, under any circumstances, use any lava soap, jeweler's rouge, polishing cloth, or other cleaning agents. Badges and cap pieces are gold filled and the use of abrasive cleaning materials or cleaning cloths which contain an acid will eat through the gold and the badge and will cause a discoloration. Use a soft cloth to polish the badge after cleaning.

515 STATION DUTY REQUIREMENTS

515.10 STATION DUTY REQUIREMENTS. Uniformed officers on station duty shall have the required equipment available for immediate use. When Sam Browne equipment is not worn, station officers shall wear the trousers belt, and holster as specified in the Uniform Policy.

517 SPECIAL UNIFORMS FOR POLICE OFFICERS

517.05 HONOR GUARD UNIFORM. The items listed in this section shall constitute the special uniform for sworn personnel assigned to the honor guard detail.

Campaign style black felt hat with black high gloss strap and Department issued headdress device.
High collar black jacket with gold buttons, gold "ESPD" metal collar insignia, gold braid attached to the epaulet (optional use), and Department uniform shoulder patches sewn centered on the epaulet or shoulder ½" below the shoulder seam.
Black dress pants with 1" gold braid along each trouser seam.
Black patent leather "Oxford" plain toe shoes with black socks.
Black patent leather Sam Browne gun belt with black patent leather shoulder strap. Buckle and shoulder strap hardware will be gold anodized brass. Only a patent leather holster and department issued firearm will be worn on the Sam Browne gun belt.

The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform jacket. The gold nameplate will be pinned on the right uniform jacket pocket with the lower edge of the plate centered along the top of the pocket seam.

White gloves.

517.10 BICYCLE PATROL OFFICERS. A short sleeve knit shirt, shorts and gym shoes conforming to standards outlined in the Department's Regulation Uniform Policy.

518 CLASS "A" UNIFORM

518.05 WEARING OF THE CLASS "A" UNIFORM. The Class "A" uniform shall be worn by officers attending any inspection or special assignment as directed by the Chief of Police.

520.15 CLASS "A" UNIFORM REQUIREMENTS FOR SWORN OFFICERS. The class "A" uniform for all sworn personnel shall consist of the following items:

A. Standard round navy blue uniform hat with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. Navy blue wool long sleeve shirt with one gold “P” button on each pocket flap and each epaulet.
C. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff will wear yellow metal tie bar with affixed El Segundo City Seal.
D. Navy blue wool uniform trousers.
E. Black “Oxford” plain toe shoes with black or navy blue socks.
F. Regulation leather Sam Browne gun belt, without baton or baton ring. The belt will only contain firearm, holster, handcuff and case, and ammunition container.

NOTE: While operating a motorcycle to, from or during a function requiring a Class “A” uniform, a motor officer will wear regulation breeches, motor boots and helmet in lieu of the trouser, shoes and hat mentioned above.

520.30 CLASS "A" UNIFORM PSO/CADET/PARKING CONTROL OFFICER/ CSI/CRIME PREVENTION AND UNIFORMED VOLUNTEERS. The Class "A" uniform for the PSO/Cadet/Parking Control Officer will be as follows:

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Navy blue wool uniform trousers.
D. Black “Oxford” plain toe shoes will be worn with black or dark blue socks.

530 CLASS "B" UNIFORM

530.15 CLASS "B" UNIFORM - UNIFORM DIVISION. The Class "B" uniform for the Uniform Division shall be as follows:

A. Navy blue wool or polyester uniform shirt and trousers.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round. Long and short sleeve uniform shirts worn by Command Staff shall have one gold “P” button on each pocket flap and each epaulet.
C. The black necktie will be optional with the long sleeved shirt. The tie will be clip-on design with a four-in-hand knot, and will be worn with a 5/16" wide yellow tie bar.
D. A black mock turtleneck undergarment with “ESPD” embroidered in gold on the left side of the collar is optional to wear in combination with a long sleeve uniform shirt. The mock turtleneck may be purchased at the officer’s expense from an authorized department vendor.

E. White or black T-shirt with a tight round collar will be worn with any open collar uniform shirt.
F. Black “Oxford” plain toe shoes, boots or athletic shoes will be worn with black or dark blue socks.
G. Black Chill-Chaser jacket or lightweight uniform jacket with cloth badge is optional wear.
H. Issued helmet is to be worn when required by a supervisor.
I. A black knit watch cap with “ESPD” embroidered in gold on the front fold and an American flag embroidered on the back fold. The watch cap may only be worn by personnel assigned to swing and graveyard shifts and when warranted by cold weather. It must be worn tight with no excess material at the top of the head. The watch cap may be purchased at the officer’s expense from an authorized department vendor. Supervisors have the discretion to disapprove the wearing of the watch cap at any time.
J. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Ammunition/Magazine pouch
6. Holster (with a minimum threat level two rating)
7. As approved by the Chief of Police, ancillary equipment such as knife pouches, extra handcuff cases and mini-light holders may also worn

530.20 CLASS "B" UNIFORM - K-9 OFFICER. The Class "B" uniform for the K-9 officers is as follows:

A. Two-piece multi-purpose police uniform, black in color. The shirt will be tucked into the trousers. Cloth badge and nametag will be worn per our insignia regulation.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
C. White T-shirt with a tight round collar will be worn with the K-9 uniform.
D. A black mock turtleneck undergarment with “ESPD” embroidered in gold on the left side of the collar is optional to wear in combination with a long sleeve uniform shirt. The mock turtleneck may be purchased at the officer’s expense from an authorized department vendor.
E. Black “Oxford” plain toe shoes, boots or athletic shoes will be worn with black or dark blue socks.
F. Black Chill-Chaser jacket or lightweight uniform jacket with cloth badge is optional.
G. Issued helmet will be worn when required by a supervisor.
H. A black T-shirt with a tight round collar is optional when wearing the black two-piece multi-purpose uniform.
I. A black knit watch cap with “ESPD” embroidered in gold on the front fold and an American flag embroidered on the back fold. The watch cap may only be worn by personnel assigned to swing and graveyard shifts and when warranted by cold weather. It must be worn tight with no excess material at the top of the head. The watch cap may be purchased at the officer’s expense from an authorized department vendor. Supervisors have the discretion to disapprove the wearing of the watch cap at any time.
J. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder.
2. Keepers (unless Sam Brown belt is of the Velcro Style).
3. Handcuff case.
4. O.C. holder.
5. Ammunition/Magazine pouch.
6. Holster (with a minimum threat level two rating).
7. As approved by the Chief of Police, ancillary equipment such as knife pouches, extra handcuff cases and mini-light holders may also worn.

530.25 CLASS "B" UNIFORM - MOTOR OFFICERS. The Class "B" uniform for motor officers is as follows:

A. Navy blue wool or polyester uniform shirt and trousers.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
C. Regulation necktie with tie bar, navy blue Dickie, or navy blue turtleneck is optional with a long sleeve shirt or when a jacket is worn. A white or black T-shirt with a round collar will be worn in the absence of other neckwear with any open collar shirt.
D. A black mock turtleneck undergarment with "ESPD" embroidered in gold on the left side of the collar is optional to wear in combination with a long sleeve uniform shirt. The mock turtleneck may be purchased at the officer's expense from an authorized department vendor.
E. Navy blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
F. Black Chill-Chaser jacket, lightweight uniform jacket, or uniform leather jacket with cloth badge is optional wear.
G. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.
H. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder.
2. Keepers (unless Sam Brown belt is of the Velcro Style).
3. Handcuff case.
4. O.C. holder.
5. Ammunition/Magazine pouch.
6. Holster (with a minimum threat level two rating).
7. As approved by the Chief of Police, ancillary equipment such as knife pouches, extra handcuff cases and mini-light holders may also worn.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motorcycle officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will at all times be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear blue jumpsuit with the appropriate patches affixed.

530.30 CLASS "B" UNIFORM - PSO/CADET/PARKING CONTROL OFFICER/CSI/CRIME PREVENTION/VOLUNTEER PATROL PERSONNEL. The Class "B" uniform for the PSO/Cadet or Parking Control Officer is as follows:

A. Navy blue wool or polyester uniform trousers. The shirt will be of similar material, light blue in color.
B. Either the long sleeve or short sleeve uniform shirt may be worn year round, at the discretion of the officer. A tight white round collar t-shirt will be worn with any open collar shirt.
C. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
D. Black Chill-Chaser or lightweight uniform jacket with cloth badge is optional wear.
E. All cadets while in uniform must wear a protective vest.
F. All PSO's while performing the duties of parking enforcement and animal control must wear a protective vest.

530.40 CLASS "C" UNIFORMS. The class "C" uniform for officers, CSI's, and PSO's is as follows:

A. Two-piece multi-purpose police uniform, black in color. The shirt will be tucked into the trousers. Cloth badge and nametag will be worn per our insignia regulation.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

C. White or black T-shirt with a tight round collar will be worn with the uniform.
D. Black "Oxford" plain toe shoes, boots or athletic shoes will be worn with black or dark blue socks.
E. Black Chill-Chaser jacket or lightweight uniform jacket with cloth badge is optional.
F. Issued helmet will be worn when required by a supervisor.
G. Department issued baseball cap. As a general rule, Baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control).

530.60 WHEN TO WEAR THE CLASS "C" UNIFORM. The Class "C" uniform may be worn by officers, with prior approval of a supervisor, in the following circumstances:

A. During extended or physical training exercises such as field problems, firearms or range training, role-playing, self defense or civil unrest training in which regular uniforms may be damaged or impractical.
B. During periods of inclement weather.
C. CSI's and PSO's may wear the class "C" uniform in the course of their normal duties with supervisor approval

535 INSIGNIAS FOR THE POLICE UNIFORM

535.15 PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

535.20 SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

535.25 SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

535.30 LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

535.35 CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

535.40 CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

535.45 BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry Officers may account for their previous peace officer service.

535.50 POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency in the state of CA is killed in the line of duty.
B. An officer attends a funeral or other service for a fallen law enforcement officer
C. Approved by the Chief of Police or an authorized designee.
D. On National Peace Officers Memorial Day (May 15).

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff shall wear the prescribed Thin Blue Line Ribbon 1.5 inch Lapel Pin on the left side, chest level of the outermost garment worn.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

535.80 UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

535.85 DISPLAY OF SERVICE PINS. Sworn personnel may wear one authorized service pin as follows. The pin will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications.

1.	MARKSMAN	365-417 -No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin.

C. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department.

D. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department.

D. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served.

535.90 MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

535.92 MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

1. Military ribbons are to be worn on Class A uniforms only.
2. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
3. The placement of military ribbons on the Class A uniform shall be centered above the right breast uniform pocket.

4. Military ribbons are authorized only during the following time periods:

    a. The business week prior to Veterans Day
    b. The day of Veterans Day
    c. The business day immediately following Veterans Day
    d. The business week prior to Memorial Day
    e. The day of Memorial day
    f. The business day immediately following Memorial Day

536 FIELD EQUIPMENT - POLICE OFFICERS

536.10 REQUIRED EQUIPMENT - UNIFORM OFFICERS. In addition to the basic uniforms, officers engaged in uniform field duty, including K-9 and motor officers shall carry the following equipment:

A. Protective Vests – All uniformed officers and supervisors must wear protective vests.
    1. All officers and supervisors working in police related secondary employment positions/paid details (e.g. Theater, Chevron, and Movie details), arranged through the department, must wear protective vests.
B. Baton - The Department approved baton should be worn at all times by uniform officers, when outside of their vehicles.
C. Citation Books
D. Field Notebook
E. Handcuffs and Handcuff Key
F. Wristwatch, (synchronized with station time)
G. Helmet - Officers assigned to field duty in uniform shall have their helmets in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Knives - folded, buck type knives may be worn if enclosed in a closed sheath.
I. Department issued O.C. and holder, will be carried at all times.
J. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.

536.25 USE OF RECORDING DEVICES. Officers of this Department may utilize personal recording devices to assist them in report writing, interviews, interrogations, etc. Any recording equipment and or related accessories used by officers will be at their own expense. The City will reimburse officers for tapes booked into evidence. Recording of observations at crime scenes, statements by suspects, victims, and or witnesses should also be transcribed into the officer's field notebook at the officer's earliest convenience. Recordings are not to be used in lieu of the officer's field notebook as the field notebook is an official document and must be kept for later reference. Recordings of voluntary statements, admissions of guilt, etc. which may later be used to assist the officer in achieving a conviction, must be booked into evidence following departmental evidence procedure.

537 ADDITIONAL CLOTHING - OFFICERS

537.10 RAIN CLOTHING. Rain clothing may be worn during such times as officers may be exposed to inclement weather consisting of:

A. Raincoat (Black or yellow in color)
B. Boots
C. Rain pants (Black or yellow in color)
D. Standard round navy blue hat with optional clear plastic covering
E. Department issued baseball cap is optional

537.20 NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic

uniform either by regular uniformed officers or by officers assigned to motorcycle duty. If worn, this jacket must bear the official shoulder insignia of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear, as prescribed in the Departmental Regulation Uniform Policy. Cloth badges are mandatory.

537.30 SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

540 UNIFORM ACCESSORIES AND GENERAL APPEARANCE

540.15 ORNAMENTATION AND JEWELRY. Officers shall not wear any unauthorized ornamentation such as earrings, necklaces, bracelets, or large conspicuous rings. Except for authorized items, jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment.

540.20 PERSONAL APPEARANCE. All employees shall be neat and clean at all times while on duty, reporting in the prescribed uniform unless the nature of their assignment requires otherwise. As part of the general appearance requirement, all hairstyles shall be conservative in appearance, of a natural color and not excessive in length.

A. Male employees shall not permit their hair to extend below the collar line at the back of the neck nor cover any part of the ear. Sideburns must be neatly trimmed, may not extend below a line parallel to the lower terminus of the tragus and shall be trimmed level. A short and neatly trimmed mustache of natural color may be worn if it conforms to the following regulations:

    1. Must not grow or fall below the mouth line.
    2. Grow or extend from the mouth line more than two-thirds of the distance from the mouth line to the nose.
    3. Must not grow or extend beyond the natural "smile" crease.
    4. Must not grow or extend below the corner of the individual's mouth.
    5. Have a neat tapered effect without waxed points.

B. Beards shall not be worn except by officers on a special assignment, such as a burglary team or a narcotics unit.
C. Female officers shall wear their hair in a neat manner, which would not interfere with the wearing of a uniform cap/helmet and not be a danger to the officer, such as long pony-tails. Female police officers shall not wear heavy make-up or an obscure shade of eye make-up or lipstick.
D. Fingernails shall be clean and trimmed so that no point of the nail extends beyond the tip of the finger. Officers shall maintain nails in their natural color. Professional Staff may wear nail polish if in a single color, in good taste and contains no ornamentation.
E. Exceptions to these standards shall be requested to an officer’s Bureau Commander and be based on assignment.

545 TATTOO AND BODY PIERCING POLICY

545.10 REQUIREMENTS. No member of the Police Department shall have any visible tattoo(s), body art and/or body piercing(s) while performing duties on behalf of the Department. Furthermore, no member shall have any

tattoo(s), body art and/or body piercing(s) whether on or off duty, which is indicative of discrimination based on race, religion, creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, sexual orientation, or age or which otherwise may call into question the employee's ability to deliver service based on fairness, impartiality and equality.

A. For purposes of this policy, Body Art includes any branding, mark, plugs, or other permanent body art or modification deliberately placed on the body for purposes of decoration or ornamentation. Examples include tongue splitting, scarification, abnormal shaping of the ears, unnaturally colored contact lenses or dental ornamentations.

550 PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

550.10 PLAINCLOTHES DRESS-DEFINITION. Non-uniformed dress for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable appropriate dress for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

550.20 DRESS CODE- DEPARTMENT MEETINGS AND TRAINING. As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, appropriate attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear appropriate dresses and tops.

Employees are not permitted to wear the following clothing: Baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

555 PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

555.05 PROVIDED UNIFORMS AND SAFETY EQUIPMENT: The City shall provide required uniforms and safety equipment to eligible employees.

555.10 POLICE OFFICER TRAINEES AND LATERAL ENTRY OFFICERS: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts and LAPD style pants
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy blue hat
E. Jacket
F. Basket weave dress belt
G. Four keepers
H. Sam Browne belt
I. One holster
J. One duty weapon
K. One ammo case
L. Two magazines
M. One pair handcuffs and one handcuff case
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder

555.60 UNIFORM AND SAFETY EQUIPMENT REPLACEMENT. Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Personnel Sergeant for final approval.

Upon approval of the Personnel Sergeant, the officer will be presented with a requisition coupon to be redeemed at an authorized uniform company.

560 FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed.

C. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.

D. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.

E. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.

F. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.

G. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.

H. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

I. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

570 CARE AND USE OF DEPARTMENT VEHICLES

570.10 UNAUTHORIZED USE OF CITY VEHICLES. This order prohibits persons to use, or permit, or allow any person to ride in or upon city-owned vehicles for the purpose other than the execution of the official business of the City of El Segundo without the expressed permission of the Field Supervisor.

570.20 MISUSE OF MOTORIZED EQUIPMENT. Deliberate abuse or disregard of motorized equipment or any condition which indicates misuse or failure to provide adequate shelter for motorized equipment during off duty hours, may result in disciplinary action against the concerned officer. This includes cases where additional equipment damage results from an officer disregarding the instructions of a supervisor or personnel in the city garage.

570.25 DIRECT ROUTES OF TRAVEL. Officers shall use reasonable direct routes of travel when operating city-owned vehicles. Trips to and from home shall be made without unnecessary delay.

570.27 RESIDENCY MILEAGE REQUIREMENTS. Officers working in a special detail with an assigned City- owned vehicle shall maintain residency within fifty (50) miles of the police station. The distance shall be calculated in a direct, point-to-point aerial transit path.

570.30 OFF-DUTY OPERATION OF VEHICLES PROHIBITED. Exceptions: The only exceptions are:

A. Court appearance where the subpoena arises out of the fulfillment of a police task.
B. Certain pre-assigned programs, such as demonstrations, training and/or other previously authorized assignments.
C. Call out assignments.
D. Disaster emergency use.
E. Mechanical repair.
F. Other specific usage as pre-approved by the operator's supervisor.

570.33 USE OF ASSIGNED VEHICLES - MANAGEMENT PERSONNEL. Management personnel are sometimes, depending on their duty assignment, issued departmental vehicles for use while on-duty and off-duty. Above sections notwithstanding, managers shall use assigned vehicles in accordance with their best judgment and prior agreement with their immediate Supervisor.

570.35 SICK OR IOD - RIDING OF MOTORCYCLE PROHIBITED. Any officer who has been marked "off duty", "IOD", or "Off Duty Sick" shall not ride a police motorcycle, with the following exceptions:

A. Obtains permission from the Traffic Supervisor and informs the supervisor of the doctor's approval.
B. If, during a work day, an officer is marked off duty sick, he may ride the motorcycle directly home if he obtains permission from the traffic supervisor.
C. An officer, who has been off duty sick for five days or more, may ride to his station of assignment only after obtaining permission from a traffic supervisor.

570.40 SHELTER FOR VEHICLE. Each officer assigned a Police Unit shall provide adequate shelter for the vehicle at his place of residence. "Adequate shelter" shall mean both protection from the weather and from unauthorized persons tampering with or gaining access to the vehicle. "Place of Residence" shall mean the address listed on the Department's residence roster.

570.45 STORAGE OF VEHICLES WHEN ON VACATION, ETC. Before departing on vacation or any extended absence caused by sickness, injury on duty, or days off in excess of 10 days, the officer shall store the vehicle at the Police Department unless prior permission to keep the Vehicle at home has been granted by the Field Operations Bureau Commander. Officers may not keep City- Owned vehicles at home while on suspension.

A. Motorcycles shall be stored and covered in the Department's East lot while the officer is on vacation or extended days off, unless permission is granted from a Traffic Supervisor. Motorcycles will be parked in the area set aside for motorcycles.

570.50 EQUIPMENT CHANGES ON VEHICLES PROHIBITED. No addition, removal, or alteration on any type of equipment shall be made unless approved and performed under the direction of the Field Operations Bureau Commander.

Under no circumstances will the original equipment passenger restraint system be removed or deactivated in any patrol vehicle. This does not preclude, nor does it prohibit, the installation of additional restraint systems.

570.55 SERVICE AND REPAIR OF VEHICLES. When an officer goes to the city garage for service he shall ascertain from the mechanic how much time the service operation will require. If the time required will be one-half hour or longer, he shall check out another unit; unless he receives other instructions from his on-duty supervisor.

When a vehicle is placed in the garage for repair, the officer shall list all items for repair at that time. A Vehicle Repair form shall be made for all work requested, however minor.

Whenever possible, make prior arrangements with the shop foreman for preventative maintenance and major repairs. All scheduling of repair work is determined by the shop foreman.

575 MOTORCYCLES AND HELMETS

575.05 MOTORCYCLES HELMETS. At all times when operating or sitting on a police motorcycle, the Department furnished helmet shall be worn with the chinstrap fastened.

A. Helmets shall not be hung on restaurant hooks, or any other manner that will damage their sensitive liner.
B. Helmets should be set on a flat surface, (top side up) or hung from one of the nylon straps.
C. The entire helmet is washable (Do not use gasoline or other volatile type cleaner).
D. Helmets shall be stored in a safe place at the officer's residence.
E. The helmet chinstrap shall not be modified.

575.10 MAINTENANCE OF MOTORCYCLE. Each officer is responsible for the following items of maintenance of his motorcycle.

A. Tire inspection, at least once a week, to detect undue wear or other unsafe tire defects.
B. Proper tire inflation.
C. Lubrication and oil changing each 1500 miles, in addition to maintaining a "safe oil level" in both the engine oil reservoir and the transmission gear case.
D. Brake fluid should be checked for level and fluid clarity at least once a week.
E. Battery servicing, as often as necessary, to maintain a "safe" level of solution in the battery.
F. A frequent inspection of rear chain to ensure it is kept adequately oiled. Proper oiling of the rear chain is extremely important, to prevent undue wear or mechanical failure of the chain and sprockets.
G. A monthly check of all gasoline connections for the purpose of discovering gasoline leaks that might be a fire hazard.
H. Appearance, including washing, polishing, and touch-up painting.
I. Necessary cleaning materials are available from the Administrative Section of the Administrative and Services Bureau.

575.40 PROTECTION OF DISABLED MOTORCYCLES. When an officer has called for tow service for a disabled motorcycle, he shall remain with the vehicle, unless impractical, to protect it from theft, damage, or tampering by any person.

575.50 SPEEDOMETER CALIBRATION. Individual motor officers shall obtain from the Auto Club a speedometer calibration for his assigned motorcycle each time it is available.

575.55 HAZARDOUS WEATHER. Officers shall not engage in Solo motorcycle traffic enforcement activities when the weather makes vehicle operation hazardous.

575.60 REPORTING FOR DUTY. When the weather is inclement, officers shall not ride their motorcycle to work.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 600
Personnel Management

601 DAILY ASSIGNMENT

601.05 REPORT OF DAILY ASSIGNMENT. Reports of daily assignment, regarding daily deployment of personnel and units assigned, shall be completed by field operation supervisors and retained in the Watch Commanders office for a period of 6 months.

602 HOURS OF WORK

602.10 WORKING HOURS - DEPARTMENT EMPLOYEES. Employees of the Department shall be in actual attendance on duty in accordance with applicable Memorandum of Understanding.

602.15 DAYS OFF - DEPARTMENT EMPLOYEES. Employees of the Department shall be normally entitled to days off in accordance with applicable Memorandum of Understanding.

602.20 SHIFT ASSIGNMENT - BID LIST. Officers of the Uniform Division shall work on assigned shift for a period of six months, from January to July and July to January. The Field Operations Bureau Commander shall generate a "bid list" twice a year, so that officers may indicate their preference of Watch and days off.

A. Watches will be bid according to seniority.
B. Specific officers or positions will be assigned for the purpose of more specialized training.
C. Officers who have bid the same Watch three consecutive times shall be required to bid a different Watch for at least one tour of duty. The Department reserves the right to place personnel based upon special conditions or need.
D. Sergeants who have bid the same watch two consecutive times shall be required to bid a different watch for at least one tour of duty. The Department reserved the right to place personnel based upon special conditions or need.

605 LEGAL HOLIDAYS

605.10 LEGAL HOLIDAYS FOR DEPARTMENT EMPLOYEES. The term "legal holiday" when used in connection with department employees, shall be limited to those specified in applicable Memorandum of Understanding.

610 TIMEKEEPING

610.20 PAYROLL BOOK ESTABLISHED. The Payroll Book has been established to provide an accurate account of the daily status for each department employee.

610.22 PAYROLL BOOK - RESPONSIBILITY. Each Division Commander and/or Sergeant shall be responsible for causing accurate, official records to be maintained in the payroll book, showing the time worked for each employee who is assigned to that division or watch.

610.25 PAYROLL BOOK - PAYROLL PERIOD. All entries in the payroll shall be made by 0700 hours on the first Monday following the end of the payroll period.

610.35 PAYROLL PERIOD. The payroll will commence on the first Saturday of each pay period and the sheet will be utilized for the entire two week pay period. The payroll shall be the responsibility of the senior supervisor assigned to the bureau, division, section or shift. Individual payroll books will be assigned as follows:

A. Chief's Office.
B. Bureau Commander's Office.
C. Administrative Section.
D. Records Division.
E. Uniform Division.
F. Traffic Division.
G. Investigative Division.
H. Community Relations Division.

Each employee will have a payroll sheet for their own schedule and it will be their responsibility to maintain their own record of hours worked, including overtime hours. Further, it will be the responsibility of the supervisor to verify all entries made on each employee's payroll sheet for that date. It shall be the responsibility of the employee seeking to work non-mandated overtime to obtain approval by the on-duty supervisor prior to working the overtime.

The supervisor on duty must log on the employee's payroll sheet when the employee is off for any reason other than a regular scheduled day off.

610.40 MASTER TIME SHEETS - SYMBOLS. The following terms shall be used in making notations in the Master Time Sheets.

A. Watches.
B. Symbols indicating absence from duty with pay:

1. Holiday.
2. Compensatory Leave.
3. Sick Leave.
4. Disability and Industrial Insurance.
5. Vacation.
6. Military Leave.
7. Jury Duty.
8. Executive Leave.
9. Floating Holiday.
10. Bereavement Leave.
11. Marksmanship Leave.
12. Physical Fitness Leave.
13. Any other leave.

C. Employees working their regularly assigned shift will be coded as follows:

1. A "check mark" indicating an eight (8) hour shift.
2. A check mark, with hours worked, for employees working a "flex" schedule, 4-10 plan or part-time.

610.45 TIME SHEET - PREMIUM PAY. Nighttime premium differential pay for civilian employees shall be indicated as follows:

A. All civilian employees who work between 1700 hours and 0600 hours are entitled to nighttime premium differential pay.
B. Indicate premium differential pay by placing a "P" followed by the hours worked, in red pencil, in place of

the check mark, as outlined in 610.40 (C) above.

611 STANDARD TIME

611.05 STANDARD TIME - DEFINED. The military procedure of timekeeping, utilizing four-digit numbers on a twenty-four hour basis, will be used by this Department.

615 OVERTIME

615.05 TYPES OF PAID OVERTIME - OFFICERS. Types of paid overtime shall be as prescribed in the current Memorandum of Understanding and in such areas as:

A. Off-duty court time (regular and on-call).
B. Assigned overtime.
C. Emergency overtime.
D. Relief (comp, vacation, sick, IOD).

615.20 MANDATORY OVERTIME. If the shift coverage is not sufficient to meet the needs of the Department, and the Watch Commander is not able to fill the shift with voluntary overtime, the Watch Commander may fill the shift with mandatory overtime. The Watch Commander shall first attempt all possible solutions before mandating an overtime shift.

A. Officer(s) refusing to work the mandatory overtime, unless extreme hardship exists, may be subject to disciplinary action.

617 EXECUTIVE LEAVE

617.05 EXECUTIVE LEAVE - POLICY. Executive Leave may be granted to an employee with the position of Chief of Police, police Captain, police Lieutenant or civilian management where such leave is warranted as compensation for unpaid overtime, administrative responsibilities, or attendance at night meetings, when such leave will not adversely affect the operations of the city.

617.10 EXECUTIVE LEAVE - PROCEDURE. The procedure adhered to by personnel applying for administrative leave shall be as prescribed by City Administrative Directives.

618 EXTENDED SICK LEAVE/INJURED ON DUTY (IOD)

618.10 INJURED ON-DUTY - CERTIFICATION. In order for an employee to be posted in the payroll book as being off-duty due to an IOD, the employee must have been:

A. Injured on-duty or contracted an illness determined to be work related, sent to the appropriate doctor, and relieved of further duty for a period of time specified by the examining doctor, or;
B. The supervisor of the injured on-duty employee must complete appropriate procedures and reports, and had any additional time certified as having been due to the prior incident.

Note: Until such certification is made, employees shall be posted as being off sick and upon such certification shall have their sick time restored.

618.20 SICK LEAVE OR IOD. In cases of extended sick leave or IOD status, the following guidelines will apply:

A. The officer's Bureau Commander shall maintain staff control over employees on extended sick leave or IOD. The Bureau Commander or his designate shall maintain liaison with concerned employee as to assure necessary follow-up or any assistance that may be needed, prognosis and status of illness or injury, and any projection as to a return to work date.

1. Division Commanders shall advise the appropriate Bureau Commander of an employee who has been off for a period of six (6) consecutive days due to non-work related illness or injury.
2. Division Commanders shall immediately advise the Bureau Commander of any employee who is on work related sick leave or IOD.

B. The employee's supervisor shall post the employee's time in the payroll book in accordance with the approved monthly assignment schedule in such a manner that:

1. Approved days off remain intact, and;
2. Any work related sick leave or IOD notations appear during periods when the employee would have been scheduled to work.
3. For purposes of payroll and schedule notations, a work related illness will be listed as IOD. Non-work related illness or injury will be posted as sick.

619 LIGHT-DUTY ASSIGNMENTS

619.10 LIGHT-DUTY ASSIGNMENTS - DEFINED. Light-duty is a designation of an assignment by the Chief of Police where the employee is given duties to perform that do not conflict with the written restrictions of the employees physician.

619.20 LIGHT-DUTY - POLICY. In making the determination of a light-duty assignment, the following factors shall be considered: 1) The nature of the injury or illness, 2) The physician's written restrictions and 3) Whether or not the illness or injury was work related.

619.30 LIGHT-DUTY ASSIGNMENTS - PROCEDURES. For an employee with a non work related illness or injury, a memorandum requesting a light-duty assignment shall be submitted by the employee to the Chief of Police. For an employee wanting a light-duty assignment as a result of a work related illness or injury, a release as described below is sufficient. An employee requesting a light-duty assignment shall comply with the following:

A. Obtain a written release from the attending doctor that indicates a light-duty assignment is permissible and sets forth the limits that the employee can work (physical exertion, stress of job, etc.) and the expected prognosis of recovery.
B. For non-work related illness or injury, the employee may be required to be examined by the doctor under contract to the city. If the city doctor concurs with the employee's doctor, a written concurrence shall be obtained that includes the requirements under which the employee may return to work in a light duty status, and
C. Have the request approved by the Chief of Police.

619.40 LIGHT-DUTY ASSIGNMENTS - LENGTH OF ASSIGNMENT. Employees approved for return to work in a light-duty assignment shall be assigned such duties in increments of 90 days or less.

A. Re-evaluations shall be made at the end of the 90-day period. If the employee wishes to continue in a light-duty status beyond the 90-day period, a written request shall be made prior to the termination of the original 90-day period.
B. A request for extension of the 90-day period shall be accompanied by the same documentation from the employee's doctor and the city doctor as required in the original request. The request must also have the approval of the Chief of Police and the extension period may not exceed 90 days.
C. Subsequent requests for extension of light-duty status beyond the 180 days shall follow the above procedure but must be accompanied by a more detailed report from the employee's doctor.
D. Additional medical reports or examinations may be required of an employee on a light-duty status by the appropriate Bureau Commander/Human Resources Department at any time during the period the employee is on a light duty status.
E. The work schedule for employees on light-duty status will be determined by the Division Commander

supervising said employee. The schedule and payroll sheet will reflect the actual day and time worked regardless of bid assignment prior to illness or injury.

619.50 APPROPRIATE ATTIRE FOR LIGHT-DUTY ASSIGNMENTS. While working a light-duty assignment, the employees will wear appropriate business attire unless otherwise approved by their Division Commander.

620 SICK TIME PROVISIONS

620.20 NOTIFICATION OF SICK LEAVE. In order to receive compensation while absent on sick leave, the employee or their representative shall, if possible, notify their supervisor or the Watch Commander prior to the start of their shift.

A. The supervisor or Watch Commander shall be notified of the illness or disability, and the address and phone number where the employee can be contacted.

620.30 USE OF SICK TIME. All accrued sick leave must be used before an employee's vacation or compensatory time can be applied to an illness.

A. Upon returning from sick leave absence, an employee shall submit a Personnel Action form to their supervisor or Watch Commander covering the time the employee was off work.

620.60 SICK LEAVE INTERVIEWS - WATCH COMMANDER/ DIVISION COMMANDER RESPONSIBILITY.

When the Watch Commander or Division Commander is made aware of an employee under their command reporting off-duty because of illness or injury, they may cause a supervisory member of the Department to visit the employee for the purpose of rendering any needed assistance and in order to assure the proper application of the provisions of the sick time provisions.

625 OCCUPATIONAL INJURY AND ILLNESS POLICY

625.05 The purpose of this policy is to establish departmental policies and procedures dealing with occupational injury and illness. The following will provide guidance to employees and supervisors who may become injured/ill due to a job related activity or for those that must supervise an employee with an occupational injury or illness.

625.10 EMPLOYEE'S RESPONSIBILITY

When an employee is injured or becomes ill due to job related activities, no matter how slight, the following procedures shall apply:

A. An employee who sustains an on-duty injury or illness shall report the circumstances to his/her supervisor or the on-duty Watch Commander as soon as possible. Except where impractical, notification shall be made no later than the end of the employee's shift.

B. If the injury or illness is non-emergent, the employee shall notify his/her supervisor or the on-duty Watch Commander prior to seeking medical attention. If medical attention is required or requested, the employee shall be directed to call the Company Nurse Injury Hotline and report the incident. A nurse will gather information from the affected employee and supervisor and assist with medical needs. If no medical attention is required or requested, the employee may still report the injury or illness to the Company Nurse Injury Hotline as a "Report Only" incident.

1. Once the reporting requirement is fulfilled, the employee will go to the City's authorized medical facility. If an employee has notified Human Resources, in writing, prior to the date

of the injury or illness that they have a pre-designated licensed personal physician, that physician may treat the employee from the date of the injury or illness.

2. Approval from the City's third party Workers' Compensation Claims Administrator is mandatory in those cases where treatment is administered by other than a licensed physician. The approval procedure should be coordinated through Human Resources.

C. Employees requiring medical attention when off-duty for an incident that occurred on duty, but not examined initially, shall immediately report the circumstances to their supervisor or the on-duty Watch Commander prior to seeking medical attention**.** If medical attention is required or requested, the employee shall be directed to call the Company Nurse Injury Hotline and report the incident. A nurse will gather information from the affected employee and supervisor and assist with medical needs

Once the reporting requirement is fulfilled, the employee will go to the City's authorized medical facility. If an employee has notified Human Resources, in writing, prior to the date of the injury or illness that they have a pre-designated licensed personal physician, that physician may treat the employee from the date of the injury or illness.

Approval from the City's third party Workers' Compensation Claims Administrator is mandatory in those cases where treatment is administered by other than a licensed physician. The approval procedure should be coordinated through Human Resources.

D. When receiving medical treatment for a work related injury or illness, the employee shall comply with the physician's legal and reasonable instructions. Failure to do so may result in appropriate legal recourse being taken.

E. When no medical treatment appears to be necessary at the time of the documented injury, and the employee later finds that treatment is necessary, they shall notify their supervisor or the on-duty Watch Commander and obtain approval to being examined at a designated medical facility if practical.

F. An employee shall notify Human Resources of the name, address and telephone number of the attending physician and keep the Human Resources or their designee apprised throughout the period of treatment.

G. During the recovery period the employee shall respond to telephonic contacts within two hours, and if called to work, the employee shall report to work within 24 hours. An employee on approved vacation is not subject to these response requirements. Employees shall notify the Department of the phone number where they can be reached during normal business hours (0800 – 1700).

H. A shift employee who is unable to report to work due to a work related injury or illness for more than two consecutive shifts shall be placed on a Monday through Friday work schedule from 0800 to 1700 each day.

I. Employees who required medical attention must have the attending physician complete the "El Segundo Public Safety Fitness for Duty Exam Report Form." Once completed, this form shall be immediately forwarded to the on-duty Watch Commander or Watch Sergeant, who will forward to the Field Operations Bureau (FOB) Commander. The Bureau Commander will forward the release to the Human Resources Department.

625.15 SUPERVISOR'S RESPONSIBILITY

A. In all cases of emergencies involving serious injury or illness, supervisors shall have the employee treated by the nearest physician or medical facility or the employee's physician at the employee's option. In cases where a Paramedic has been called however, the employee will be transported to a medical facility/physician in accordance with Paramedic Protocols.

B. In cases of emergency, whenever possible, a supervisor shall accompany the employee to the medical facility. The supervisor shall ascertain the extent of the injury or incapacitation, as well as the attending physician's opinion regarding the employee's ability to return to work full status or a modified light duty assignment.

C. The supervisor shall, with all due diligence and priority, conduct a thorough investigation into the facts surrounding the employee's injury. Statements from witnesses, photographs, video, site and equipment inspection, employee statements, and any supporting documents should all be considered as part of a complete investigation.

D. In all cases of reported on-duty injuries or illnesses, supervisors may provide the injured or ill employee with an Employee's Claim for Worker's Compensation Benefits form (DWC Form 1) within 24 hours. Completion of the DWC Form 1 is required if the employee wishes to file a worker's compensation claim with the City.

If the injury is First Aid only, the DWC Form 1 does not have to be completed. However, the employee must advise the Company Nurse during the phone interview that the injury or illness is a "Report Only."

E. It is the responsibility of the on-duty Watch Commander or Watch Sergeant to notify the FOB Commander regarding the injury or illness. Once a report is made to the Company Nurse they will notify Human Resources and the City's medical staff. When an employee refuses medical treatment following an industrial injury or refuses treatment by a physician authorized by the City, a notation of this fact shall be made in the supervisor's accident investigation.

BUREAU COMMANDER'S RESPONSIBILITY

In any fatal or serious injury case, the employee's Bureau Commander or their designee shall be responsible for immediately reporting all relevant information concerning the occurrence to the Police Chief and Human Resources.

The Bureau Commander or their designee, as soon as it is medically permissible, shall personally contact the employee to determine their condition and if any assistance might be rendered.

The Bureau Commander or their designee shall cause the injured or ill employee to be notified telephonically and confirmed by letter that the employee shall be personally available to respond to any official telephonic and/or direction to report to work by the Department. Permission to be excused from the requirement to remain available may be given by the Bureau Commander or their designee.

The Bureau Commander or their designee shall make regular contact with personnel off work due to a work related injury or illness. In all cases where an employee is absent from work for five (5) days or more (or more than two (2) shifts for 24 hour shift employees), the Bureau Commander or their designee shall contact the effected employee and determine the status of their injury or illness and document the anticipated recovery time. The contacts may be made telephonically or, when appropriate, in person. The Bureau Commander or their designee shall also have the responsibility of establishing and maintaining liaison between the concerned employee and Human Resources. It will be the goal of this liaison to expedite the return to work of injured or ill personnel upon recovery.

When an employee is off-duty recovering from an off-duty injury or illness, the Bureau Commander or their designee should make regular contact with the employee throughout the recovery process. If available benefits are in question, the issue shall be coordinated with Human Resources.

INJURED ON-DUTY – CERTIFICATION

In order for an employee to be posted in the payroll book as being off-duty due to an IOD, the employee must have been:

Injured on-duty or contracted an illness determined to be work related and
be unable to work, sent to the appropriate doctor, and relieved of further duty for a period of time specified by the examining doctor, or;

B. The supervisor of the injured on-duty employee must complete appropriate procedures and reports, and had any additional time certified as having been due to the prior incident.

Note: Until such certification is made, employees shall be posted as being off sick and upon such certification shall have their sick time restored.

The employee's supervisor shall post the employee's time in the payroll book
in accordance with the approved monthly assignment schedule in such a manner that:

1. Approved days off remain intact, and;

2. Any work related sick leave or IOD notations appear during periods when the employee would have been scheduled to work.

3. For purposes of payroll and schedule notations, a work related illness will be listed as IOD. Non-work related illness or injury will be posted as sick.

630 VACATIONS

630.05 VACATION TIME. Vacations are an employee benefit, however, to ensure adequate staffing, vacation time must be taken at the convenience of the Department, taking into consideration existing staffing levels, workload and impending special situations that might impact department resources. Vacation requests will be granted in order of seniority on the Department taking into consideration the workload and the requesting employees assignment. Each supervisor affected, as well as the employee making the request, will be furnished with a copy of the form indicating the disposition of the vacation request.

630.10 ACCRUAL OF VACATION TIME. Employees of the Department shall accrue vacation time as provided for in applicable Memorandum of Understanding.

630.15 VACATION REQUESTS - TIME OF SUBMISSION. All requests for vacation time shall be submitted on a Personnel Action form no later than five days nor earlier than 30 days prior to the requested time off. Emergencies or unusual circumstances can be an exception. Approval for such exception must be obtained from the appropriate Bureau Commander.

630.25 VACATION LEAVE PROCEDURE. Vacation leave requests are to be submitted through channels on a Personnel Action form. Watch Commanders and Division Commanders will, upon receipt of a vacation request, analyze shift/section needs prior to forwarding requests. Factors to be taken into consideration prior to the approval for any time off will include existing staffing levels, school schedules, employees off sick or IOD. Watch Commanders will forward the requests to the scheduling supervisor, Division Commanders will forward requests to the appropriate Bureau Commander.

A. In the event of a conflict between requests submitted for the same time period off, the conflict will be resolved on the basis of seniority. Seniority is determined first by rank and second by overall time of service with the City of El Segundo.
B. Seniority will not be used as a basis to "bump" those requests already submitted and approved.
C. Unless otherwise outlined in the Memorandum of Understanding (MOU) which govers the affected employee, vacation leaves may not be taken until an employee has completed one year of continuous service excluding academy training.

630.40 VACATION BID LIST. Personnel shall be afforded the opportunity for a bid vacation twice a year. Once an officer has been advised by a supervisor that they are next in line to "bid", that officer has 24-hours in which to select the "bid" vacation. Should the officer fail to bid within that time period, the next officer in seniority will be given the opportunity to bid.

A. It will be the responsibility of the Bureau Commanders to ensure that employees are provided the opportunity to "reserve" requested leave dates, subject to department needs.

630.70 CHANGING VACATION BID DATES. The procedure for requesting changes in vacation bid dates shall be:

A. Employees requesting a change shall indicate on a memo to the Bureau Commander the reason for such request.
B. The Bureau Commander will grant or deny the request for change based upon the needs of the bureau.
C. The Department shall make every effort to avoid changing or canceling a bid vacation once it has been approved.

632 COMPENSATORY TIME

632.05 COMPENSATORY TIME DEFINED. The following are the two classifications of compensatory time: 1) “regular compensatory time” which is time earned by working overtime and 2) “special compensatory time” which is time earned through marksmanship scores and physical fitness scores.

632.10 COMPENSATORY, TIME OFF – EARNED. Regular and special compensatory time is earned at a rate established per the Memorandum of Understanding. Personnel may accumulate compensatory time not to exceed the following at any one time: 80 hours in regular compensatory time, and 50 hours of combined marksmanship and physical fitness compensatory time. Compensatory time may be used in conjunction with an employee's vacation.

632.15 REASONS FOR DENIAL OF COMP REQUESTS. Per FLSA, compensatory time can be denied for: 1) untimely notice, 2) when the request is unduly disruptive to department operations or 3) for any other reason permitted by law.

632.20 SWORN PERSONNEL ON PROBATION. Sworn personnel, who have not completed one year of continuous service, excluding academy training, may not be allowed to accrue regular compensatory time until permanent status is attained. All overtime earned, excluding special compensatory time, shall be paid at the rate prescribed by the Memorandum of Understanding.

633 BEREAVEMENT LEAVE

633.05 BEREAVEMENT LEAVE. In the event of a death of an immediate family member, sworn officers are entitled to bereavement leave. For the purposes of this section immediate family includes the children, parents, siblings, grandparents of the employee and the employee’s spouse or significant other. When a bereavement leave is taken for the death of an immediate family member, the employee shall, whenever possible, submit a Personnel Action form to their supervisor or the Watch Commander prior to taking the time.

A. A maximum of three days may be granted in case of death in the immediate family of the employee or the employees spouse.
B. Forty hours of paid leave is provided in those circumstances where travel to a funeral, or other memorial proceeding is 500 miles or more one way as measured from El Segundo City Hall.

635 TEMPORARY MILITARY LEAVE

635.10 TEMPORARY MILITARY LEAVE OF ABSENCE. An employee who is on temporary military leave of absence, shall be entitled to their salary or compensation as such Department member for summer camp duties up

to thirty (30) calendar days in any one fiscal year.

A. Weekend drill duties are not compensated.

635.20 TEMPORARY MILITARY LEAVE OF ABSENCE - PROCEDURE. The following shall be adhered to by personnel applying for temporary military leave of absence regarding annual, regular, weekend, or any military training commitments when such leaves coincides with Departmental duty scheduling.

A. Personnel receiving orders to engage in military training shall contact their watch/Division Commander no later than their first regularly scheduled work day after receiving such orders. At that time, the employee shall present such orders to their watch/Division Commander. Such orders shall Indicate location and dates of training, name of concerned employee, and bear the signature of the person authorized by that particular service branch to activate orders.
B. Division Commanders shall arrange scheduling of such personnel in accordance with section 635.30 and consistent with the employee's current assignment.
C. An employee returning to work from temporary military training shall present written verification of their attendance to their Bureau Commander. The commander shall forward a copy of this verification to the City Finance Department.

635.30 TEMPORARY MILITARY LEAVE - SCHEDULING. Temporary Military leave shall be scheduled as follows:

A. Employees required to attend weekend military assignments shall do so on their regular days off with schedules adjusted to provide such time off.
B. Employees absent for two consecutive weeks of military leave shall be marked military leave in the payroll book.
C. The use of military leave shall not affect the number of days off employees would normally be entitled to on their regular job assignments.

645 OUTSIDE EMPLOYMENT

645.05 OUTSIDE EMPLOYMENT DEFINED. Outside employment is defined as any secondary employment, activity or enterprise not associated with the employees city duties involving the receipt or acceptance of any asset.

645.10 OUTSIDE EMPLOYMENT - POLICY. A city employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his duties, functions, or responsibilities as a City employee.

645.15 AUTHORIZATION OR DENIAL OF OUTSIDE EMPLOYMENT REQUEST:

A. Any officer or employee wishing to engage in any occupation or outside activity for compensation shall complete the current “Outside Employment Authorization Request” form and submit said request through channels to the Chief of Police. The chief shall determine whether or not such activity is compatible with the employee's city employment as described in sections 645.10, 645.20 and 645.30.
B. Upon a finding of compatibility, the chief may authorize the activity by approving the request form and providing a copy to the requesting officer or employee. A copy will also be forwarded to the Director of the Human Resources Department.
C. Said authorization shall be valid only for the work and designated period described therein. All outside employment requests must be renewed at the beginning of each new calendar year.
D. If the request is denied, the officer or employee shall be notified in writing. Denial of a request for permission for outside employment may be appealed under current grievance procedures.

645.20 DETERMINATION OF INCONSISTENT ACTIVITIES. In making a determination as to the consistency or inconsistency of outside activities, the chief or his designate shall consider among other pertinent factors whether the activity:

A. Involves the use for private gain or advantage of City time, facilities, equipment and supplies, or the badge uniform prestige or influence of ones' City office or employment or,
B. Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of their City employment or as a part of their duties as a City employee or,
C. Involves the performance of any act in other than his capacity as a City officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such officer or employee or the Department by which they are employed or,
D. Involves conditions or factors which would probably directly or indirectly lessen the efficiency of the employee in their regular City employment, or conditions in which there is substantial danger of injury or illness to the employee.
E. Involves employment by any employer who does not carry the required Worker's Compensation Insurance.
F. Involves employment by any employer that does not indemnify the City from the actions of a police department employee when such actions occur while working for said outside employer.

645.30 EMPLOYMENT RESTRICTIONS. Members of the police department are prohibited from engaging in any outside employment which, by its very nature, is detrimental to the performance of the employees regular duties, or which:

A. Is in conflict with or prohibited by Section 645.10.
B. Would detract from the health or efficiency of the employee.
C. Would tend to reflect discredit or criticism on the employee, the police department, or the City, or which would materially detract from the efficiency of the employee in the performance of their regular duties.
D. Would not permit the employee, while engaged in such outside employment, to take necessary and proper action, when the occasion necessitated, on any offense or condition of which the employee has or acquires knowledge of and which would normally require police action.
E. Requires affiliation, membership, or allegiance to any group or organization which would tend to interfere with the ability of the employee to properly and efficiently discharge their duties.
F. Would interfere with the immediate availability of the employee should they be needed in an emergency.

645.40 EMPLOYMENT PROHIBITED. No employee of the police department shall engage in any of the following types of off-duty employment without the expressed written permission of the Chief of Police .

A. Any employment where the sale of liquor is the principle business.
B. Any employment requiring the service of civil processes.
C. Any employment requiring the utilization of the police uniform or any department or city-owned equipment or materials, except as provided in section 645.85.
D. Any employment where the local labor supply is adequate and employment by police department employees could create a hardship on civilians making application for such employment.
E. Any employment by any other municipality or political subdivision of this state.
F. Employment as bill collectors or collecting payments of any kind.
G. Employment involving the repossession of merchandise.
H. Employment as guards, watchmen, or any other security operation.
I. Any employment as an attorney or notary public, private investigator or private detective.
J. Any employment in association with the services of a bail bondsman.
K. Any employment which may necessitate access to police information, records, files or correspondence.

645.50 OUTSIDE EMPLOYMENT - USE OF CITY PROPERTY PROHIBITED. Except as provided in section 645.90, no city property shall be used for any outside employment.

A. No city owned equipment, autos, trucks, instruments, tools, supplies, machines, or any other item which is the property of the city shall be used by an officer or employee while said officer or employee is engaged

in any outside employment or activity, for compensation or otherwise, except upon prior order of the City Council.

B. No officer or employee shall allow any unauthorized person to rent, borrow or use any of the items referred to on section 645.50 (A) except upon prior order of the City Manager.

645.60 REVOCATION. Permits for outside employment are subject to revocation by the Department Head, the City Manager, or the City Council.

645.70 HOURS OF OUTSIDE EMPLOYMENT. Employees of the police department shall be limited in any outside employment to twenty hours per week. Employees of the police department shall not engage in outside employment to exceed four hours a day on their regular working days and eight hours a day on their days off. Such hours of outside employment shall terminate not less than four hours prior to the commencement of the employee's regularly assigned duty shift.

645.75 OUTSIDE EMPLOYMENT WHEN ON SICK LEAVE OR IOD STATUS. An employee of the police department shall not engage in outside employment while carried on sick or IOD status.

645.80 OUTSIDE EMPLOYMENT - JOB PERFORMANCE. Requests for outside employment by police employees shall not be given favorable consideration if, in the opinion of the employee's Division Commander or immediate Supervisor, the employee's job performance is not satisfactory, or might be detrimentally affected by such employment.

645.85 OUTSIDE EMPLOYMENT - VIOLATIONS AND PENALTIES. Any violation of the provisions herein contained respecting outside employment or activity, including use of City property, shall constitute sufficient grounds for disciplinary action up to and including immediate dismissal of the employee from the City service.

645.90 CONTRACT EMPLOYMENT FOR POLICE SERVICES. All requests for such employment shall be made in writing from the prospective employer to the Chief of Police setting forth the nature of duties expected and the duration of such employment.

A. When a request from a private citizen, business, or corporation is made to the Chief of Police for the purpose of providing off-duty officers, the Chief, or his designate will, determine if the services requested fulfill the following criteria:

1. The assignment requires a sworn officer or civilian police employee to direct traffic, control crowds, or to prevent a specific demonstrated criminal activity.
2. The presence of private security guard would not immediately alleviate or address the situation, or the situation has escalated or deteriorated to the extent that a specific police response is required.

B. The prospective employer agrees to compensate such personnel at a rate of pay currently in effect in the MOU between the City of El Segundo and the El Segundo Police Officer's Association. The requesting party will be referred to the Finance Department wherein salary compensation and the rental of police equipment will be assessed. Once this obligation has been completed, the traffic supervisor will administer the request and schedule appropriate personnel.

C. Once hired, personnel of this Department shall receive a minimum of two (2) hours pay unless the outside employer cancels the employment a minimum of four (4) hours prior to the designated time of reporting for duty.

D. If at any time an event is canceled at least four hours prior to an employee reporting to the assignment, a memo from the Field Operations Bureau Commander will be forwarded to the Director of Finance. The memo will state the reasons for the cancellation and the time the cancellation occurred.

650 COMMENDATIONS

650.10 COMMENDATIONS. All incidents of outstanding service or exemplary conduct on the part of members of this

Department which are reported shall be recorded on the Incident Report.

650.15 COMMENDATIONS - PROCEDURE. This includes reports received, both orally and in writing, from citizens and those observed or reported by other members of this Department. The following procedure shall be followed upon receipt of information regarding outstanding service or exemplary conduct:

A. Police Department Supervisors receiving such information shall complete the incident report and shall forward the report to the Division Commander or Watch Commander of the officer(s) concerned.
B. The Division Commander or Watch Commander of the officer(s) concerned shall review the report and make appropriate recommendations in writing. Such commendations shall be forwarded, along with the Incident Report, to the appropriate Bureau Commander.
C. The Bureau Commander shall review the original report and any report of the employee's supervisor and forward them to the Chief of Police. Thereafter, the employee(s) who are the subject of the commendation shall be afforded the opportunity to read and initial the report. The report shall then be placed in the employee's personnel file along with the comments of the employee's Supervisor, Watch Commander or Division Commander, and the Bureau Commander.
D. A copy of the commendation will be posted on the upstairs bulletin board. An additional copy shall be forwarded to the City Manager.

650.20 COMMENDATION OF PRIVATE PERSONS. Employees having knowledge of the performance of an outstanding act of assistance to the Department by a private person shall prepare a "good citizen" citation regarding the incident. The crime prevention specialist shall review the incident, and if the incident merits recognition, the documentation will be forwarded to the Kiwanis Club for issuance of a "Good Citizen" Citation.

655 SELECTION COMMITTEE FOR MEDAL OF VALOR AND DISTINGUISHED SERVICE AWARDS

655.05 COMMITTEE PURPOSE. The El Segundo Police Department shall determine, at the end of each calendar year through a committee process, whether any member of this Department has performed in a manner to merit recognition and nomination for the South Bay Medal of Valor, Distinguished Service Award and Life Saving Awards.

655.10 APPOINTMENT OF SELECTION COMMITTEE MEMBERS. The Field Operations Bureau Commander, or his designate, shall appoint members to the selection committee each year. The committee shall represent both bureaus and consist of one police officer, one Sergeant, and one Lieutenant.

655.15 FUNCTIONS OF THE SELECTION COMMITTEE. The selection committee shall meet at a time agreed upon by the members and take the following action:

A. Review guidelines for selection of nominees provided by the South Bay Medal of Valor Committee.
B. Review copies of all personnel commendations maintained in and provided by the office of Chief of Police which have been submitted throughout the preceding year.
C. Review any other material or information the selection committee believes to be relevant.
D. Discuss the information reviewed and agree if any officer's action is worthy of nomination for a specific award.
E. Forward the selection committee's nomination(s), if any, to the Chief of Police in writing.

655.25 SUBMISSION OF NOMINATIONS. The Chief of Police, upon receiving the selection committee's recommendation and granting approval, shall submit the recommendation to the South Bay Medal of Valor Committee for consideration.

660 PEFORMANCE APPRAISAL REPORTS

660.05 PURPOSE OF THE PERFORMANCE APPRAISAL. The purpose of the Performance Appraisal Report is to assess performance, address specific individual training needs and to establish individual performance goals and objectives.

660.10 RESPONSIBILITY FOR COMPLETING PERFORMANCE APPRAISAL REPORTS. All supervisors are responsible for completing a Performance Appraisal Report for each employee under their direct span of control.

660.15 FREQUENCY OF PERFORMANCE APPRAISAL REPORTS. Every employee shall receive at least an annual Performance Appraisal Report at the end of the rating year. A rating year shall be considered the period of time starting on July 1st and ending on June 30th of the following year.

A. An officer will also receive a Performance Appraisal Report by their last span of control supervisor whenever the officer is transferred to another division or is moved to the span of control of another supervisor during the above listed rating period.
B. An officer may receive a Performance Appraisal Report as often as every quarter, at the discretion of the span of control supervisor to correct performance deficiencies.

1. For definition purposes, a quarter is a period of time based on the above listed yearly rating period.

660.20 PROCESSING OF QUARTERLY AND SEMI-ANNUAL PERFORMANCE APPRAISAL REPORTS. All Quarterly and Semi-Annual Performance Appraisal Reports are to be submitted within 30 days following an employee's change in shift which results in a new span of control supervisor, change of assignment, or on a quarterly basis at the discretion of the span of control supervisor. These performance appraisals will be processed in the following manner:

A. The employee's rating supervisor will complete the Performance Appraisal Report. Prior to meeting with the employee for final signature, the supervisor shall submit the appraisal to their supervisor who will review the report for consistency, completeness and compliance. If no changes are required, the appraisal will be signed in the designated area and returned to the rating supervisor.
B. The employee's rating supervisor will discuss the appraisal with the employee and both parties will sign the appraisal report.
C. Quarterly and Semi-Annual Performance Appraisal Reports shall be filed in the rating drawer maintained by the span of control supervisor(s) to be used as a reference for completion of the employee's required Annual Performance Appraisal Report.

660.25 PROCESSING ANNUAL PERFORMANCE APPRAISAL REPORT. Annual Performance Appraisal Reports are to be submitted within 30 days of the end of the rating period and shall be processed in the following manner:

A. The employee's rating supervisor will complete the Performance Appraisal Report. Prior to meeting with the employee for final signature, the supervisor shall submit the appraisal to their supervisor who will review the report for consistency, completeness and compliance. The appraisal will be forwarded up through the chain of command to their respective Bureau Commander. Once each level of command has reviewed the appraisal, it will be returned to the rating supervisor.
B. The employee's rating supervisor will discuss the appraisal with the employee and both parties will sign the appraisal report.
C. Once the signature process is complete, the appraisal will be sent to the Chief's Office for filing in the employee's permanent personnel file.

660.30 PROCESS FOR DISPUTING ANY PERFORMANCE APPRAISAL REPORT. Per Government Code Sections 3305 and 3306, officers have the right to review and sign any adverse Performance Appraisal Report before it is placed into their personnel file or the rating drawer. If an officer disagrees with their appraisal report, the officer shall check the appropriate box provided on the form. The officer must sign the form, which only acknowledges its receipt. An officer who disagrees with their appraisal report shall have 30 days from the date

they received the rating to file a written response. The written response shall be directed to the appropriate Bureau Commander and attached to the appraisal report.

660.35 PERFORMANCE ENHANCEMENT PROGRAM. Any employee who is rated "Below Standard" in any performance category on their Annual Performance Appraisal Report may be placed on the "Performance Enhancement Program."

Any employee who is rated "Below Standard" overall on their Annual Performance Appraisal Report shall be placed on the "Performance Enhancement Program."

A. The employee's current span of control supervisor is responsible for creating a process to correct all below standard performance areas and to monitor the program as required.
B. The appropriate Bureau Commander will approve the provisions of the Performance Enhancement Program before it is given to the employee.

661 PROBATIONARY REPORTS

661.05 QUARTERLY PROBATION REPORTS. Officers on probation will receive a City Quarterly Probation Report summarizing their progress. The report will be sent to the employee's Bureau Commander for review. The Bureau Commander will then forward the original report to the Human Resources Department.

A. During the probationary period an employee can be rejected at any time by the appointing power without the right of appeal. Notification of such rejection shall be sent in writing to the probationer and the Personnel Sergeant.
B. If at the end of the probationary period the service of the probationary employee has been satisfactory, the appointing authority shall file a written final probation report regarding the desirability of retaining the employee with the Human Resources Department.

661.10 WEEKLY PERFORMANCE RATINGS. Each Sergeant will complete a weekly performance rating on all probationary officers under their span of control, once the officer has successfully completed the FTO Program.

A. The Sergeant must follow the rating instructions printed on the form and complete it in accordance with the standard evaluation guidelines provided.

B. The completed rating form must be signed by the probationary officer and forwarded through the Sergeant's Chain of Command (Watch Commander, FTO Program Manager) to the Field Operations Commander. The rating must be completed by the second day of the new rating period.

C. Every effort will be made to align the probationary officer's work shift with their rating Sergeant.

662 PHYSICAL EXAMS

662.05 PHYSICAL EXAMS. Scheduling, in conjunction with a sworn employee's anniversary date of hire, the Captain's secretary notify the employee to schedule a physical examination. Employees have 45-days from time of notification to complete their physical exam.

662.20 SCHEDULING PROBLEMS. Should the 40-day period for completion conflict with the employee's bid vacation, department-sponsored school, or other approved absence, the employee shall notify their Bureau Commander in writing through channels. Extensions will be granted for cause by the Bureau Commander.

662.30 PHYSICAL EXAM REQUIREMENTS. Physical examinations are required as follows:

A. All sworn management personnel shall comply with section 1A2.138 of the City of El Segundo's Administrative Code.

B. All sworn non-management personnel shall have annual physical examinations, except:

1. Sworn non-management personnel under age 35 shall have physical examinations every two years.

665 SPECIAL ASSIGNMENTS AND TRANSFERS

665.05 SPECIAL ASSIGNMENTS, REASSIGNMENTS AND TRANSFERS - NO RECLASSIFICATION. Any special assignments which may or may not qualify for a pay differential does not constitute, nor shall there be construed as, a reclassification, promotion or permanent assignment. Special reassignments may be changed as departmental needs dictate. Assignments of employees to divisions and other sections of the Department are made by the Chief of Police. All employees who are reassigned shall sign an "Advisement for Reassignment" form acknowledging the above policy.

665.10 ELIGIBILITY FOR SPECIAL ASSIGNMENTS. Both permanent and probationary employees may apply for special assignment positions.

A. No employee on a Performance Enhancement Program may apply for a special assignment.

665.15 SPECIAL ASSIGNMENTS - POSTING. The procedure for posting of special assignments shall be as follows:

A. A memo will be posted by the Chief of Police indicating the type of assignment and any special qualifications mandated per the General Order Manual.
B. A time line will be established regarding the assignment. A request for assignment/transfer memorandum, through channels, shall be submitted to the Chief of Police.

665.20 FILING FOR SPECIAL ASSIGNMENTS. Employees requesting reassignment shall do the following:

A. A request for reassignment/transfer memorandum shall be completed for each position requested.
B. The requesting applicants' Supervisor shall screen the request for reassignment to ensure that only qualified personnel have applied, i.e., no personnel on a performance enhancement program.

1. If the applicant is deemed unqualified, they shall be notified in writing by the Division Commander of the assignment applied for.

665.25 SPECIAL ASSIGNMENT SELECTION PROCESS. In selecting personnel for a special assignment, the Division Commander of the assignment shall:

A. Review the applicant's evaluations and any supervisory input provided.
B. The Division Commander may:

1. Conduct a panel interview of all qualified applicants.

a. In the event of only one applicant, the interview shall be conducted by the Division Commander.

2. Utilize a practical exercise.

C. The Division Commander shall provide a list of names of qualified personnel to the Bureau Commander.
D. The Bureau Commander shall then be responsible for recommending to the Chief of Police, the names of personnel who qualify for the special assignment.
E. Final selection of personnel to a special assignment shall rest with the Chief of Police.

665.30 TERM OF ASSIGNMENT: Terms of assignments are as follows:

A. Canine handlers - five years
B. Detectives - four years
C. Solo motor officer/ accident investigator - three years
D. Field Training Officer - three years
E. Police Service Officer (PSO)/Court Liaison - four years
F. PSO/Animal Control – three years
G. Certified traffic collision reconstruction specialist- five years
H. Community Lead Officer – three years

665.35 TERM OF ASSIGNMENT - EXTENSIONS. Terms of assignment may be extended based on the recommendation of the Division Commander and approval of the Bureau Commander. The maximum amount of extensions is two (2) six-month deployment periods.

665.40 TRANSFERS AND REASSIGNMENTS: A transfer may occur at anytime under the following circumstances:

A. Opinions of the Chief of Police and the Bureau Commander as to the lack of effectiveness of the employee in the position.
B. The officer in the special assignment requests transfer prior to the expiration of the agreement.

1. Availability and training of replacement personnel may be a factor before the actual transfer is made.

C. Nothing in this policy precludes department management from transferring personnel from specialized to non-specialized assignments due to manpower needs or extenuating circumstances.

667 PERSONNEL ORDERS

667.10 PERSONNEL ORDER. A department personnel order is required in the following cases:

A. When a department employee is reassigned or transferred either permanently or temporarily from one bureau, division, detail to another.
B. When a department employee is promoted in rank or receives a different command status.
D. When a department employee is designated a specialized title, or as a representative of the Department, by the Chief of Police.
E. Personnel orders will be assigned a four digit number. The first two-digits represent the current year and the second two digits represent a numerical progression starting with 01, e.g., Personnel Order 98-01.

670 TRAINING POLICY

670.05 PURPOSE The training policy of this Department will be to provide a more efficient, professional organization by promoting systematic growth, development and productivity of the organization and its personnel.

670.10 TRAINING PRIORITIES. Training will be conducted with the following priorities.

A. Mandated - training that is statutory or POST required.
B. Essential - training that is needed for effective performance in present or future assignments or training that meets departmental needs and objectives.
C. Desirable - training in areas of interest for individual career development.
D. Area of Expertise – To provide selected personnel with specialized training in areas that have been identified by staff and approved by the Chief of Police, as necessary or important to the Department's ability to carry out its mission or to better serve the public's interest.

670.15 TRAINING MANAGER'S RESPONSIBILITY. To ensure that all training activities related to the Department shall be facilitated or coordinated through the Training Division.

A. The Training Manager, assigned to the Field Operations Bureau will report to the Operations Bureau Commander regarding training matters.
B. The Training Manager shall be responsible for the management and coordination of the training function, including but not limited to:

1. Training needs assessment.
2. Scheduling, implementing, and evaluation of training programs.
3. Maintenance of instructional material.
4. Development and maintenance of employee training files**.**
5. Ensuring compliance with statutory, STC, POST and mandatory department training requirements, and assisting with any budget or compliance audits
6. Providing staff assistance with preparing the annual training budget.
7. Supervising and providing training functions as directed by the Chief of Police and/or Bureau Commander.
8. Updating the Training Guide and ensuring proper distribution.

670.25 TRAINING REQUESTS. All training requests shall be submitted on the Training Request form, through channels to the employee's Bureau Commander.

A. The employee's immediate Supervisor shall note any positive or negative observations regarding the applicant's qualifications and performance for the training requested.
B. The scheduling supervisor will note if overtime is required for the employee's attendance.

1. Training requests that are approved by the Bureau Commander shall be forwarded to the Training Sergeant for processing.
2. Training requests that are denied shall be returned to the requesting employee detailing the reason for denial.

670.30 TRAINING CRITIQUE. Any officer completing an internal or external department sponsored training program will be required to submit a training critique form to the Training Manager immediately after completion.

675 JURY DUTY

675.10 JURY DUTY - PROCEDURE. Procedures are established by city resolution and applicable Memorandum of Understanding sections. Employees receiving a notice to appear for jury duty shall:

A. Immediately forward the notification to the city's Human Resources Department.

680 PERSONNEL INFORMATION CHANGES AND EMERGENCY NOTIFICATION

680.10 REPORTING PERSONNEL INFORMATION CHANGES. All personnel information changes shall be made prior to the first scheduled work day after said change. An employee shall use the Personnel Information Change form to report any of the following:

A. Change in residence address, phone number or pager number.
B. Birth or adoption of a child.
C. Death of a spouse or child.
D. Marriage.
E. Divorce.
F. Change in educational status.

1. Requires change only when educational degrees, vocational degrees, or certificates of completion from vocational training are obtained.

680.20 PERSONNEL EMERGENCY INFORMATION. A Personnel Emergency Information form for each employee is maintained in the Watch Commander's office.

A. These forms indicate blood type, religious preference, and order of notification in case of an on-duty emergency, etc.

1. Personnel Emergency Information forms shall be updated by the Administrative Services Bureau.

685 DEATHS OF DEPARTMENT EMPLOYEES

685.05 POLICIES AND PROCEDURES REGARDING DEATHS OF DEPARTMENT EMPLOYEES. The policies and procedures regarding deaths of department employees are outlined in detail in The El Segundo Police Department Memorial Plan

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 700
Disciplinary Procedures

705 DISCIPLINARY PROCEDURES - GENERAL PROVISIONS

705.10 DISCIPLINARY ACTION - DEFINED. Disciplinary Action is defined as that administrative action to which a Department employee may be subjected, upon a sustained allegation of misconduct, and includes the following:

A. Verbal Reprimand.
B. Written Reprimand.
C. Suspension.
D. Demotion.
E. Termination.

705.15 CORRECTIVE ACTION - DEFINED. Corrective Action is defined as that supervisory action directed toward a Department employee for censurable conduct, and includes the following:

A. Personal counseling.
B. Oral admonishment.
C. Warning.

NOTE: Corrective action is usually done at shift level.

705.20 MISCONDUCT - DEFINED. Misconduct is defined as specific conduct, on the part of a Department employee, falling within any of the following categories:

A. Neglect of duty.
B. Violation of Department policies, rules or regulations.
C. Conduct which may be detrimental to the Department.
D. Commission of a criminal offense.

705.25 CENSURABLE CONDUCT - DEFINED. Censurable Conduct is defined as conduct, on the part of a Department employee, falling within any of the following categories:

A. Tardiness.
B. Uniform and/or appearance defects.
C. Minor mishandling of equipment.
D. Minor procedural infractions.

NOTE: Censurable Conduct is generally handled at shift level.

705.40 PERSONNEL COMPLAINT - DEFINED. A Personnel Complaint is defined as an allegation of misconduct received from any source.

705.45 PERSONNEL INVESTIGATION - DEFINED. A Personnel Investigation is defined as the administrative

follow-up investigation of a Personnel Complaint (an official allegation of misconduct), that has been reported on a Personnel Incident Report (ESPD D5 CIT COMP PG84).

710 PERSONNEL COMPLAINT PROCEDURES

710.05 PERSONNEL COMPLAINT. All alleged or suspected violations of law, ordinance or department rules and regulations shall be thoroughly reviewed and investigated. This includes both violations observed or suspected by other members of this Department, including supervisory and command personnel, and violations reported by citizens, either orally or in writing.

710.10 PERSONNEL COMPLAINTS - RECORDATION. Personnel complaints when recorded for purposes of initiating a personnel investigation, shall be recorded on a Personnel Incident Report (ESPD D5 CIT COMP PG84) and submitted to the appropriate Bureau Commander for assignment. The investigating supervisor shall release to the complaining party a copy of his or her own statement at the time the complaint is filed.

710.35 PERSONNEL COMPLAINT - RESPONSIBILITY FOR PREPARATION. The responsibility for the preparation of a Personnel Complaint shall be as follows:

A. When the complaint originated from a Department Supervisor, the responsibility for preparing the Personnel Incident Report (ESPD D5 CIT COMP PG84) shall rest with the Supervisor making the allegation.
B. When the complaint is initiated by an allegation of an individual other than a Department Supervisor, the responsibility for preparing the complaint shall be that of the Supervisor who interviews the complainant, preferably the Division or Watch Commander.
C. When non-supervisory personnel are contacted by a complainant and advised that the complainant wishes to lodge a personnel complaint against a Department employee, the matter shall be referred immediately to the Watch Commander, who may refer the complainant to the employee's immediate Supervisor if the Supervisor is available.

710.40 PERSONNEL COMPLAINT - CONFIDENTIAL NATURE. All Personnel Complaints shall be handled in a confidential manner, as follows:

A. In no case shall a DR Number be assigned to a Personnel Incident Report (ESPD D5 CIT COMP PG84).
B. The original of a completed Personnel Incident Report shall be forwarded directly to the Bureau Commander in a plain envelope marked "Confidential".
C. The Bureau Commander will then assign the complaint for follow-up to the appropriate Division Commander.

710.60 PERSONNEL COMPLAINT CLASSIFICATIONS. Personnel Complaints, upon completion of the concerned investigative follow-up (2/715), shall be given one of the following classifications:

A. Unfounded - When the investigation discloses the allegation complained of did not occur or did not involve Department personnel.
B. Exonerated - When the investigation discloses the act did occur, but that the act was justified, lawful, and/or proper.
C. Not Sustained - When the investigation fails to disclose evidence sufficient to prove or disprove the allegation made.
D. Partially sustained - When the investigation reveals a partial or portion of the allegation.
E. Sustained - When the investigation discloses evidence sufficient to prove the allegation made.
F. Misconduct - Not based on the original complaint.
G. No Finding - The complainant failed to disclose information necessary to further the investigation, or wishes to withdraw the complaint.

715 PERSONNEL INVESTIGATIONS

715.10 PERSONNEL INVESTIGATION - SUPERVISOR'S DUTIES. Supervisors taking complaints are responsible for conducting the preliminary investigation of all personnel complaints reported by them on a Personnel Incident Report (ESPD D5 CIT COMP PG84), adhering to the following guidelines and submitting the preliminary report immediately to his/her Bureau Commander for routing and assignment:

A. The extent of the preliminary investigation conducted by the supervisor taking the complaint, the availability of witnesses and other circumstances involved, and shall be conducted in accordance with the provisions set forth in 715.51.
B. When practical, the supervisor taking the complaint may delegate the responsibility for preliminary investigation to the employee's immediate Supervisor.
C. The supervisor taking the complaint shall immediately notify his/her Bureau Commander whenever the personnel complaint is of such a serious or involved nature that the notification of the Bureau Commander is deemed necessary.
D. In all cases, the Chief of Police, the Administrative Services Bureau Commander or the Field Operations Bureau Commander shall be notified prior to the booking of any Department employee.

715.25 PERSONNEL INVESTIGATIONS - DIVISION COMMANDER DUTIES. The concerned Division Commander or Lieutenant, upon receipt of a Personnel Complaint from the Administrative Services Bureau Commander, is responsible for the following duties:

A. Complete an investigation, with the immediate assistance, of the Administrative Sergeant if required.
B. Review the actions or tactics employed by the concerned employee, and make a factually based evaluation as to administrative or operational compliance.
C. Forward the completed investigation to the Administrative Services Bureau Commander.

715.35 PERSONNEL INVESTIGATION – ADMINISTRATIVE SERVICES BUREAU COMMANDER DUTIES. The Adminitrative Services Bureau Commander, upon receipt of a completed Personnel Investigation, is responsible for the following duties:

A. Review the completed investigation to determine if additional follow-up is needed.
B. Make recommendations regarding classification and disciplinary action.
C. Forward the completed investigation, along with classification and disciplinary recommendations to the Chief of Police.

715.45 PERSONNEL INVESTIGATION - CHIEF OF POLICE DUTIES. The Chief of Police, upon receipt of a completed Personnel Investigation and all related recommendations from the Administrative Services Bureau Commander, is responsible for the following:

A. Reviewing the completed investigation, together with all recommendations for classification and disciplinary action, and taking any one of the following courses of action:

1. Concur with none, one, or all of the recommendations submitted.
2. Concur with the recommended classification, but not with the recommended disciplinary action.
3. Concur with the recommended disciplinary action, but not with the recommended classification.

B. Return the completed investigation to the Administrative Services Bureau Commander with any appropriate instructions relative to the decision of the Chief of Police.
C. The Chief of Police shall within 30 days of the disposition of a complaint notify the complaining parties of the disposition of said complaint.

715.50 PERSONNEL INVESTIGATION PROCEDURES - GENERAL. All Personnel Investigations shall be

conducted in such a manner so as to ensure compliance with all applicable laws, ordinances and memorandums of understanding between the City and concerned employee organizations.

715.51 PERSONNEL INVESTIGATION PROCEDURES - INTERROGATION OF EMPLOYEE. Whenever a Department employee is under investigation which could lead to disciplinary action, the following conditions and procedures outlined in Government Code 3300 shall apply:

A. The procedure and requirements shall not apply to any investigation or interrogation of a public safety officer or other employee in the normal course of duty, counseling, instruction, or informal verbal admonishment by, or other routine or unplanned contact with, a Supervisor or other public safety officer, or employee, nor shall these procedures and requirements apply to an investigation concerned solely and directly with alleged criminal activities.

B. Employee Notification. Prior to interrogating an employee, the supervisor responsible for conducting the interrogation shall notify the employee of the following:

1. The nature of the Personnel Investigation.
2. The identity, rank and command of the officer in charge of the investigation.
3. The identity, rank and command of the person conducting the interrogation, and all other persons present during the interrogation.

C. Reasonable Hour: Depending on the exact circumstances involved (seriousness of the allegation, etc.), the interrogation shall be conducted at a reasonable time, adhering to the following priorities:

1. During the on-duty hours of the employee being interrogated; or
2. If during off-duty hours, during the normal waking hours of the employee being interrogated or,
3. At any other available time.

D. Reasonable time period: All employee interrogation sessions shall be conducted as soon as practical. Consideration shall be given to the gravity and complexity of the investigation being conducted. The employee shall be allowed reasonable time periods to attend to personal physical necessities during the interrogation and shall have reasonable rest periods.

E. Interviewer Limit: Regardless of the number of persons present during the interrogation, all questions directed to the employee being interrogated shall be asked by and through no more than two (2) interrogators at one time.

F. Overtime Compensation: When an employee is subject to interrogation as a result of a personnel complaint, and such interrogation takes place during the off-duty hours of the employee, the employee shall be compensated in accordance with regular department procedures.

G. Employee Representation - Department employees have a right:

1. To be represented whenever an interrogation focuses on matters which are likely to result in disciplinary action.
2. To be given a reasonable opportunity to obtain such representation.
3. To name witnesses to be interviewed by the investigating officer if the witnesses have information that is pertinent to the investigation.
4. To make or read into the record a statement at the close of the interrogation, if the employee wishes to do so.

H. Recording: All interrogation conducted pursuant to a personnel Investigation shall be recorded by the person conducting the interrogation. The employee shall be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those which are deemed by the investigating agency to be confidential. No notes or reports which are deemed to be confidential may be entered in the employee's personnel file. Department employees interviewed pursuant to a personnel investigation may record any and all aspects of the interview with their

own recording device.

I. Method of Interview: An employee being interrogated pursuant to a personnel investigation shall not be subjected to offensive language or threats of punitive action; further, no promise of reward shall be made as an inducement to answering questions asked during the interrogation.

J. Employee Compliance: An employee refusing to answer questions directed to him during an interrogation or refusing to submit to an interrogation shall be informed that failure to answer such inquires directly related to the personnel investigation may result in disciplinary action for insubordination.

715.52 PERSONNEL INVESTIGATION PROCEDURES - EMPLOYEE RIGHT TO PRIVACY. Unless the employee who is the subject of a Personnel Investigation expressly gives his consent, the following shall be prohibited:

A. Causing the employee to be subjected to visits by the press or news media.

B. Providing the press or news media, or any other unauthorized person with the home address, or photograph of the employee.

C. No public safety officer shall be required or requested for purposes of job assignment or other personnel action to disclose any item of personal property, income, assets, source of income, debts or personal or domestic expenditures (including those of any family or household member) unless such information is obtained or required under state law or proper legal procedure, tends to indicate a conflict of interest with respect to the performance of official duties, or is necessary for the employing agency to ascertain the desirability of assigning the public safety officer to a specialized unit in which there is a strong possibility that bribes or other improper inducements may be offered.

D. Public safety officers shall not have their locker, or other space for storage that may be assigned to them searched except in their presence, or with their consent, or unless a valid search warrant has been obtained or where they have been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the employing agency.

715.53 PERSONNEL INVESTIGATION - USE OF POLYGRAPH. The following provisions shall apply to the use of a polygraph pursuant to a personnel investigation:

A. Employees shall not be compelled to submit to a polygraph examination against their will.

B. No disciplinary action or other recrimination shall be taken against any employee refusing to submit to a polygraph examination.

C. No reference shall be made in any record as to the refusal of an employee to submit to a polygraph examination.

D. No reference shall be made at any subsequent hearing, to the effect that an employee refused to submit to a polygraph examination.

715.55 PERSONNEL INVESTIGATIONS - EMPLOYEE REPRESENTATION. Department employees who are the subject of a personnel investigation have the right of naming a personal representative of their choosing upon either or the following:

A. The filing of a formal written statement of charges against the employee or,

B. The interrogation (2/715.51) focuses on matters which are likely to result in disciplinary action against the employee.

The named representative need not be a Department employee, but shall not be a person subject to the same personnel investigation pursuant to which the concerned employee is requesting the representation. The named representative may, at the request of the concerned employee, remain present at all times during the interview of the employee requesting the representation.

715.60 ADMINISTRATIVE HEARINGS. Department employees who are being interviewed by command personnel in an administrative hearing are required to comply with lawful orders, commands or directives.

If the employee refuses to cooperate, then the interviewing commander shall inform the employee (in writing, utilizing the administrative rights form), that any refusal to comply with an administrative hearing may result in a charge of insubordination and disciplinary action.

715.90 PERSONNEL INVESTIGATIONS - CRIMINAL OFFENSES. If prior to, or during the interrogation of department employees, it is deemed that they may be charged with a criminal offense, they shall be immediately informed of their constitutional rights.

715.95 EXERCISE OF RIGHTS. Police department employees shall not be subjected to punitive action, or denied promotion, or be threatened with any such treatment, because of the lawful exercise of the rights granted to them under Government Code 3300, or the exercise of any rights under any existing administrative grievance procedure. Nothing in this section shall preclude a head of an agency from ordering a department employee to cooperate with other agencies involved in criminal investigations. If an officer fails to comply with such an order, the agency may officially charge the employee with insubordination.

740 CENSURABLE CONDUCT PROCEDURES

740.10 CENSURABLE CONDUCT - RECORDATION. Censurable conduct, when recorded, shall be recorded on an Incident Report and retained in the employee's divisional file.

740.11 PERSONNEL REPORT - TEMPORARY NATURE. The Incident Report serves as a temporary recordation of censurable conduct only, and is subject to complete removal from Department records no later than the completion of the evaluation report covering that time period.

740.20 CENSURABLE CONDUCT - REPORTING SUPERVISOR DUTIES. A Department Supervisor, upon determining that censurable conduct has occurred, is responsible for initiating any corrective action to be taken (2/705.15).

In those cases where censurable conduct is recorded on an Incident Report, the reporting supervisor is responsible for the following:

A. Completing and signing the form; and
B. Forwarding the original of the Incident Report to the concerned employee's immediate Supervisor.

740.30 CENSURABLE CONDUCT - Immediate Supervisor DUTIES. The immediate Supervisor of an employee concerning whom corrective action has been recorded on an Incident Report , is responsible for the following upon receipt of the completed report:

A. Reviewing and signing the completed report and;
B. Discussing the report with the employee and obtaining the employee's signature acknowledging the report.
C. Forwarding the Incident Report to the Division Commander where it shall be inserted into the concerned employee's divisional file for reference during the next evaluation report process.

750 DISCIPLINARY ACTION PROCEDURES

750.10 DISCIPLINARY ACTION PROCEDURES - GENERAL. Whenever a determination is made by the Chief of Police to administer a form of disciplinary action (2/705.10), the procedures specified herein shall apply.

750.22 WRITTEN REPRIMAND - Bureau Commander DUTIES. Concerned Bureau Commanders, upon receipt of a completed written reprimand directed to an employee under their command, is responsible for the following:

A. Allowing the concerned employee to review the written reprimand and discussing the matter with the employee.

B. Causing the employee to sign the form indicating awareness of the disciplinary action and the reasoning behind same.
C. Allowing the employee the right to an administrative appeal.
D. Providing the concerned employee with a copy of the Written Reprimand.
E. Forwarding the Written Reprimand Form to the Office of the Chief of Police.

NOTE: Should the employee refuse to sign the Written Reprimand Form, the provisions of 2/780.30 shall apply.

750.30 SUSPENSION - GENERAL. For purposes of discipline a suspension from duty shall be handled in the manner specified herein.

750.31 SUSPENSION- Bureau Commander DUTIES. The Bureau Commander shall be responsible for the following duties, relative to the administration of a disciplinary suspension:

A. Preparation of appropriate forms pertaining to the disciplinary action, including the Disciplinary Suspension Form (Personnel Action Form).
B. Causing the completed form to be forwarded for review and signature to the Chief of Police and the City Manager.
C. Coordination of all paperwork relative to the action, including proper placement in the concerned employee's personnel file.
D. Notice or intent to invoke disciplinary action memorandum giving the employee the right to appeal.

750.32 SUSPENSION - DEPARTMENTAL HEARING. Prior to the administration of disciplinary suspension of five (5) days or more, the concerned employee is entitled to appeal to the Chief of Police.

A. Prior to the hearing, reasonable notice of the charges shall be given to the affected employee, including the recommended disciplinary action, and the time and location of the scheduled Department pre-disciplinary hearing. Notice shall be delivered by hand or by registered mail, and shall not be less than 72 hours prior to the hearing.
B. At the Hearing - The affected employee has the right to representation as specified in 2/715.55.
C. The affected employee shall be given the opportunity to respond in the matter at the hearing, although no such response is required by the employee.
D. The Chief of Police shall concur with or mitigate the recommended disciplinary action.

750.33 HEARING OF APPEALS. Employees who are suspended for five (5) days or longer, where discharge is not provided at the end of the suspension period, have the right to appeal to the City Council, who shall contract with the L.A. County Civil Service Commission to hear appeals from the following:

A. Dismissal.
B. Demotion.
C. Suspension for a period of five days or longer where discharge is provided.
D. Suspension for a period in excess of 31 days.

NOTE: Refer ESMC section 2.28.070.

750.34 EMPLOYEE APPEALS. Any permanent employee in the classified service who has been suspended for a period of six days or more, demoted, dismissed, or reduced in pay shall have a period of ten days following written notification in which to file an appeal or answer the charges.

A. The employee shall forthwith be given in the written notification a statement of the extent and nature of any disciplinary action and a full explanation of the reasons for the action including specific information as to time and place of the incidents.
B. Each disciplinary action shall automatically be given administrative review by the City Manager,

immediately after the written notification, and the City Manager may countermand the disciplinary action or modify the discipline imposed prior to any hearing as hereinafter provided.

C. Appeals and requests for hearings shall be filed with the City Manager, and then immediately referred to the L.A. County Civil Service Commission or City Council, as the case may be.

D. The Commission shall have the right to refuse to hold a hearing in any case in which the appellant fails to present sufficient grounds to warrant a hearing.

E. Procedures for all hearings shall be conducted by the county in accordance with the Rules of the Los Angeles County Civil Service Commission.

NOTE: Refer ESMC 2.28.150.

750.35 GROUNDS FOR DEMOTION, SUSPENSION AND DISCHARGE. No person in the classified service shall be demoted, suspended, or discharged from his position except for:

A. Inefficiency, misconduct, insubordination, disregard of orders.
B. Incompetency, incompatibility, dereliction of duties, malfeasance.
C. Drunkenness on duty.
D. Conviction of a felony.
E. Having a financial interest, directly or indirectly, in any contract, sale or transaction in which the city is a party.
F. Being privately engaged in other business, employment, or activities which occupy a substantial part of his time or attention which interferes with the performance of his duties.
G. Willful violation of any provisions of this chapter or the personnel rules established thereunder.
H. Incapacity to perform duties satisfactorily due to insanity, or other mental or physical disability.
I. Obtaining appointment or promotion due to falsification, subterfuge, or other illegal means.
J. Any other acts, or failures to act properly, which bring discredit upon the city service or otherwise cause the employee to be unfit for the responsibilities of his position.

NOTE: Refer ESMC 2.28.160.

750.36 SUSPENSION - EXECUTING SUPERVISOR DUTIES. The Bureau Commander, upon receipt of an official directive calling for the suspension of a department employee, is responsible for the following duties:

A. Advising the concerned employee of the order and discussing the matter with him, as appropriate.
B. Causing the employee to sign the Disciplinary Suspension Form (Personnel Action Form), indicating an understanding of the matter.

NOTE: Should the employee refuse to sign the Disciplinary Suspension Form, the provisions of 2/780.30 shall apply.

750.37 SUSPENSION - RETURN TO DUTY. If applicable, an employee returning to duty upon completion of the suspension period shall report to the Bureau Commander between 0800 - 1700 hours on the final day of the suspension, to obtain his/her identification, badge, etc., and pertinent information relating to the suspension.

The Bureau Commander will make appropriate arrangements to expedite this procedure in cases where the Bureau Commander's Office is closed (weekends, etc).

760 APPEAL PROCEDURES

760.10 APPEAL PROCEDURES - EMPLOYEE'S RIGHT TO NOTIFICATION. Whenever a determination has been made by the Chief of Police, or when applicable, the City Manager, to administer a form of disciplinary action (2/705.10), the concerned employee shall be informed of their right to appeal the decision.

760.20 APPEAL PROCEDURES - EMPLOYEE RESPONSIBILITY. Whenever a determination has been made by the Chief of Police, or when applicable, the City Manager, to administer a form of disciplinary action (2/705.10), the concerned employee has the responsibility for initiating any appeal of the action.

760.30 APPEAL PROCEDURES - DEPARTMENT RESPONSIBILITY. Whenever an employee to whom disciplinary action has been administered initiates an appeal of this action, it shall be the responsibility of the Bureau Commander to prepare and present the position of the Department on the matter before any concerned appellate entities. This responsibility includes coordination with the City Human Resources Department, the Office of the City Manager, and the Office of the City Attorney.

780 DOCUMENTATION OF PERSONNEL ACTION

780.10 DOCUMENTATION OF DISCIPLINARY ACTION - GENERAL. The overall effectiveness of Department administration requires an effective disciplinary process. In furtherance of this need, all disciplinary actions and respective dispositions are made a matter of official record. This documentation of disciplinary histories is indispensable in maintaining a judicious program of discipline within the Department.

780.15 DISCIPLINARY ACTION AND CORRECTIVE ACTION DISTINGUISHED. For purposes of Department personnel administration, there is a clear distinction between disciplinary action (2/705.10) and corrective action (2/705.15), and the documentation of both types of personnel action differs as follows:

A. Disciplinary Action. This type of personnel action is that which results from the internal investigation of a Personnel Complaint (2/705.40) where the findings is "sustained." The documentation of disciplinary action shall be specified herein.
B. Corrective Action. This type of personnel action is that which results from Censurable Conduct (2/705.25) on the part of the employee and any documentation of same.

780.30 DOCUMENTATION OF PERSONNEL ACTION - EMPLOYEE RIGHT TO REVIEW. Not withstanding the fact that an effective program of personnel administration requires official documentation of disciplinary histories and such performance evaluations of employees, the handling of such information shall be such that concerned employees may be aware of information maintained in Department Records that may be adverse to the interests of such employee.

In furtherance of this policy, any documented comment having an adverse nature to an employee of the Department shall be subject to review by that employee prior to being inserted into any official file used for purposes of personnel administration.

A. Employee Signature Required: Upon reviewing a document containing information of adverse nature to an employee, the employee shall be requested to sign the document, thereby assuring that the employee is aware of the matter and its disposition, and a record of the employee's acknowledgment. The employee shall check either of the acknowledgements listed on the disciplinary report:

1. I do agree with this action.
2. I do not agree with this action.

B. Employee Response to Matter. Whenever a document indicating personnel action adverse to the interests of an employee is reviewed by that employee, the employee may prepare a written response to the information. The employee is limited to thirty (30) days for such response. The immediate Supervisor, upon receipt of such written response, is responsible for causing the written response to be attached to the document containing the information to which the employee is responding.

780.60 DOCUMENTATION OF PERSONNEL ACTION - FORMS USED. Aside from the fact matters leading to personnel action, (internal investigations, etc.), may involve the use of many different items of written matter,

(case summaries, witness statements, evidentiary items, etc.), there are some forms, (official in nature), routinely used in matters involving personnel action. These forms are listed as follows:

A. Inter-Departmental Memo. This form is used for the purpose of recording a written/verbal reprimand directed by the Chief of Police to an employee (2/750.20 et al) The form is completed and distributed as follows:

1. ORIGINAL - inserted into the concerned employee's personnel file.
2. COPY - given to concerned employee.

B. Disciplinary Suspension Form (Personnel Action Form 72-1a): This form is used for the purpose of advising an employee of a suspension from duty as a form of discipline (2/750.30 et al). This form is completed and distributed as follows:

1. Original - Forwarded to City Human Resources Department.
2. Yellow copy - given to concerned employee.
3. Pink copy - inserted into concerned employee's personnel folder.

C. Personnel Incident Report - (ESPD 22).

1. Original - inserted into concerned employee's personnel file.
2. Copy - given to employee.
3. Copy - placed in employee's Divisional file.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 2
Management Rules and Regulations

CHAPTER 800
General Information

801 SERIAL NUMBERS FOR DEPARTMENT PERSONNEL

801.10 SERIAL NUMBERS FOR DEPARTMENT PERSONNEL. All police officers of this Department shall be assigned a serial number which will be used for identification purposes. When requested for personal identification from a citizen, the serial number will be given in lieu of a badge number. As new personnel are assigned, they shall be assigned the next serial number in order, according to seniority. Their serial number assigned to personnel will be set forth on their Police Identification card.

The serial number assigned to a member shall remain the same throughout his period of service and shall not be assigned to any other person.

825 EDUCATIONAL INCENTIVE PROGRAM

825.10 EDUCATION INCENTIVE PROGRAM - GENERAL. Certain classes of safety employees are entitled to educational incentive pay in accordance with the provisions of the Memorandum of Understanding. The Police Department will maintain a committee (Education Incentive Committee), which is made up from Management Staff and chaired by the Field Operations Bureau Commander. The committee will meet as needed to consider requests for approval to participate in the Educational Reimbursement Program.

827 TUITION AND BOOK REIMBURSEMENT PROGRAM

827.10 POLICY. The following college-level tuition and book reimbursement program shall be applicable for all Police Officers.

827.15 UNDERGRADUATE STUDIES: (Studies undertaken in pursuit of an AA or Bachelors Degree). The city shall reimburse each employee in an amount equal to 100% of tuition and book expenditures incurred while employed by the City and while a student at any accredited college or university having its campus in the State of California. The tuition reimbursement described herein shall not exceed the tuition costs for a 4-year degree at a University of California campus, effective 7/1/93.

A. In order to participate, officers must submit an Education Reimbursement Program Participation form and classes must have pre-enrollment approval by the Education Incentive Committee.
B. "C" Average. Tuition and book reimbursement shall be provided only for those classes in which a certified college or university transcript shows that the employee attained a grade of "C" or better (or where classes are taken "Pass/Fail," evidence must be provided of a "Pass" grade).

827.20 GRADUATE STUDIES: Graduate studies are defined as those studies taken in pursuit of a Masters degree. The City shall reimburse each employee pursuing graduate studies in the amount equal to 100% of tuition and book expenditures incurred while employed by the City and while pursuing said studies at an institution belonging to the University of California or California State University system, or as approved by the Education Incentive Committee. The City shall reimburse each employee pursuing graduate studies at other accredited institutions, in an amount equal to 80% of tuition and book expenditures incurred while employed by the City and while

pursuing said studies. An accredited institution is defined as a university or college whose accreditation is recognized by California POST.

A. In order to participate, officers must submit an Educational Reimbursement Program Participation form and classes must have pre-enrollment approval by the Education Incentive Committee.
B. Tuition and book reimbursement shall be provided only for those classes in which a certified university transcript evidences the employee attaining a grade of "C" or better (or where classes are taken "Pass/Fail," evidence must be provided of a "Pass" grade).

827.25 ELIGIBLE CLASSES. Any course work that is credited toward obtaining either an Associates of Arts or Bachelors Degree through an accredited college or university.

827.30 PROCESS FOR REIMBURSEMENT. Once accepted into the program and the class has been completed, officers must complete the bottom portion of the Educational Reimbursement Program Participation form and attach documentation that the course work has been satisfactorily completed with a grade of "C" or "PASS." Receipts for the tuition and any required textbooks must be attached to the form, and submitted to the Education Reimbursement coordinator for review of accuracy and then forward to the Field Operations Bureau Captain for approval. Upon authorization from the Field Operations Bureau Captain, a request for reimbursement will be submitted to the Finance Director for the amount specified on the Educational Reimbursement form. A check will be processed through the next payroll cycle to the officer receiving reimbursement.

827.40 TERMINATION OF EMPLOYMENT. Employees voluntarily terminating their employment with the City within two months from completion of course work shall have deducted from their final pay 100% of the amount reimbursed for tuition and books. Thereafter, ten percent less than one hundred percent shall be deducted from their final pay for each full month worked up to twelve months from the date of the completion of the course.

830 EDUCATIONAL PROMOTIONAL REQUIREMENTS

830.10 EDUCATIONAL PROMOTIONAL REQUIREMENTS. The following are the educational promotional requirements for the different supervisory rank.

A. Sergeant. Any applicant seeking to participate in any segment of a Sergeant's examination where said segment is administered on or after January 1, 2000, must be qualified for and possess an AA degree at the time of participating in any such segments of the examination. The applicant must have a minimum of three years service as a patrol officer.
B. Sergeant, Lieutenant or Captain: Any applicant seeking to participate in any segment of a Sergeant, Lieutenant, or Captain, where said segment is administered on or after January 1, 2005, must be qualified for and possess a Bachelors degree at the time of participating in any such segment(s) of the examination.
C. Captain. A minimum of three years as a permanent Sergeant with the City of El Segundo at the time of filing application. Possession of a P.O.S.T. Advanced Certificate at the time of filing application will be required for appointment to the rank of Captain.

840 SERVICE AWARDS - GENERAL PROVISIONS

840.20 GENERAL PROVISIONS - SERVICE AWARDS. The City's Human Resources Department provides service awards for 5, 10, 15, 20, 25, and 30 years of employment with the City.

840.40 GENERAL PROVISIONS - PARKING. Employees shall only park their personal vehicles in designated areas, avoiding areas designated for city vehicles, public parking, maintenance vehicles, or other officer city vehicles. All employees shall obtain a parking sticker from Public Works for their personal vehicles.

850 EMPLOYEE POLITICAL ACTIVITY

850.10 EMPLOYEES POLITICAL ACTIVITY, GENERAL. An employee of the City of El Segundo may engage in active political activity relating to (1) an election of an officer of this City or of any officer of any other public entity, and (2) any ballot measure of this City or any other public entity, so long as those activities are conducted on the employee's own time, away from city facilities, in civilian clothes, and absent from any representation of City government. City employees are prohibited against:

A. Soliciting or receiving political contributions from any other city employees.
B. Entering onto public property for such purposes.
C. Using official authority or influence by city employees for political purposes.
D. Participation in political activities while in uniform.

850.20 EMPLOYEE ORGANIZATIONS. All employees of the City of El Segundo shall have complete freedom in selecting the organizations, professional and otherwise, which they may wish to join, without coercion of any kind from any administrative officer or other city employee.

850.30 EMPLOYEE REPRESENTATION UNITS. Employees have the right to form, join, and participate in activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of his exercise of these rights.

850.40 OFFICER'S PARTICIPATION IN PROMOTING THE PASSAGE OR DEFEAT OF A BALLOT AFFECTING RATE OF PAY, HOURS OF WORK, ETC.

Notwithstanding the provisions of 3202 and 3203 of the Government Code, this section does not prevent an officer or employee of a local agency from soliciting or receiving political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay hours of work, retirement, Civil Service, or other working conditions of officers or employees of such local agency, except that a local agency may prohibit or limit such activities by its employees during their working hours and may prohibit or limit entry into governmental offices for such purposes during working hours. (Refer Government Code Chapter 16, Sections 3202 and 3203.)

850.50 POWER OF PUBLIC AGENCY TO LIMIT OR PROHIBIT EMPLOYEE PARTICIPATION IN EMPLOYEE ORGANIZATIONS. The governing body of a public agency may, in accordance with reasonable standards, designate positions or classes of positions which have duties consisting primarily of the enforcement of state laws or local ordinances, and may by resolution or ordinance adopted after a public hearing, limit or prohibit the right of employees in such positions or classes of positions to form, join, or participate in employee organizations where it is in the public interest to do so; however, the governing body may not prohibit the right of its employees who are full time "peace officers", as that term is defined in section 830 of the Penal Code, to join or participate in employee organizations which are composed solely of such peace officers, which concern themselves solely and exclusively with the wages, hard work, welfare programs, and advancement of the academic and vocational training in furtherance of the police profession, and which are not subordinate to any other organization. Refer to Government Code Chapter 285, Section 3508.

860 SOCIAL NETWORKING POLICY

Employees shall not use any form of social media, including Facebook, Twitter, MySpace, online forums, message boards or bulletin boards, blogs and other similarly developed formats, in any way so as to tarnish the Department’s reputation. Any online activity that has the effect of diminishing public trust and/or confidence in the Department will hinder our efforts to fulfill our public safety mission. Online actions that detract from the Department’s Mission or reflect negatively on your position as a peace officer or professional staff will be viewed as a direct violation of this policy.

860.02 PURPOSE AND SCOPE

The purpose of the Social Networking Policy is to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the legitimate needs of the Department. Information posted on social media sites may be used in Administrative Investigations, to impeach officer testimony, or by defense attorneys at trial. Therefore, it is important for law enforcement officers to realize the direct effect such use has upon their reputation and perception of the Department.

860.05 EMPLOYEE SAFETY

For safety and security reasons, Department personnel are cautioned not to disclose their profession, employment or association with the Department. Employees are discouraged from posting photographs and/or other information that could potentially compromise an employee's home address or family ties. Personnel shall not post information pertaining to any other member of the Department without their permission.

860.10 APPLICABILITY

This policy applies to all forms of communication including, but not limited to film, video, print, speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, social networking, social media, instant messages, blogs, forums, video and other file-sharing sites.

860.15 RULES AND REGULATIONS

In order to meet the Department's interest in maintaining employee safety, and public trust and confidence the following posts are prohibited:

a. Speech or expression that compromises or damages the mission, function, reputation or professionalism of the Department.

b. Speech or expression that could reasonably be foreseen as creating a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions on a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.

c. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of this Department.

d. Logos, emblems, badges, seals, vehicles, equipment or any item or symbol affiliated with the Department shall be entirely blurred and unrecognizable as affiliated with the Department.

e. Officers who are currently or who may reasonably be expected to work in undercover or sensitive operations shall not post any form of visual or personal identification. Employees who have previously disclosed employment with the Department or otherwise compromised their identity in a social networking site may be disqualified from transfer to an undercover assignment.

f. Officers will be held responsible for the content that appears on their social networking site(s) and will be obligated to remove any posting or material contributed by others that conflicts with this policy.

g. Weaponry, owned by this Department and/or owned personally or privately, shall not be displayed or referenced to, in any format, on social networking sites if such displays or depictions promote or glorify violence.

h. Speech containing obscene or sexually explicit language, images, or acts and statements that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of

individuals.

i. Speech that infers, states, opines or otherwise expresses the officer's views on the legal, judicial or criminal systems shall not, in any way, undermine the public's trust and confidence in the Department.

870 CCW LICENSE APPLICATION

870.05 POLICY. Pursuant to Penal Code § 26155(a), the Police Chief may issue a concealed weapon license to applicants who are proven to be City of El Segundo residents; of good moral character; have good cause; and have completed required training. Concealed weapons licenses ("CCW licenses") are issued at the Police Chief's sole discretion and, if issued, may contain reasonable restrictions or conditions beyond those set forth in the Penal Code.

870.10 CATEGORIES OF CCW LICENSES. Penal Code §§ 26155, et seq. establishes four categories of CCW licenses. These categories are: Employment, Standard, Judge, and Reserve Peace Officer. All applicants will fall into one of these four categories.

A. EMPLOYMENT. Issued by the sheriff of a county to a person who spends a substantial period of time in his/her place of employment or business in the county of issuance. Such CCW licenses may only be issued by the sheriff's department, are only valid in the county of issuance, and are valid up to 90 days from the date of issuance (Penal Code § 26220).

B. STANDARD. Issued to residents in a particular county or city within the county. These CCW licenses are valid for any period of time not to exceed 2 years (Penal Code § 26220).

C. JUDGE. Issued to California judges and full-time court commissioners, and to federal judges and magistrates of federal courts. These CCW licenses may be valid for any period of time not to exceed three years (Penal Code § 26220).

D. RESERVE PEACE OFFICER. May be issued to reserve peace officers pursuant to Penal Code § 830.6. Such CCW licenses are valid for any period of time not to exceed four years (Penal Code § 26220), and the license terminates at the conclusion of the person's appointment as a reserve peace officer.

870.15 APPLICATION. Pursuant to Penal Code § 26175(a) (1), all CCW applications must be standardized throughout the state. The Department requires all new and renewal applicants to complete the California Department of Justice (DOJ) Standard Application for License to Carry a Concealed Weapon.

870.20 COMPLETION. After a CCW license application is completed and reviewed, the Department will take the applicant's fingerprints and conduct a background investigation to determine whether an applicant meets the criteria listed in Section 870.45, below. A report regarding the background investigation will be forwarded to the Police Chief with the findings. The Police Chief may in his or her sole discretion, but is not required to, then issue a CCW license.

870.25 DISTRIBUTION. Pursuant to Penal Code § 26225, the Department will keep a record of all CCW license applications and any accompanying documentation. The Department's Administration Services Bureau will maintain such records.

870.30 FEES. Pursuant to Penal Code § 26190, the Department will charge CCW license applicants a fee determined by the DOJ. The Department will also charge a fee of one hundred dollars ($100.00) to pay for background investigation costs. Fees for the initial filing of the CCW license application will be forwarded to the DOJ. Any additional fees charged by the Department will be forwarded to the Finance Department.

870.35 NOTIFICATION. Pursuant to Penal Code § 26205, the Department will provide applicants with written notification regarding whether the Police Chief approves or denies the CCW license application. Such notification will occur within ninety (90) days after the CCW license application is filed or thirty (30) days after the Department receives an applicant's criminal background check from the DOJ, whichever is later.

870.40 RESTRICTIONS. Pursuant to Penal Code § 26200, the Police Chief may place reasonable restrictions and conditions on CCW licenses. Restrictions must be indicated on the issued CCW license. Restrictions include, without limitation:

A. Type of weapon to be carried.

B. Type of ammunition to be carried.

C. Time, place, manner and circumstances under which a person may carry a pistol, revolver or other firearm capable of being concealed.

D. Duration of the CCW license as allowed by law.

870.45 CRITERIA FOR APPLICANT.

A. TRAINING. Penal Code § 26165 requires that applicants for a CCW license must complete a firearms training course. The Department requires that all CCW license applicants, without exception, complete a twenty-four (24) hour course of instruction on firearm safety and law from a community college course certified by the Commission on Peace Officer Standards and Training (POST).

B. PSYCHOLOGICAL TESTING. The Police Chief may require any new applicant to pass psychological testing by a Department approved licensed psychologist. Furthermore, the Police Chief may require an applicant seeking CCW license renewal to pass additional psychological testing by a department approved licensed psychologist. Pursuant to Penal Code § 26190, applicants will pay a fee of $150.00 for such psychological testing.

C. MEDICAL TESTING. The applicant is required to furnish a medical report from his/her physician stating that the applicant is of good physical health.

D. INSURANCE REQUIREMENTS. The applicant must obtain an insurance policy for at least one million dollars ($1,000,000) naming the City of El Segundo; the City's elected and appointed officials; and the City's employees as additional insured's for any use or harm which may be caused as a result of the licensee's concealed firearm. A copy of this policy must be filed with the Department. The term of any CCW license granted by the Department will automatically be terminated should such insurance lapse for any reason.

E. RESIDENCE REQUIREMENTS. CCW license applicants must be a resident of the City of El Segundo.

F. GOOD CAUSE. CCW license applicants must establish good cause for a CCW license. Good cause may be found upon a showing of any of the following circumstances:

1. The applicant is able to establish, to the Police Chief's satisfaction, that there is an immediate or continuing threat, express or implied, to the applicant or the applicant's family's safety and that no other reasonable means exist which would suffice to neutralize that threat.

2. The applicant has obtained, or is a person included within the protections of, a court order, which establishes that the applicant is the on-going victim of a threat of physical violence or otherwise meets the criteria set forth in Penal Code § 25600.

3. The applicant establishes that he or she is subject to a particular and usual danger of physical attack and that no reasonable means are available to abate that threat.

G. GOOD MORAL CHARACTER. CCW license applicants must demonstrate good moral character

870.50 CONDITIONS.

A. A CCW license will terminate if the licensee is convicted of violating any of the class of laws described in Penal Code §§ 12021 and 12021.1 or Welfare and Institutions Code §§ 8100 and 8103.

B. For the term of the CCW license, every licensee will be required to have annual proficiency testing on a Department approved shooting range.

C. While exercising the privileges granted to the licensee under the terms of a CCW license, the licensee will not, while carrying a concealed weapon:

1. Consume any alcoholic beverage or be in a place having the primary function of dispensing alcoholic beverages for on-site consumption.

2. Be under the influence of any medication or drug, whether prescribed or not.

3. Refuse to show the license or surrender the concealed weapon to any peace officer upon demand.

4. Impede any peace officer in the performance of his/her duties.

5. Unjustifiably display a concealed weapon.

6. Carry a concealed weapon not listed on the permit.

7. Carry a concealed weapon at times or circumstances other than those specified on the permit.

8. Any violation of these conditions will result in the revocation of CCW license.

870.55 LICENSE RENEWALS.

A. Licensee may apply for a renewal of the CCW license only if it is found that good cause still exists.

B. A license renewal is subject to the same restrictions and conditions that accompany a new license.

870.60 FINAL DECISIONS. All decisions by the Police Chief regarding the issuance, re-certification, revocation, or denial of a CCW license are final and cannot be appealed to the City Manager or City Council.

870.70 ISSUED CONCEALED WEAPONS PERMITS. Should the Chief of Police issue a license in accordance with this Policy and applicable law, the following applies to use of the license:

A. The license is not valid outside the state of California.

B. The license is subject to any and all reasonable restrictions or conditions the Chief of Police has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the firearm.

1. All such restrictions or conditions must be conspicuously noted on any license issued (Penal Code § 26200).

2. The licensee is required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.

C. The license must be laminated, bearing a photograph of the licensee with the expiration date, type of firearm, restrictions and other pertinent information clearly visible.

1. Each license must be numbered and clearly identify the licensee.

2. All licenses are subject to inspection by the Chief of Police or any law enforcement officer.

D. The licensee must notify the Chief of Police, or designee, in writing within 10 days of any change of place of residency.

871 PERMITS FOR CONCEALED WEAPONS-RETIRED PEACE OFFICERS. An honorably retired peace officer of the El Segundo Police Department may obtain certification to carry a concealed weapon from this agency by complying with the provisions established by the Penal Code of the State of California and the provisions of this policy. If the officer wishes to carry a concealed weapon outside of California, additional regulations and requirements apply. See Volume 2, Chapter 800, Section 874, Law Enforcement Officers Safety Act of 2004 for more details.

871.5 IDENTIFICATION CARD. Retired sworn personnel shall be issued a picture retirement identification card bearing either an authorization to carry a concealed weapon with the date the endorsement is to be renewed or a clear and explicit restriction withholding the privilege.

872 CONCEALED WEAPON PERMIT. Every peace officer honorably retired from the El Segundo Police Department, after January 1, 1981, who desires authority to carry a concealed firearm shall:

A. Initially upon retirement, and before the lapse of five years thereafter, request authorization to carry a concealedweapon from the Chief of Police.

B. During the term of the permit, report all major physical or mental conditions or illnesses to the Chief of Police as soon as practical.

C. Submit, as soon as practical, a written report to the Chief of Police all incidents involving the discharge of a concealed weapon if other than on a firing range, or other legal recreational shooting.

D. Carry the issued identification card at all times while carrying a concealed weapon.

872.5 PERMIT RENEWAL. Authorization to carry a concealed weapon, by officers honorably retired after January 1, 1981, shall be granted for a maximum period of five years from the date of issue. Retired officers must apply for renewal to the Office of the Chief of Police before the lapse of each five-year period thereafter or the privilege of carrying a concealed weapon shall automatically lapse. The retiree shall qualify with the firearm at the time of renewal.

A. The retiree may contact department range staff, the range staff from another police agency, or a range staff

member of a public shooting range for qualification purposes.

B. The retiree must demonstrate competency by firing on the department range under the supervision of a range staff member, or by submitting a certified copy of the El Segundo Police Department Firearms Proficiency Test, signed by a range staff member from another police agency or public range. The department will provide this form to the retiree upon request. (This form can be found at P:/Super/Range).

C. Upon request for renewal, the range staff shall request a Department of Justice records check from the Records Division and forward the results to the Chief of Police.

D. The Chief of Police shall review Department of Justice records to determine any relevant information in considering whether the permit should be renewed.

E. The retiree shall supply the department with two recent digital photographs suitable for use on the renewed ID card.

F. This section does not apply to officers who retired prior to January 1, 1981.

872.7 PERMIT DENIED OR REVOKED. The Chief of Police may deny or revoke a retired officer's privilege to carry a concealed weapon upon a showing of good cause. A retired peace officer may have the privilege to carry a concealed and loaded firearm revoked or denied by violating any Departmental rule, or state or federal law that, if violated by an officer on active duty, would result in that officer's arrest, suspension, or removal from the agency. A retired officer whose authorization to carry a concealed weapon is revoked or denied has the right to a hearing as specified in Penal Code § 12027.1.

A. Notice of the hearing shall be served either personally on the retiree or sent by first-class mail, postage pre-paid, return receipt requested to the retiree's last known place of residence. Upon the date the agency receives the signed registered receipt or upon the date the notice is served personally on the retiree, the retiree shall have 15 days to respond to the notification. A retired police officer who fails to respond to the notice of the hearing shall forfeit his or her right to respond.

B. Any hearing shall be held before a three-member board. The department shall select one member of the board and the retired officer or the El Segundo Police Officer's Association shall select one member. The Department and the retired officer or ESPOA shall select the third member jointly. A decision by the board shall be binding on the Department and the retiree.

C. An officer who retired because of a psychological disability after January 1, 1989, shall not be issued an endorsement to carry a concealed weapon.

D. Any retiree whose privilege to carry a concealed weapon is revoked shall, upon notification, immediately surrender to the Chief of Police his identification card containing permission to carry a concealed weapon.

E. Should the privilege to carry a concealed weapon be revoked or denied, the Chief of Police shall issue the retiree a new identification card with the stamp "No CCW Privilege".

873 ADDITIONAL REQUIREMENTS BY RETIRED POLICE OFFICERS. Retired officers are required to fulfill the following additional requirements.

A. The certification, when granted, does not relieve the person of any legal responsibilities regarding the use of firearms, nor does it grant any special privileges in the use or carrying of firearms, or of the powers of arrest, except as an exemption to § 12025 P.C.

B. Every retired peace officer that is authorized to carry a concealed weapon must furnish and maintain their legal residence (domicile) address with the Office of the Chief of Police.

C. Every retired peace officer that is authorized to carry a concealed weapon must be knowledgeable of, understand, and agree to abide by the provisions in the General Orders Manual of the El Segundo Police Department and all other legal requirements regarding the carrying and use of firearms.

874 LAW ENFORCEMENT OFFICERS SAFETY ACT OF 2004 (HR 218).

The Law Enforcement Officers Safety Act was signed into law in July 2004. The law intends to assist in increasing

homeland security by relaxing the current restrictions imposed upon law enforcement officers who wish to carry a concealed weapon outside their home state.

The law addresses two specific concerns: qualified law enforcement officers carrying concealed weapons across state boundaries; and the ability of qualified retired law enforcement officers to carry a concealed weapon across state boundaries.

875 QUALIFIED LAW ENFORCEMENT OFFICERS. Active sworn personnel may carry a concealed weapon across state boundaries if they meet each of the following conditions:

A. Be an employee of a governmental agency who is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for any violation of the law.

B. Has statutory powers of arrest.

C. Is authorized by the agency to carry a firearm.

D. Not be the subject of any disciplinary action by the department.

E. Meet the qualification standards for the firearm being carried as set forth by the department.

F. Not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

G. Not be prohibited by federal law from receiving a firearm.

H. Carry photographic identification issued by the department, identifying the individual as a law enforcement officer.

Notes:

1. The term firearm does not include any machine gun, any firearm silencer, or any destructive device.

2. Nothing in this section supersedes the laws of any state that permit private persons to prohibit or restrict the possession of firearms on private property or the laws of any state to prohibit or restrict the possession of firearms on state or local government property, installation, building, base or park.

875.5 FORMER LAW ENFORCEMENT OFFICERS. Former law enforcement personnel may carry a concealed firearm across state boundaries if they meet the following conditions:

A. Must be separated from service in good standing with the department as a sworn law enforcement officer, other than for reasons of mental instability.

B. Prior to separation, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law.

C. Had statutory powers of arrest.

D. Prior to separation, was regularly employed as a law enforcement officer for an aggregate of 10 years or more; or retired from service, after completing probation, due to a service-connected disability.

E. During the most recent 12-month period has met the standards established by the El Segundo Police Department for separated officers.

F. Not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

G. Not be prohibited by federal law from receiving a firearm.

H. Carry the photographic identification issued by the department identifying the individual as a separated law enforcement officer in good standing.

Notes:

1. The term firearm does not include any machine gun, any firearm silencer, or any destructive device.

2. Nothing in this section supersedes the laws of any state that permit private persons to prohibit or restrict the possession of firearms on private property or the laws of any state to prohibit or restrict the possession of firearms on state or local government property, installation, building, base, or park.

876 HR 218 IDENTIFICATION REQUIREMENTS. The stipulations set forth in the law provide an agency the choice of two identification options. Both of the below listed options are acceptable and legal under the stipulations of HR 218.

A. Option #1. A photo ID card issued by the agency from which the individual separated. It must indicate the separated officer has, within the past 12 months, been tested or otherwise found to meet the qualification standards established by the El Segundo Police Department for separated police officers.

B. Option #2. A photo ID card issued by the agency from which the individual separated. It must indicate the separated officer has, within the past 12 months, been tested or otherwise found by the state in which the officer resides, to meet the qualification standards established by the El Segundo Police Department for separated police officers.

877 ACTIVE EMPLOYEE OR FORMER EMPLOYEE RESPONSIBILITY. Active employees or employees separated in good standing must fulfill the following criteria:

A. Active sworn personnel must have a current qualification with their primary firearm.

B. Any active or separated employee involved in the use or threatened use of deadly force shall immediately report the incident to the on-duty watch commander.

C. Separated sworn employees must have a current firearms proficiency test on file with the department. This can be accomplished by qualifying with department range personnel or with the range staff of another police agency or public shooting range.

1. The department will provide a copy of the department firearms proficiency test when requested. (The form can be found at P:/Super/Range).

2. The separated sworn employee shall schedule an appointment with the department range staff.

D. The separated sworn employee shall provide the department range staff with sufficient information (i.e., name and date of birth) so as to allow a criminal history check to be conducted prior to qualification.

1. The criminal history check is conducted to ensure the separated sworn employee is free of any domestic violence convictions, felony convictions or other criminal convictions that would prevent them from lawfully possessing a firearm.

878 RANGE STAFF RESPONSIBILITIES. The range staff is responsible for the following duties:

A. The range staff member shall use sound professional judgment when evaluating the separated sworn employee and their firearm. If the range staff member determines, through the criminal history check or through evaluation on the firing line, the separated sworn employee is unable to perform the required tasks or is unable to safely manipulate the firearm, the range staff member shall submit a confidential memorandum through channels to the Administrative Services Bureau Commander. If serious safety concerns arise in regards to the separated sworn employee carrying a firearm, telephonic notification to the Administrative Services Bureau Commander would be appropriate. Following the telephonic notification, a confidential memorandum will be prepared outlining the circumstances surrounding the disqualification and forwarded through channels to the

Administrative Services Bureau Commander.

B. The separated sworn employee shall be given three attempts to qualify. If the separated sworn employee is unable to qualify, they may make an appointment with the range staff for another scheduled range date. The retired sworn employee shall be limited to two range dates to qualify in a calendar year.

C. Upon qualification of the separated sworn employee, an HR 218 Compliance Certification will be issued, which is valid for one year. The separated sworn employee shall keep the proof of certification with their photographic identification issued by the department.

879 GUIDELINES-OFFICER CONTACT WITH LAW ENFORCEMENT OFFICERS FROM OTHER STATES. When ESPD personnel come in contact with active or separated law enforcement officers from another state who are carrying a concealed firearm, the following actions shall be taken:

A. Inspect the officer's agency issued identification.

B. Verify the officer's state issued driver license.

C. Officers should use sound, professional judgment when encountering an active or separated law enforcement officer from another state who is carrying a concealed weapon.

880 VISITOR IDENTIFICATION

880.05 BACKGROUND.

Emphasis on security has prompted the need for visitors to be identified and when appropriate, wear identification in the form of a "Visitor"or "E.O.C." badge while in the secure area of the police facility.

880.10 VISITORS DEFINED

Visitors are defined as any person who enters the secure area of the police facility and is not employed by the El Segundo Police Department. This may include but is not limited to contractors, vendors, delivery persons, victims, witnesses, other city employees, employee family members, and other law enforcement personnel, sworn or civilian.

880.20 VISITORS MUST BE IDENTIFIED AND WEAR IDENTIFICATION.

All station visitors must be identified prior to entering the secure areas of the police facility. The secure areas of the police facility include the entire facility except the lobby, and the enclosed parking area adjacent the police building. Those visitors who are not easily identified, through visual recognition, while wearing a professional/company uniform or through the presentation, display, and inspection of company identification, shall be issued, and visibly wear, either a "Visitor" or "E.O.C." badge.

Visiting persons attending training or meetings in the Emergency Operations Center (E.O.C.) must be identified and when appropriate, are required to visibly wear an "E.O.C." badge. These visitorsare restricted to the Emergency Operations Center and the police lobby. The employee responsible for organizing the meeting or training must notify front desk personnel of the scheduled event and/or any expected visitors and will be responsible for coordination and control of visitor identification and distribution of "E.O.C." badges.

All visiting uniformed personnel (Police, Fire, Military, vendors, etc.) must be identified but are exempt from the requirement to wear an issued visitor or E.O.C. badge.

Escorted arrestees are exempt from the requirement to wear an issued visitor badge.

880.30 FRONT DESK PERSONNEL DUTY TO IDENTIFY VISITORS

Front desk personnel must positively identify visitors and issue visitor badges prior to admitting them to secure areas of the police facility. The front desk personnel must:

1. Contact the employee to be visited to confirm the visit.
2. Establish visitor identity through examination of official identification (Driver's License, State Identification Card, etc.), visual identification from visitor's professional company uniform or company identification, or visual recognition.
3. Notify the On-Duty Watch Commander that a visitor desires entry into the police facility. At the Watch Commander's discretion, the visitor's identity shall be checked to determine their criminal history including RAPS, outstanding arrest warrants, probation or parole status, and if the visitor is wanted by a law enforcement agency related to a criminal investigation. Front desk personnel shall notify the Watch Commander if any of the aforementioned conditions exist. The Watch Commander may deny entry and determine an appropriate course of action.
4. Issue a temporary visitor's badge when appropriate.
5. If deemed necessary, retain the visitor's identification and inform them that their identification will be returned when the temporary badge is returned prior to exiting the facility.
6. Record data relevant to the visit on the Visitors Sign In Sheet. Log entries must be made when the visitor enters and exits the building
7. If the purpose of the visit is to attend a meeting or training in the E.O.C., establish identity, and when appropriate, issue an E.O.C. badge to the organizer of the event. Log the organizer's information in the Visitors Sign In Sheet. Coordinate with the organizer of the meeting/training the identification and E.O.C. badge dissemination and collection for all attendees.

880.40 RESPONSIBILITY TO CHALLENGE UNIDENTIFIED VISITORS

Any employee who discovers an unidentified visitor in the police facility shall question the person as to the nature of their business. If the employee is uncomfortable confronting an unknown person, the employee shall, instead, immediately notify a supervisor of the person's presence. Unidentified visitors who have official police business shall be escorted to the Front Desk to be logged and issued a visitor badge. Those individuals who have no official police business shall be directed to the Watch Commander who will investigate and take appropriate action.

880.50 SUPERVISORY RESPONSIBILITY

Supervisors are responsible for ensuring employee compliance to this policy.

VOLUME 2
Management Rules and Regulations

CHAPTER 900
Media Relations Policy

901 PURPOSE

Establishing and maintaining an effective relationship with the news media is critical to our success. This Media Relations Policy establishes guidelines regarding media relations and the release of information to the public through the news media.

905 RESPONSIBLITIES

Cooperation with accredited representatives of the press and other news media is important in promoting good public relations. All employees of the Department are encouraged to cooperate with accredited members of news media.

1. The ultimate responsibility for the release of information to the news shall be vested in the Watch Commander. All inquiries from the press to officers at the scene of any incident should subsequently be referred to the Watch Commander, unless relieved by a Press Information Officer (P.I.O.).
2. In the event that an occurrence of sufficient magnitude has occurred which would prompt news coverage, the Watch Commander, if possible, shall make themselves available to answer journalistic inquiries, but should not allow the interview to cover areas of policy, procedure, or philosophy. Those inquiries should be forwarded to the Office of the Chief of Police or Bureau Commander.
3. In the event of disasters, such as a plane crash or other tremendous calamity, the Administrative Services Bureau Commander or their designee shall become the Department's P.I.O. and shall make themselves available to answer journalistic inquiries.
4. The Investigative Division Commander or P.I.O. shall be responsible for news releases regarding homicides, attempted homicides and cases where the circumstances indicate there is a strong possibility of homicide or attempted homicide.
5. The Administrative Services Bureau Commander or their designee shall be responsible for news releases where police department personnel are involved in violations of law or department regulations or questionable action which could reflect adversely on the Department.

910 MEDIA REQUESTS

No employee shall release any information that would jeopardize an active investigation, a fair trial, or violate any law. Inquiries received by desk or other personnel from members of the news media requesting information on unusual or important incidents shall be referred to the Watch Commander for decision or authorization to release information or give news releases to the news media.

915 CRIME SCENES AND CRITICAL INCIDENTS

Agency personnel shall be courteous & professional to news media representatives at crime and critical incident scenes.

1. At such scenes, agency personnel shall ensure that the media respect the established perimeter. Members of the media have no greater or lesser access to an incident scene than members of the general public.
2. The P.I.O., with approval of the Incident Commander, may grant closer access to news personnel and their equipment, to the degree that it does not interfere with law enforcement operations.
3. No member of this agency shall prohibit the media from news gathering practices, including photography and interviews, outside the established perimeter.

4. News media representatives shall not be prevented from access to any area solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger and allowed to make the decision to enter on his/her volition.
5. Information at crime/critical incident scenes will be released by the P.I.O. or incident commander.
6. At critical incident scenes, the P.I.O. or incident commander will establish a media briefing area.
7. At critical incident scenes, members of our agency will work in close cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public. This may include requesting a Temporary Flight Restriction (TFR) through the appropriate control tower.

925 RELEASE OF INFORMATION

All releases of information will comply with state and federal laws. Any information that would jeopardize an investigation or the safety of affected persons will not be released.

A. Releasable Crime Information
   1. Basic information about a crime or incident.
   2. General Information about victims, except as excluded by law.
   3. Descriptions of suspects.
   4. Basic description of weapons and vehicles used.
   5. Basic description of stolen items.
   6. Basic description of injuries and condition of victims.

B. Releasable Arrestee Information
   1. Full name and booking number
   2. Occupation
   3. Physical description, including sex, height, weight, eyes, hair
   4. Date of Birth
   5. Time and date of arrest
   6. Time and date of booking
   7. Location of arrest
   8. Facts surrounding arrest
   9. Bail amount
   10. Manner of release (O.R., bail)
   11. All booking charges including outstanding warrants and parole/probation holds**.**

930 RELEASE OF INFORMATION- RESTRICTIONS

The following information <u>shall not</u> be included in authorized News Releases:

A. Names, addresses or any information that would identify the victim of a sex offense child abuse or any other crime where the privacy of the individual is protected by law.
B. Names, addresses and basic information about juvenile arrestees as governed by State law.
C. Active criminal investigative information, active criminal intelligence information and surveillance techniques.
D. Names of informants and information provided by them.
E. Supplemental and investigative reports shall not be released until such time as the case is closed or the Investigative Division Commander or his/her designee deems it permissible.
F. Grand jury testimony and proceedings.
G. Active internal affairs investigations as governed by state law.
H. Names of witnesses, unless required by state law.

I. The identity of critically injured or deceased persons prior to notification of next of kin or otherwise cleared through the Coroner's Office.
J. Home address, telephone numbers and other confidential information of law enforcement personnel.
K. Names of undercover personnel.
L. Any other information that could jeopardize the successful conclusion of an investigation and prosecution.
M. Prior Criminal Record of suspect
N. Pursuant to 5328 WIC, information regarding any 5150 WIC actions when a person is detained for a 72-HR hold shall not be disclosed to the general public and/or the news media.
O. Any other information prohibited by state law from being publicly disclosed.

935 DELEGATION OF RESPONSIBILITY FOR NEWS RELEASES

The Watch Commander may delegate the responsibility for a news release to a Division Commander.

A. The Watch Commander, or his/her designee will compile the news release, and approve all news releases falling under his/her responsibility.
B. Employees releasing information to the press or news media should be prepared to report in writing to their supervisor any statements made and to whom the information was provided.

940 PROCEDURES

A. Media Inquiries – The Department will respond to all media inquiries in a timely manner. During normal business hours, media inquiries shall be directed to either the Watch Commander or the P.I.O.
B. Interviews – The P.I.O. is responsible for assisting the news media by conducting interviews him/herself or coordinating interviews with other qualified agency personnel. Employees contacted directly by the media shall notify the P.I.O. of any interview requests. All conversations with members of the news media should be considered "on the record" and subject to being quoted.
C. News Releases – News releases shall be written and disseminated to the media and within our agency on major incidents and events of community interest or concern.
D. News Conferences – News conferences will be held only in connection with major events of concern to the community and only after approval by the Chief of Police. The P.I.O. will facilitate the news conference, which may include the Chief of Police or designee.
E. Public Records – This agency and its members will abide by all, state and federal laws governing the release of public records.
F. Access to Suspects – Suspects or accused persons in custody shall not be posed or made available for media interviews by any member of this agency.
G. Joint Investigations/Other Agency Involvement – In a multi-jurisdictional investigation, the lead investigative agency is responsible for providing or coordinating the release of public information. It is recommended that the P.I.O. or designee for the lead agency share releasable information with all involved agencies in advance of public dissemination.

945 MEDIA RIDE-A-LONGS

Media ride-a-longs allow members of the media to accompany law enforcement officers as they perform their duties. Department ride-a-long policy shall be complied with. Employees shall not permit members of the media to accompany them onto private property nor will they assist in securing permission for access from property owners.

950 TRAINING

This agency is committed to providing proper training for the P.I.O., supervisors, line officers and other personnel who interact with the media will also be provided access to appropriate training.

960 MEDIA RELATIONS

Reaffirming this agency's commitment to positive media relations, the P.I.O. will be available to discuss issues of mutual interest or concern with media representatives.

965 MEDIA CREDENTIALS

This agency acknowledges representatives from recognized media organizations who carry and/or display photographic identification issued by their employer. Anyone lacking official photographic identification is considered a member of the general public.

970 ALTERNATIVE METHODS TO DISSEMINATE INFORMATION

The Department will pursue alternative methods of disseminating information directly to the public. These may include community newsletters, community cable television shows, web sites, public appearances by agency members, public area bulletin boards and others.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 100
Communications Procedures

110 POLICE COMMUNICATIONS AND CODES

110.05 POLICE COMMUNICATIONS. The El Segundo Public Safety Communications Center ("ESPSCC") is responsible for police and fire dispatching. The provisions of the ESPSCC Manual will be the applicable procedural authority for personnel of this Department regarding police dispatching and communications. Any difficulties resulting from operations will be addressed by the Watch Commander and the on-duty ESPSCC supervisor, and resolved if possible at the time of occurrence. Situations that can not be resolved at the time of occurrence will be referred to the Communications Manager. Copies of the ESPSCC Manual are available in the Communications Center. All personnel should familiarize themselves with the provisions of the ESPSCC Manual.

110.15 PHONETIC ALPHABET CODE LIST. The following code words shall be used, when applicable, in local radio transmissions:

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

110.25 RADIO CODES AND PHASES. The standard 900 and TEN-CODES and phrases shall be used in all local radio transmissions.

Ten Series:

Ten	1	Receiving Transmissions Poorly
Ten	2	Receiving Transmissions clearly
Ten	4	O.K. / Message received
Ten	5	Relay message
Ten	6	Busy
Ten	7	Out of Service (Unavailable) / End of Watch (EOW)
Ten	8	In Service
Ten	9	Repeat your transmission
Ten	10	Out of Service but subject to call, i.e., coffee break, C-7,etc.

Ten	15	Prisoner in Custody
Ten	19	Return To the station
Ten	20	Location or Advised location
Ten	21	Telephone or call
Ten	22	Disregard or cancel
Ten	23	Stand by
Ten	28	Check for vehicle registration
Ten	29	Check for wants/warrants – person/vehicle/property
Ten	33	Emergency radio traffic only
Ten	35	Confidential information / Prepare for confidential information
Ten	35F	Felony warrant/want information/stolen vehicle
Ten	35FAD	Felony warrant/want information, armed and dangerous
Ten	35M	Misdemeanor warrant/information
Ten	35P	Probation/parole information
Ten	35T	Traffic warrant/want information
Ten	36	Request for the correct time
Ten	39	Restroom break
Ten	45	Unit service
Ten	97	On-scene
Ten	98	Last assignment complete

Code Series

Code-1	Acknowledge receipt of message
Code-3	Emergency, use lights and siren
Code-4	No further assistance necessary
Code-5	Surveillance
Code-6	Out for investigation
Code-7	Out of service to eat
Code-14	Resume normal operations/clear
Code-20	Newsworthy incident - notify press

Radio Codes 900 Series:

901-T	Traffic collision, with injuries
902-N	Traffic collision, unknown injuries
902-T	Traffic collision, no injuries
911	Meet with, i.e., officer, citizen, etc.
911B	Meet with the officer
911C	Meet with the citizen
912	Am I clear? / Are you clear?
913	I am clear / You are clear
914N	Notification made
917	Unoccupiedsuspicious/abandon vehicle
925	Suspicious person or suspicious circumstances
925A	Suspicious person in vehicle
926	Tow truck needed
926A	Tow truck dispatched
990	Transportation detail
996	Bomb threat
997	Officer needs help
998	Officer needs help, shots fired
999	Officer needs help, all available help

120 RADIO CALL DESIGNATIONS

120.10 PERSONNEL CALL NUMBERS. The following radio call designations shall be assigned to personnel as follows:

A. Radio Call Designations
EXAMPLE: 3 L I D

3 = City Designation, i.e., El Segundo
L = One officer car or A= 2 officer car
1 = Area of assignment
D = Day Shift, S= Swing Shift or M= Graveyard Shift

W = Watch Commander
S = Sgt
C = Admin
D = Detectives
M = Motors
T = Traffic
B = Training unit
V = Narcotic / Off-site detective
X = Movie Detail
Z = Chevron Detail
J = Juvenile Detective
K = K-9
P = Police Service Officer
R = Retired Senior Volunteer
N = Cadet / Animal Control

130 USE OF DEPARTMENT TELEPHONES

130.05 ANSWERING TELEPHONES. All employees shall answer a telephone call originating from an outside telephone line, in a friendly and courteous manner. With the exception of dispatch personnel, an employee answering a call originating from an outside line must state:

A. El Segundo Police Department, division when appropriate, and rank or position.
B. First or last name.
C. The employee should also explicitly offer immediate assistance to the caller (Example: How may I help you?).
D. For Example, "El Segundo Police Department, PSO Smith, how may I help you?" Or "El Segundo Police Department, Records Division, this is Jane, how may I help you?"

130.10 TELEPHONE CALLS - IMMEDIATE SERVICE REQUIRED. An employee who receives a telephonic report which demands immediate police action shall transfer the call to the Communications Center.

130.15 RENDERING SERVICE VIA TELEPHONE. When an employee receives a telephonic request for information, and is unable to supply the information immediately, he shall not hold the calling party on the line, but shall:

A. Obtain the name and telephone number of the caller; and
B. Inform him that his call will be returned as soon as practicable, and
C. Obtain the information desired, and
D. Return the call.

130.20 TRANSFERRING TELEPHONE CALLS. When an employee receives a telephone call which should be handled by some other unit, or which has been misdirected, he shall:

A. Ascertain the nature of the call, and
B. Advise the caller as to the Department, section, or person to whom he should speak, and
C. Transfer the call to the correct section.

If the caller does not wish to have his call transferred, or is calling from another Department extension, he shall be given the telephone number and name of the unit to call for service.

135 PORTABLE RADIOS

135.10 PORTABLE RADIO RESPONSIBILITY. This equipment shall be issued to each officer as part of their personal equipment.

135.20 PORTABLE RADIOS, MAINTENANCE. It shall be the responsibility of the officer to maintain their assigned portable radio in proper working condition and to fill out a radio repair order and forward such radio and repair order to the Administrative Sergeant when repairs are necessary.

135.30 PORTABLE RADIOS, POSSESSION OF. Each officer shall possess a portable radio in the field.

135.40 RADIO USE. FCC governs and frequently monitors the use of the radio frequencies used by Government agencies. The unit and portable radios are NOT to be misused, and horseplay on the radio will not be tolerated. Horseplay includes but is not limited to; playing music over the radio, honking horns, catcalls, covering units intentionally, talking in a voice other than normal speaking voice, mimicking other persons speech habits over the radio, allowing unauthorized people to use the radio.

137 PERSONAL COMMUNICATION DEVICES. Due to varying terms, the Personal Communication Devices Policy shall refer to all cellular/mobile telephones and other wireless two-way communication devices. In addition to the portable police radio, uniformed personnel may wear a Department issued cellular telephone on the uniform. During tactical operations, all cellular telephones should be programmed to operate in silent/vibrate mode. Personal communications shall not be allowed to affect or interrupt personnel performance. As used in this policy, "communications" shall include voice calls, and text based communications referred to as text messages, instant messages or electronic mail. Uniformed personnel shall not use a cellular telephone in place of traditional radio broadcasts unless one of the following conditions exists:

1. Radio coverage is not available and/or poor radio communications exist.
2. The emergency in progress radio tone is activated.
3. It is necessary to relate or receive official confidential information.
4. When a supervisor or officer determines a need to speak directly to the dispatcher or communications center.

137.05 PROCEDURES- Department Issued Cellular Telephones. Uniform personnel possessing a Department issued cellular telephone while on-duty shall adhere to the following guidelines:

A. Cellular telephones shall not be used while driving a motor vehicle, unless utilizing a hands-free method (i.e. speaker phone, earpiece, Bluetooth).

137.10 PROCEDURES- Personal Cellular Telephones. Uniform personnel may elect to possess a personal cellular telephone while on-duty. The cellular telephone shall be purchased, used and maintained at the employee's expense. The use of a personal cellular telephone shall adhere to the following guidelines:

A. Personal cellular telephones shall not be carried in a manner that allows it to be visible.
B. Personal cellular telephone conversations should be limited to areas where the call will not be heard by members of the public.
C. Personal cellular telephones shall not be used to conduct outside employment/business activity.
D. Telephone features such as camera, video and music shall not be utilized.
E. Personal cellular telephones shall not be used while driving a motor vehicle, unless utilizing a hands-free method (i.e. speaker phone, earpiece, Bluetooth).

140 MOBILE DIGITAL COMPUTERS

140.10 MOBILE DIGITAL COMPUTER, USE OF. Each patrol unit is equipped with a Mobile Digital Computer (MDC), and each officer shall become familiar with its use.

The MDC should be used for routine traffic, such as asking dispatch a question, ascertaining location of calls, obtaining report numbers, checking wants on vehicles while on patrol, etc. Keeping in mind that the MDC is only a tool, and that officer safety is of vital importance, officers should not jeopardize their or other officers' safety by the use of the MDC, instead of a radio.

140.15 MOBILE DIGITAL COMPUTER LOG ON/OFF. All personnel using MDC equipped vehicles shall log on and off via the MDC at the beginning and end of their shift. MDCs shall be left on during the shift.

140.20 MOBILE DIGITAL COMPUTER, MISUSE OF. The MDC shall not be operated in the following manner:

A. Unauthorized transmissions, such as:

1. Obtaining restricted information for person(s) not authorized for such information.
2. Horseplay on the MDC; obscene language or blatant misuse of the MDC for talking between units or station personnel.

B. Damaging the MDC, by carelessness, striking, or hitting the MD**C**.

150 FRONT DESK

150.10 POLICE SERVICE OFFICER - DUTIES. The PSO shall be responsible for the performance of the following functions:

A. Greeting and assisting persons entering the Police Building.
B. Taking police reports from those persons having entered the Police Building for the purpose of reporting a crime or other incident requiring a police report.
C. Maintaining the supply of various blank report forms that are stored at the front counter.
D. Making record and want checks in the Records Division.

150.20 TELEPHONIC REPORTS. It is the policy of the El Segundo Police Department that telephonic police reports will not be taken.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 200
Field Activity Procedures

201 PUBLIC SAFETY SIGNIFICANT NOTIFICATION PROCEDURES

201.10 SIGNIFICANT EVENT NOTIFICATIONS. When a significant incident occurs, notification shall be made by the on-duty Watch Commander or their designee in the following order:

- The responsible Patrol Lieutenant, if applicable
- Field Operations Commander
- Administrative Services Commander
- Chief of Police

If contact cannot be made with any of the above individuals, the order of notification will continue until completed or as otherwise instructed by last person notified.

Significant Events include but are not limited to:

- Any officer involved shooting
- Homicides
- Bank robberies
- Haz-mat spills
- Mutual aid requests
- Severe injury to any city employee
- A major violent crime including but not limited to: robbery, assault with a deadly weapon, or mayhem
- Fatal traffic collision, or
- Any other event the Watch Commander deems necessary

The highest ranking department management staff member who receives notification of the following types of events will then be responsible for notification of the City Manager and all Council members.

- Any officer involved shooting
- Homicides
- Any injury to City personnel requiring transportation to the hospital
- Haz-Mat spills involving injuries, evacuations
- Fatal traffic collisions
- Any significant event involving media coverage
- Any event the ranking management staff member deems necessary

It is understood that this notification may not always be timely due to the very nature of the event, however; every effort will be made to make notification as soon as practical. Additionally, if more than one City department responds to an incident, the primary, handling department is responsible for notification.

202 ATTORNEY ROLL OUT AND NOTIFICATION PROCEDURE

202.05 ATTORNEY ROLL OUT AND NOTIFICATION. When a significant incident occurs, the on-duty Watch Commander, a Division Commander or a Bureau Commander shall notify the On-call City Attorney. The purpose of the attorney roll out is solely to evaluate and mitigate any potential civil liability on the part of the City. It is not the intent of this policy to eliminate the rights and protections afforded to officer(s) individually. Depending on the circumstances, an officer may also request an attorney as per the *Public Safety Officers Procedural Bill of Rights Act* (Government Code §3300, et al).

A significant incident includes but should not be limited to:

A. Officer involved shootings
B. Incidents in which there is a potential the City of El Segundo would be exposed to civil liability as a result of a:

    1. Hazardous material spill
    2. Severe injury to any city employee
    3. Fatal traffic collisions and/ or police pursuits involving injuries, or
    4. Any other event the Watch Commander, Division Commander or Bureau Commander deems necessary.

It is understood that this notification may not always be timely due to the very nature of the event, however; every effort will be made to make notification as soon as practical.

203 PRELIMINARY FIELD INVESTIGATION AND REPORTS

203.20 INVESTIGATION BY FIELD UNITS. Field units assigned calls or discovering incidents requiring reports, are responsible for the preliminary investigation and the preparation of all necessary reports. In those instances where detectives respond to the scene and desire to conduct the preliminary investigation, they shall notify the assigned unit that they are taking over at that time and will prepare all necessary reports. The unit thus relieved shall then:

A. Give the investigating unit all pertinent evidence or information in their possession.
B. Assist the investigators where necessary or requested.

NOTE: Dead Body Calls (except traffic) shall be handled as prescribed in 238.40 and 238.60.

203.40 FINANCIAL CRIMES / IDENTITY THEFT REGULATIONS

Purpose: The intent of this policy is to standardize the reporting of identity theft and financial crimes investigations and to provide additional procedures for officers when investigating these complaints. This policy is intended as a guideline for those officers and detectives to follow during investigations.

Penal Code 530.5 provides that every person who willfully obtains personal identifying information of another person and uses that information for any unlawful purpose, including to obtain, or attempt to obtain credit, goods, services, or medical information in the name of the other person without the consent of that person, is guilty of a public offense.

"Personal identifying information" as used in this section, means the name, address, telephone number, health insurance identification number, taxpayer I.D. number, school I.D. number, state or federal driver's license number or identification number, social security number, place of employment or employee identification number, mother's maiden name, demand deposit account number, savings account number, checking account number, PIN (personal identification number) or password, alien registration number, government passport number, date of birth, unique biometric data including fingerprint, facial scan identifiers, voice print, retina or iris image, or other unique physical representation, unique electronic data including identification number, address, or routing code, telecommunication identifying information or access device, information contained in a birth or death certificate, or credit card number of an individual person.

203.45 POLICY. It shall be the responsibility of this department to provide victim's of identity theft with a case number and crime report to assist in credit repair, facilitate appropriate prosecution and to inform them of prevention techniques to prevent future damage.

Pursuant to Penal Code 530.6, Officers shall complete a crime report for victims of identity theft who reside in the city of El Segundo. This agency shall initiate an investigation of the facts and determine the jurisdiction of the suspected crime. A copy of the crime report shall be provided to the victim at their request. If the suspected crime was committed in another jurisdiction, and the victim resides in El Segundo, a courtesy report shall be completed and the report forwarded to the appropriate agency.

203.55 GUIDELINES. Officers completing reports involving identity theft or financial crimes should provide the reporting party or victim with an identity theft resource pamphlet. Officers should make a reasonable effort to collect as much documentation from the reporting party or victim as possible to facilitate a thorough investigation. Documentation may include cancelled checks, bank statements, credit bureau reports, financial statements or other records pertaining to the incident. Crimes that are determined to have been committed in another jurisdiction will be forwarded to the appropriate agency for review. Identity theft reports should contain all known incidents of fraudulent activity.

Officers should advise victims of identity theft that they are entitled to receive documentation from creditors about fraudulent accounts pursuant to 530.8 PC.
Requests for these documents must be made in writing to the appropriate financial institution and be accompanied by a copy of the police report.

The Investigative Division will have the responsibility for the disposition of the case. Upon receipt of an identity theft (or related) report, the Investigative Division supervisor shall evaluate the agency's responsibilities for the case. The assigned investigator shall investigate all practical leads that fall within the El Segundo Police Department's jurisdiction or contact the appropriate agency and forward the report to them.

204 CASES INVOLVING ANIMALS

204.10 REFER ANIMAL CONTROL MANUAL (S:/Animal Control Manual)

205 UNIFORM TRAFFIC AND MISDEMEANOR CITATIONS

205.05 UNIFORM TRAFFIC AND MISDEMEANOR CITATION - PURPOSE. The purpose of the Uniform Traffic and Misdemeanor Citation is to ensure that those misdemeanor arrestees who are not likely to flee the jurisdiction be released whenever possible without the payment of money bail.

205.30 UNIFORM TRAFFIC AND MISDEMEANOR CITATION - PROCEDURE FOR ISSUANCE IN THE STATION. When the Uniform Traffic and Misdemeanor Citation is issued at the station, the following procedure shall apply:

A. When used as a traffic citation, it shall be completed in accordance with this section.
B. The applicable code (Vehicle Code, Penal Code, Municipal Code, etc.) shall be indicated on the citation.

205.40 UNIFORM TRAFFIC AND MISDEMEANOR CITATION - POLICY FOR ISSUANCE IN THE STATION. When the Uniform Traffic and Misdemeanor Citation is issued at the station following booking, the following policy shall apply:

A. Officers shall issue misdemeanor citations only to persons 18 years of age or older (this does not preclude the use of the citation as a traffic citation). ***(Find out current exemptions and add)***
B. Approval of the Watch Commander must be obtained prior to release of misdemeanant via a citation. The Watch Commander should be the only one to sign the citation, and will indicate the arresting officer's name(s) in the space provided.
C. Crime Reports and/or any other reports pertaining to the crime must be completed in addition to the citation.
D. Positive identification must be obtained from the arrestee prior to the issuance of a citation.
E. A warrant check shall be completed on the defendant prior to release.
F. The Uniform Traffic and Misdemeanor Citation shall not be issued in lieu of booking when:

1. The arrestee demands an immediate appearance before a magistrate of the court.
2. The arrestee refuses to sign the citation.
3. Outstanding warrants are on file.
4. When there is reasonable cause to believe that the violation for which the person is arrested will continue (intoxication, drugs, disorderly conduct, emotionally charged situations, etc.).
5. The violation is a felony, is any subsection of 647 PC, or is a violation of 647a PC or 272 PC, any subsection of 314 P.C and 273.5 PC.

205.50 UNIFORM TRAFFIC AND MISDEMEANOR CITATION - POLICY AND PROCEDURE FOR ISSUANCE AFTER BOOKING. When the Uniform Traffic and Misdemeanor Citation is issued after booking, the same policy and procedure shall be followed as outlined, except that the Booking Report Data shall be completed.

205.60 BOOKING WITHOUT RELEASE. When a booking is made and a release by citation (Written Promise to Appear) is not justified, the Booking Report shall be completed and detention justified.

A. If the Booking Report is completed and detention is not justified, the arrestee shall be released via citation (Written Promise to Appear) unless:

1. The arrestee demands to be immediately taken before a magistrate of the court.
2. The arrestee refuses to sign the citation.
3. Outstanding warrants are on file.
4. There is reasonable cause to believe that the violation for which the person is arrested will continue (intoxication, drugs, disorderly conduct, emotionally charged situations, etc.).
5. There is a threat of danger or resistance to law enforcement personnel, threat or danger to public property or private property of another, or verbal or implied threats towards another person.
6. There are other unusual circumstances which lead the Watch Commander to believe that release of the arrestee should be passed upon by a magistrate of the court.

7. Records indicate that the arrestee has previously violated a Written Promise to Appear.
8. The arrestee was arrested under authority of a warrant and bail has previously been set.

208 INVESTIGATION AND REPORTING OF HAZARDOUS CONDITIONS

208.10 ISOLATION OF SCENE OF HAZARD. If a hazardous condition is observed which endangers life or property, or which might create a civil liability to the city, the scene shall be isolated.

208.20 EMERGENCY STREET REPAIRS. Requests for emergency street service and/or barricades shall be made for the following hazards:

A. Damaged streets or sidewalks.
B. Broken guardrails.
C. Oil spills, glass, and other debris constituting a hazard in the street.
D. Landslides on the street.
E. Fallen trees on the street.
F. Any other hazard on the street which might create a civil liability to the city.
G. Gas is escaping from the manhole or drain inlet.
H. The manhole cover is missing.
I. An explosion occurs in a sewer manhole or storm drain.

208.30 ASSISTANCE FOR HAZARDOUS MATERIAL INCIDENTS. Requests for emergency service on any hazard shall be made by radio to the communications operator, and such request shall state:

A. The type of hazard.
B. The specific location of the hazard, including the side of the street.

208.35 INVESTIGATING ILLEGAL DUMPING VIOLATIONS. Officers investigating complaints of illegal dumping shall utilize a crime report, unless the situation requires immediate police action. The complainant shall be advised to obtain the following information, and a crime report shall be made:

A. License number and description of any vehicles involved.
B. Name, address and description of the violator.
C. Date, time and location of the violation.
D. Name and address as other witnesses.

Officer's observing a dumping violation shall obtain the necessary information and either cite the violator or proceed by application for complaint from the D.A.'s office.

208.45 EDISON LIGHT OUTAGES AND BROKEN POWER OR TRANSMISSION LINES. All street light outage will be reported to the Communications Center. A pole number or exact address is needed as repairs are made in the daylight hours.

A power or transmission line which is broken or creates a hazardous condition shall be reported to the communications operator, who, in turn, shall notify the agency responsible.

208.50 TREES OBSTRUCTING MOTORISTS VIEW. A complaint or observation that a tree or shrub in a parkway obstructs a motorist's view of an intersection or of a traffic control device shall be reported on a Emergency and Potential Hazard Report. The report shall:

A. Indicate the specific location at the hazard.
B. Be forwarded to the appropriate City department.

208.55 WATER LEAKS. In case of water leaks on City property or of city water lines, the Field Sergeant will ascertain if assistance is needed. If attention is required, he will then notify the Water Department during normal working hours or the Water Treatment Plant evenings and weekends.

208.70 EXCAVATIONS ON PRIVATE PROPERTY. When a dangerous and unprotected excavation on private property is observed, the condition shall be reported to the communication operator.

208.75 ABANDONED ICEBOXES. Officers learning of a discarded or abandoned icebox, refrigerator, or freezer locker, falling within the provisions of the Penal Code shall:

A. Inform the owner, or person responsible for the hazard, of the violation and request him to take prompt action to correct it.
B. When unable to contact the owner or person responsible, take appropriate action to correct any obvious hazard to children. The Fire Department has the specific tools to remove the doors, etc.

208.90 AIR POLLUTION VIOLATIONS. When an officer observes a violation of an Air Pollution Control District regulation during a smog alert condition, he shall notify the violator that such action is in violation of the alert condition.

If the violator fails to comply, such non-compliance shall be reported by the officer on an Incident Report. This report shall include:

A. Location
B. Date and time
C. Type or nature of the violation
D. Name as the violator

This report shall immediately be forwarded to the Commander of the Field Operations Bureau.

210 ILL AND INJURED PERSONS

210.10 MEDICAL TREATMENT BEFORE BOOKING. Officers having custody of an unbooked prisoner who is ill or injured shall, before taking the prisoner to jail:

A. Contact the Field Supervisor before transporting prisoner.
B. Notify the Communications Center dispatcher that the prisoner will be transported for medical treatment.
C. Cause the prisoner to be transported to a County Hospital, e.g., Harbor General Hospital or Los Angeles County General Hospital. In case of a life threatening emergency, a prisoner should be transported to an emergency hospital.

NOTE: Medical treatment for persons in custody, but not yet booked, charged with violation of Federal, State, or County ordinance, is the financial responsibility of the County (which requires that treatment be at a County Hospital except in case of life-threatening Emergencies). The city is responsible for the medical treatment and expenses of persons charged with violation of city ordinance, and all prisoners after booking. Persons not in custody are personally liable for their own medical expenses.

210.18 ARMED FORCES PERSONNEL - ILLNESS, INJURY, ATTEMPT SUICIDE. The officer making the preliminary investigation of an attempt suicide or a serious illness or injury of a member of the armed forces shall notify the Watch Commander so he or she may notify the appropriate military authorities.

210.25 OFFICERS INJURED ON DUTY.

210.28 INJURY OR DEATH DUE TO POLICE ACTIONS. When any person is seriously injured, dies, or is shot due

to action by a member of the Department, the officer involved shall notify the Communications Center dispatcher of the incident. If the officer is injured and unable to notify the dispatcher, his partner or assisting officer shall make the notification.

A. The Communications Center dispatcher shall immediately notify the Watch Commander.
B. The Watch Commander shall:

1. Dispatch a supervisor to the scene.
2. Dispatch a department photographer to the scene.
3. Dispatch the Investigative Division Commander, or his designated representative to the scene. The Watch Commander shall notify the Commander of the Field Operations Bureau.
4. Upon direction of the Field Operations Bureau Commander, or his representative, the Watch Commander shall notify the Chief of Police and the City Manager. In the event the City Manager is not available, his designee shall be notified.

C. The Investigative Division Commander, or his designated representative, has the primary responsibility for conducting the investigation.
D. The City Attorney may be notified at the discretion of the Field Operations Bureau Commander.

Note: Investigation of the incident shall be done per 2/170 of the Department Manual.

210.30 RELIGIOUS ASSISTANCE. When a person suffering from a serious illness or injury requests the services of a clergyman, the Watch Commander or on duty supervisor shall be notified immediately.

210.32 CLERGYMAN AND DOCTORS AT SCENE. Clergyman and doctors shall be permitted to approach dead or dying persons. They shall be cautioned, however, to avoid destroying any evidence.

210.35 EXAMINATION OF RAPE VICTIMS. Rape victims eighteen years of age or older should be transported to a hospital for medical attention and treatment as soon as possible after the attack. Investigating officers shall accompany such victims to the hospital, or request the services of the Investigative Division. If the victim refuses the medical examination or any medical treatment, it shall be noted in the Crime Report.

210.40 EMERGENCY TRANSPORTATION BY POLICE VEHICLES. In most cases seriously injured persons should not be transported in police vehicles because of the likelihood of aggravating the injuries. In some cases circumstances may exist where time is of extreme importance and transportation should be provided immediately. In such cases officers shall transport the injured person to the nearest emergency hospital.

A. Non-serious injured persons shall not be transported, in police vehicles unless no other means of transportation is available.
B. In the event the officer decides to transport a seriously injured person he shall notify the Field Supervisor of his intention.
C. Upon completion of the call, the officer shall submit a detailed report.

210.45 FOOD POISONING. The name, address, and phone number of a victim of food poisoning shall be reported by telephone, without delay, to the Food Sanitation Section of the County Health Department. If the Section is closed, the emergency telephone number of a Food Sanitation Specialist shall be obtained from the L.A. County Operator. All available information regarding the food poisoning shall be telephoned to the concerned specialist by the officer assigned the call.

212 REQUESTING AID IN THE FIELD

212.10 ASSISTANCE BY DETECTIVES. When a mobile field unit answers a call involving a major crime and the circumstances indicate the need of an immediate investigation by detectives, the Watch Commander shall be

notified without delay. If a request is made, the officer shall remain near the radio until he is informed that the requested unit has been dispatched or is not available.

212.15 ASSISTANCE BY SPECIALIST. The officers investigating the scene of a crime shall determine whether a specialist should be called to the scene. If a crime is such that latent or microscopic evidence may be present, the assistance of a specialist should be requested through the Watch Commander. Officers requesting the specialist should make the request by telephone whenever possible.

212.40 RESPONSIBILITY FOR PROTECTING EVIDENCE. Officers requesting the assistance of a specialist shall be responsible for the protection of evidence until relieved by the specialist.

212.48 INVESTIGATION INVOLVING POISONS. When it is suspected that a major crime involves the use of poison, the Investigative Division shall be notified immediately. If the detectives are not available, notification shall be made to the Watch Commander.

212.50 INVESTIGATION INVOLVING EXPLOSIVES. Field units shall make the preliminary investigation of all calls involving explosives. If investigation reveals that dangerous explosives may be involved, (fixed ammunition under .50 caliber size, blanks, saluting cartridges, fireworks, railroad flares, and fuses are not considered to be dangerous explosives) - notification shall be made to the investigative division and the Watch Commander.

212.51 TASER OR GAS EQUIPMENT. Units responding to calls involving barricaded criminals or deranged persons armed with guns or other deadly weapons, may, at their discretion, request that the taser or gas equipment be dispatched to the scene. Equipment of this type may be requested by any unit when circumstances indicate that its use would prevent serious injury to the officers involved. Officers shall carefully evaluate the necessity for requesting this type of equipment.

Gas equipment is available at the following locations:

A. Police Sergeant's unit
B. SWAT

NOTE: When a request is received for this type of equipment, it shall be the responsibility of the Watch Commander or Field Supervisor to cause the equipment to be dispatched to the scene of the incident.

212.52 PHOTOGRAPHS. Requests for photographic services shall be directed to the Photographic Section of the Administrative Services Bureau. When the Photographic Section is not available, the Watch Commander shall be notified of the request.

NOTE: A 35 mm camera is kept in the Field Sergeant's unit and Watch Commander’s office for the use of uniform personnel.

212.54 UNDERWATER SEARCH. When an underwater search is deemed necessary, investigating officers shall notify their on-duty Supervisor. When a search is necessary, the Supervisor shall:
A. Notify the Field Operations Bureau Commander, if during normal working hours.
B. Contact the L.A.C.O. Lifeguard.

214 UNUSUAL INCIDENTS

214.10 RADIOACTIVE MATERIALS. The United States Department of Energy has set up the following procedures:

A. In accidents involving nuclear devices during transportation by any means, the nearest military post should be immediately notified.

B. In any accident wherein there is danger from radiation activity, the U.S. Department of Energy should be immediately notified. In our area the nearest office is the U. S. Atomic Energy Commission,8900 DeSoto Street, Canoga Park. 818-700-5415.

The Department of Energy has proper teams including medical teams that will take over, work with, or advise local authorities.

214.25 INCIDENTS REQUIRING HANDLING OF RADIOACTIVE MATERIALS. Officers investigating an incident which requires the handling of radioactive materials shall:

A. Keep all persons and conveyances at a safe distance from radioactive materials or liquid run-off.
B. Notify the Watch Commander, of any barricades or other special traffic control devices needed.
C. Immediately notify or cause to be notified the Field Operations Bureau Commander of the incident. Notification shall include the name of the owner of the material (if known), location, type and quantity of material involved.

214.50 UNUSUAL INCIDENTS - NOTIFICATION. Officers investigating an incident that is or may be, in the officer's opinion, of unusual concern to the Department, or which requires major police action, shall notify or cause to be notified the duty officer or the Field Operations Bureau Commander, as soon as practicable. Such incidents shall include:

A. Natural occurrences such as earthquakes, serious floods and landslides.
B. Fires, explosions, train wrecks, traffic accidents when of major proportions.
C. Major disturbances or mass arrests.
D. Any unusually vicious or important crimes.
E. Unusual gang activity resulting in felony assaults.
F. Death or serious injury of a department employee on or off duty.
G. Massive searches for missing juveniles.

215 SUSPECTED CARBON MONOXIDE POISONINGS

215.10 SUSPECTED CARBON MONOXIDE POISONINGS. The fire department will normally handle this incident. However, in cases where the fire department does not respond, this Department shall notify the fire dispatcher who will, in turn, notify the Los Angeles County Health Department.

All personnel are directed to advise their immediate Supervisor of any incident of suspected carbon monoxide poisoning. It will be the supervisor's responsibility to evaluate the circumstances of the case, and if he deems it necessary to direct the notification to the Health Department. The date and time of the with the notification, the person placing the call, along person actually contacted at the Health Department will be so noted on the police report.

The notification will be made immediately on a 24-hour a day basis to the following:

Los Angeles County Health Department
Bureau of Environmental Sanitation,
Housing & Institutions Section

216 TAKING PERSONS INTO CUSTODY

216.20 ARREST OF ARMED FORCES PERSONNEL. An officer arresting a member of the armed forces shall include in the arrest report, the arrestee's:

A. Rank and serial number.

B. Branch of service.
C. Organizational unit and its location.
D. Dress (uniform or civilian clothing).
E. Duty status (on pass, on orders, AWOL, etc.).

216.22 COMPLAINTS MADE AGAINST ARMED FORCES PERSONNEL. A complaint against a member of the armed forces shall be reported on an Incident Report except when the complaint results in an arrest or crime report. The report shall be forwarded to the Field Operations Bureau Commander.

216.28 ARMED FORCES PERSONNEL NOT BOOKED - RELEASED TO ARMED FORCES POLICE UNITS. When officers release armed forces personnel directly to armed forces police units without making a booking, a report shall be made and forwarded to the Field Operations Bureau Commander, giving the serviceman's:

A. Name, rank, and serial number.
B. Branch of service.
C. Organizational unit and location.
D. Dress (uniform or civilian clothing).
E. Duty status (on pass, on orders, leave, AWOL, etc.).
F. Reason for detention and release.
G. Armed forces police unit receiving subject.

216.40 OFFICER'S RESPONSE TO PRIVATE PERSON ARRESTS. Officers presented with a situation where a private person wishes to make an arrest, must be aware that:

A. Penal Code § 837 states that: "A private person may arrest another … for a public offense committed or attempted in his presence…"

B. The Fourth Amendment to the United States Constitution requires that officers who take persons into custody, i.e., deprive persons of their liberty, do so with probable cause to believe that the individual committed a public offense.

216.41 PRIVATE PERSON'S ARREST, OFFICER'S RESPONSIBILITY. Officers presented with a situation where a private person wishes to place another person under arrest pursuant to Penal Code § 837 must do the following:

A. Before accepting custody of the arrestee, the officer must take reasonable efforts to obtain all information relevant to the issue of whether a criminal offense occurred and whether the arrestee is the one who committed that offense;

B. If the objective circumstances and evidence show that there is probable cause to believe a criminal offense occurred, and the arrestee is the person who committed that offense, the officer must:

1. Advise all persons involved that the officer is not making the arrest, but is merely receiving the arrested person;

2. Accept custody of the arrestee;

3. Verify the identity of the person making the arrest; and

4. Process the arrestee in accord with Department policy and applicable law.

216.42 OFFICER'S RESPONSIBILITY IF NO PROBABLE CAUSE FOR ARREST. If the objective circumstances and evidence show that there is no probable cause to believe a criminal offense occurred, the officer must:

A. Explain that the law requires that an officer find probable cause for an arrest before accepting custody of an arrestee;

B. Explain that there does not appear to be facts and circumstances supporting probable cause for an arrest;

C. Explain that the matter will be addressed by submitting a crime report for further investigation by the Department and/or evaluation by the District Attorney.

D. Refuse to accept custody of the arrestee if the person insists that the officer take custody; and

E. Complete a report detailing all of the allegations, facts, circumstances and evidence relevant to the officer's determination to refuse taking custody of the arrestee.

216.43 NOTIFICATION OF SUPERVISOR. Officers should seek advice from a supervisor or the watch commander when there is any question as to how to proceed regarding a private person arrest.

216.55 ARRESTS MADE BY THE CALIFORNIA HIGHWAY PATROL. When an arrest is turned over to the El Segundo Police Department, by a member of the California Highway Patrol, the arresting officer shall be assisted in:

A. Completing the booking data sheet, and
B. Completing an Arrest Report, and
C. Completing any necessary evidence reports.

216.56 PROCESSING ARRESTS MADE BY THE CALIFORNIA HIGHWAY PATROL, L.A.S.D, AND OTHER AGENCIES. Officers shall assist officer(s) in the transportation or booking of a prisoner (arrests shall not be made by the El Segundo officers, unless the offense is continuing in the officer's presence) and shall advise the officer(s):

A. To complete the necessary reports (leaving copies).
B. Chemical tests, as required by the implied consent law, shall be handled by the officer(s).
C. The obtaining of complaints and/or necessary follow-up investigation will be accomplished by the arresting officer's agency police department.
D. Custody of the prisoner and evidence if requested can be maintained by the El Segundo Police Department.
E. Background investigation of the prisoner (for possible release on a misdemeanor citation) shall be accomplished by the El Segundo Police Department.

216.60 ARRESTS OF POSTAL EMPLOYEES. When a postal employee driving a mail-carrying vehicle is arrested for a felony, or a misdemeanor for which intoxication is an element, the officer shall, in addition to the regular arrest procedure, notify or cause to be notified the postmaster, United States Post Office.

NOTE: Arresting officers shall be responsible for the safety of the vehicle and its contents until a Post Office representative has arrived at the scene to take custody of the vehicle and its contents.

Exception: When a postal employee driving a mail-carrying vehicle is apprehended on a misdemeanor charge not including the element of intoxication, he should not be taken into custody. In lieu of making a physical arrest, the officer should:

A. Obtain the name of the driver.
B. Obtain the serial number of the vehicle.
C. Proceed by application for complaint through the District Attorney's office.

216.65 ARREST OF SCHOOL EMPLOYEE FOR SEX OFFENSE. When any known private or public school employee is arrested for a sex offense listed in Education Code §44010, PC §261(a) and PC §290:

1. The Police Service Officer completing the jail booking shall immediately notify the Watch Commander of the booking.
2. The Watch Commander shall make the notation, "School Employee" on the booking sheet.
3. The Watch Commander shall notify the Investigative Division Supervisor of the arrest.
4. The Investigative Division Supervisor or his designee shall verify the arrest charge is one listed under PC §291 and shall complete the appropriate notifications to the School Superintendent and Teacher Credentialing Agency as outlined in PC §291, 291.1, 291.5 (Arrests of Public/Private School and Community College Employees).
5. A copy of the arrest report shall not be sent with the notification. School District representatives should be referred to the Office of the District Attorney for a copy of the criminal complaint or the charge rejection form.

216.70 FUGITIVE OR OTHER JURISDICTIONAL "WANTS". Before a person is booked on a fugitive or other jurisdictional "want", the arresting officer shall notify the Uniform Division Watch Commander without delay prior to booking and give the following information:

A. Name of the fugitive.
B. Jurisdiction requesting the fugitive "want".
C. Charge against the suspect.

216.75 SUBMITTING DNA SAMPLES. The DNA samples are to be submitted to the California Department of Justice DNA laboratory for analysis and the DNA profiles are then stored in the California DNA databank. The profiles are also to be submitted to the Combined DNA Index System (CODIS), a national repository maintained by the FBI. The information in the DNA databank is utilized to compare evidence collected from crime scenes for potential suspect matches.

216.78 COLLECTION OF DNA SAMPLES. DNA samples shall be collected at ESPD for the following:

A. Adults arrested for a qualifying felony offense as described in 296(a)(2) PC

B. Adults arrested that are currently on felony probation or parole

C. Adults arrested that are currently on probation with a previous felony conviction

D. Any person required to register under 290 PC (sex offender) or 457.1 PC (arsonist) or any other provisions of 296(a)(3) PC

E. Any juvenile convicted of any felony if authorized by a court order issued by the District Attorney or Probation Department

F. When WebCCHRS database, DNA Tracking Database (DOTS), and/or RAPS indicates that collection is requested

G. Effective January 1, 2009, all felony arrestees will be required to provide a DNA sample and print impressions (296(a)(2)(C)).

216.80 TRAINED PERSONNEL COLLECTION RESPONSIBILITIES. The collection of DNA samples is part of the booking process. Trained personnel shall:

A. Ensure all arrestees are properly booked and identified via LIVESCAN

B. Determine if a booked arrestee is required to provide a DNA sample based on:
- The list of 296(a) PC (Prop. 69) qualifying charges
- The arrestee's probation/parole status and review of his/her criminal history

Initiate an inquiry of the CCHRS database and the DNA Tracking Database (DOTS) to determine if a DNA sample has been previously collected

If a DNA sample has not been previously collected, or it cannot be determined that a DNA sample has been previously collected, trained personnel shall collect a DNA sample utilizing the following procedures:

Explain the collection process to the arrestee. The watch sergeant shall be notified of a refusal

Obtain palm prints from the arrestee via LIVESCAN. Complete two ink palm cards if LIVESCAN is not available. Submit inked cards to DOJ and Scientific Services Bureau using existing procedures

Complete the "DOJ Specimen Information Card," including placing the arrestee's "Right Thumb" print on the front and back of the card. The arrestee shall sign the back of the card

The barcode number from the "DOJ Specimen Information Card" shall be documented on the outside flap of the unsealed collection kit envelope

The label on the buccal swab "DNA Collector" shall be completed. The plastic cap shall be removed from the "DNA Collector"

The buccal swab "DNA Collector" shall be provided to the arrestee who will administer the swab to himself/herself under the direct supervision of trained personnel

NOTE: The use of a new set of latex gloves by the trained collector for EACH arrestee swab is imperative to prevent cross-contamination of the DNA sample

7. Arrestees shall be instructed to press the collection paper portion of the "DNA Collector" against the inside of the cheek and drag it firmly toward the lips and out of the mouth. The arrestee shall repeat this action SEVEN additional times. Retrieve the "DNA Collector" from the arrestee and replace the plastic cap carefully, covering the collection paper

8. The buccal swab "DNA Collector" shall be placed in the unsealed "transport pouch" and deposited in the unsealed collection kit envelope

9. The appropriate arrestee identifying information (including the barcode number from the DOJ Specimen Information Card) shall be entered into the DNA Tracking Database (DOTS)

10. The completed DOJ Specimen Information Card shall be placed into the unsealed collection kit envelope

11. The unsealed collection kit envelope with the completed booking package shall be submitted to the watch sergeant for approval

E. Police Service Officers (PSO) shall periodically send via mail approved sealed DNA collection kits to the designated DNA collection facility.

216.85 WATCH SERGEANT RESPONSIBILITIES. The watch sergeant shall:

A. Verify all components of a DNA collection kit are complete and accurately labeled

1. Ensure both sides of the "DOJ Specimen Information Card" are filled out and complete
2. Verify there is a legible thumbprint on the front and back of the "DOJ Specimen Information Card"
3. Compare "DNA Collector" label with "DOJ Specimen Information Card" prior to sealing the "DNA Collector" into the "Transport Pouch"
4. Compare the barcode number of the "DOJ Specimen Information Card" to the outer flap of the DNA collection kit envelope

B. Ensure all components of a DNA collection kit are present within the collection kit envelope prior to sealing the envelope

C. Print name and employee number on the outer flap of the collection kit envelope and return it to the PSO

D. In the case of a refusal to provide a required DNA sample, the watch sergeant shall:

1. Obtain the assistance of a PSO or other personnel to videotape the refusal; During the videotaping, state:

   a. Date, time, and location of the incident
   b. Arrestee's full name, date of birth, and booking number
   c. Watch sergeants name and employee number
   d. Name and employee number of additional personnel present
   e. If an interpreter is necessary, name of the interpreter

2. Attempt to obtain collection compliance by fully explaining the requirements of 296.1(a) PC to the arrestee by reading the following admonishment:

   "It is a violation of Penal Code section 298.1 if you refuse to provide a blood and/or saliva samples, fingerprints, and palm prints per Penal Code section 296(a). You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased jail time. In addition, pursuant to Penal Code section 298.1, reasonable force may be employed to collect blood and saliva samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions."

3. Ask the arrestee if he/she will provide the required DNA sample. Attempt to elicit a verbal response from the suspect

4. Ensure that a crime report is written for a violation of 298.1 PC (misdemeanor)

   a. Include the arrestee's advisement and refusal on tape within the narrative of the crime report.

5. Ensure the videotape of the arrestee's refusal is labeled and booked into evidence

E. The arrestee shall be held on the 298.1 PC misdemeanor charge and transported to court on the next available court date.

216.90 TRAINING. All Police Service Officers (jailers) shall be trained in taking DNA samples utilizing the buccal swab process. Trained jailers shall train additional ESPD personnel responsible for the collection of DNA samples from arrestees.

216.95 SUPPLIES. Police Service Officers shall be responsible for obtaining and maintaining an adequate supply of DNA kits from the California Department of Justice.

217 HANDCUFFING AND SEARCHING

217.10 SEARCHING MALE ARRESTEES. Male arrestees shall be searched immediately upon arrest for weapons, narcotics, contraband and items of evidential value. Unless unusual circumstances necessitate immediate removal of personal property from an arrestee, no personal property except weapons or evidence shall be taken from the arrestee in the field.

217.12 SEARCHING FEMALE ARRESTEES. If a female arrestee is to be searched, an officer may handcuff the woman's hands behind her back and shall:

A. Call a female police officer to the scene to conduct the search of the woman, or:
B. Transport the woman to a female police officer.

NOTE: A male police officer may patdown search a woman, if there are reasonable grounds to believe that the woman is armed with an offensive weapon. When practicable, witnesses shall be present during this type of search.

217.14 SEARCHING FEMALE ARRESTEE'S PURSE. When a woman is arrested, her purse shall be taken from her immediately and searched to determine whether it contains deadly weapons or any items as evidential value. When practicable, witnesses shall be present during the search of the purse.

217.25 HANDCUFFING. All prisoners shall be handcuffed. (Refer 2/170)

217.30 HANDCUFFING OF FELONY PRISONERS. When a person is arrested on a felony charge, he shall have his hands handcuffed behind him. A felony prisoner shall be handcuffed when taken outside the confines of any jail, except when handcuffing would hamper completion of an investigation.

217.34 HANDCUFFING OF BELLIGERENT ARRESTEES. If an arrestee gives any indication that he might become belligerent, his hands shall be handcuffed behind him.

217.50 TRANSPORTATION OF ARRESTEES. Prisoners shall be transported in the rear seat of police vehicles, behind the unit cages. If there is no cage in the unit, then the arrestee will sit in the right rear seat, and another officer will sit directly behind the driver. The prisoner should be handcuffed from behind and the seat belt utilized.

217.52 TRANSPORTATION OF ADULT FEMALE ARRESTEES. Female arrestee's shall be transported in the rear seat of police vehicles with unit cages. In addition:

A. Male officers shall request a time check from the dispatcher and give the following information:

1. Location of departure.
2. Mileage reading upon departure.

B. When officers arrive at their destination, they shall give the dispatcher the following information:

1. Location of arrival
2. Mileage reading upon arrival

C. The dispatcher shall be notified immediately if any delay or detour is necessary during the transportation of

the female arrestee.

217.56 TRANSPORTATION AND CUSTODY OF FEMALE JUVENILES. Any female over the age of five years and under the age of eighteen years taken into custody shall be dealt with, as far as possible, in the presence of a female police officer or other adult female. If no female police officer is available, at least two officers should be present during the entire period of transportation and a time check shall be made.

218 CALLS INVOLVING JUVENILES

218.10 RESPONSIBILITY OF HANDLING JUVENILE CALLS. The officers assigned to a call involving a juvenile shall be responsible for the disposition of the call unless they are specifically relieved by juvenile officers.

218.30 IMMEDIATE FOLLOW-UP INVESTIGATION OF MISSING JUVENILES. When circumstances indicate the need for an immediate, large-scale, organized search for a missing juvenile, the Watch Commander shall be notified. He shall notify the Investigative Division Commander, or in his absence, any juvenile officer on duty. If it appears that a missing juvenile has been the victim of a kidnaping or homicide, the Uniform Division Watch Commander shall, without delay, notify the:

A. Field Operations Bureau Commander.
B. Investigative Division Commander.

218.40 INVESTIGATION OF STUDENTS AT PUBLIC SCHOOLS. If an investigation involves the questioning or arrest of a student under eighteen years of age on school grounds or premises during school hours, the assistance of a juvenile officer shall be requested. See Volume 3, Chapter 600, Section 622.15.

218.50 ARREST OF ADULT RESULTING IN UNATTENDED JUVENILE. If the arrest of an adult may cause a juvenile to be left without proper care and supervision, the arresting officer shall notify the Juvenile Section or Field Supervisor.

218.55 INTERROGATION OF FEMALE JUVENILE REGARDING SEX MATTERS. The interrogation of a female juvenile regarding sex matters shall be conducted by a female police officer whenever practicable.

218.60 JUVENILE ARRESTS - DETENTION - BOOKING POLICY. See Volume 3, Chapter 600, Section 622.40.

219 LOUD PARTIES

219.10 FIRST RESPONSE. Whenever officers respond to the scene of a disturbance that is a result of a loud party, a "Loud Party" notice may be issued to the responsible party at the location. This warning is valid for 30 days.

219.15 SECOND RESPONSE. After responding to a similar or related offense within 30 days of a "Loud Party" notice, officers may issue a citation for section 7-2-6 of the El Segundo Municipal Code (ESMC). This citation shall be written on a standard citation form and is considered an infraction. A statement of facts shall be completed on a Supplemental Report form detailing the circumstances of the incident and listing the number of officers involved and their aggregate time spent on scene. This report shall be given to the Field Sergeant for approval. A copy of this report and the issued citation shall be forwarded to the Traffic Division for billing.

290.20 DISPATCH RESPONSIBILITIES. Every incident regarding loud party responses shall be documented in the premise history of the location. Dispatch personnel will enter a complete disposition of actions taken by the officers for future enforcement purposes.

219.25 TRAFFIC DIVISION RESPONSIBILITIES. The Traffic Division will be responsible for the preparation of a "Statement of Cost" related to these incidents as authorized by section 7-2-14 ESMC. The Small Claims Court shall be used for the collection of any uncollected fees.

220 IMPOUNDED VEHICLES

220.10 STORED OR IMPOUNDED VEHICLE - ORDER OF POLICE. Whenever any vehicle is stored or impounded upon order of a police officer, the officer ordering such vehicle stored or impounded shall complete a Vehicle Report.

220.20 REGISTRATION INFORMATION ON VEHICLE. Whenever any officer impounds a vehicle he shall run a DMV registration check through the dispatcher or MDT.

220.30 VEHICLE IMPOUNDED FOR NARCOTIC VIOLATION. When a vehicle is impounded in conjunction with a narcotic arrest, the officer impounding the vehicle shall thoroughly search the vehicle in the presence of the arrestee and then cause a, "hold for investigation," to be placed on the vehicle.

220.60 VEHICLE TO BE HELD FOR INVESTIGATION. When an impounded vehicle may be wanted for further investigation, the officer making the impound shall place a, "hold for investigation," on the vehicle, and note in the vehicle report that the vehicle is held for a concerned division.

After completing the report, the officer shall, as soon as possible, submit the report to the Records Division for entry into SVS system. Upon receiving notification of a vehicle recovered by a law enforcement agency, the Communications Center dispatcher shall, without delay, broadcast a cancellation of the "want" on the vehicle. Records Division personnel shall not remove a vehicle's identifiers from the Department of Justice Stolen Vehicle System, until they have received a completed recovery report or a "locate report" from another law enforcement agency.

221 STALLED VEHICLES

221.20 ASSISTANCE REQUESTED BY PRIVATE PERSON. When the operator of a vehicle stalled on a highway desires assistance in the servicing, repairing, or removal of his vehicle, and no telephone facilities are reasonably available, he shall be informed that:

A. A request for assistance will be relayed for him to an agency of his choosing. When the operator is unable to specify a particular agency, officers should notify, through the dispatcher, the official police garage.
B. Neither the Department nor the officers will assume responsibility for the reliability or cost of the services rendered.

221.21 MOVING STALLED AUTOMOBILES WITH POLICE VEHICLES. Officers may use a police vehicle to push another vehicle in the following cases only:

A. When the police vehicle is equipped with a push bumper and,
B. When the person in charge of a vehicle is unable to operate the vehicle due to mechanical failure, and;
C. The vehicle is standing upon a highway in such a position as to obstruct the normal movement of traffic.

The vehicle should be pushed to the closest point as to afford normal movement of traffic. In no circumstances shall the police unit be substituted for a tow truck.

221.22 REQUESTING TOW SERVICE VIA RADIO. When the operator of a stalled vehicle requests assistance, the request shall be relayed through the dispatcher. The dispatcher shall be informed of the following:

A. That the assistance is being requested for the operator of a stalled vehicle.
B. The name of the agency to be notified, when the operator requests the services of a particular agency. (When the operator of a stalled vehicle requests the services of an Automobile Club, the officer shall

determine if the operator has a valid membership card.)
C. The license number of the vehicle.
D. Apparent trouble.
E. Exact location of the vehicle.

NOTE: This section does not apply to established procedures for impounding vehicles involved in a police action or service.

223 ABANDONED VEHICLES

223.10 MARKING ABANDONED VEHICLES. Officers who suspect a vehicle to be abandoned shall mark the vehicle in the following manner:

A. Place a chalk mark on the tread portion of the tire and place a chalk mark on the pavement corresponding with the chalk mark on the tire or
B. Use any method, approved by the Special Operations Division that can accurately determine whether the vehicle has been moved.
C. Officers should, whenever appropriate, place a 72 hr. warning card on the windshield of the vehicle.
D. Complete a 72-Hour Parking Record, documenting the method used for marking the vehicle and forward it to the traffic division.

NOTE: Officers should, whenever possible, check the immediate neighborhood to obtain information concerning the vehicle.

223.50 IMPOUNDING ABANDONED VEHICLES

223.60 IMPOUNDING ABANDONED VEHICLES - HIGHWAY OR PUBLIC PROPERTY. When a vehicle has been marked for impound, and parked for more than 72 consecutive hours, the vehicle shall be impounded under authority of 8-2-9 of the El Segundo City Code when parked in a public parking lot, or section 22651(k) CVC, when left standing on a public street.

A. If the vehicle is obviously abandoned pursuant to section 22523 CVC, the vehicle may be impounded, under authority of section 22669a CVC, which allows the impounding of abandoned vehicles on a highway, public property or private property.
B. The name and serial number of the officer that marked the vehicle and the date and time it was marked shall be included in the vehicle report.

223.70 IMPOUNDING ABANDONED VEHICLES - PRIVATE PROPERTY. Vehicles and /or parts thereof shall be impounded after procedures outlined in Title 8, Chapter 7 of the El Segundo City Code have been followed.

224 CRIME BROADCASTS

224.20 INITIAL BROADCAST OF CRIME DESCRIPTION. The first officer(s) to arrive at the scene of a crime shall conduct a brief interview with the victim or witnesses. Information, when applicable, shall be transmitted in the following sequence, to the dispatcher, without delay:

A. Type of crime.
B. Time of occurrence.
C. Location of occurrence.
D. Name and type of business.
E. Number, sex, and descent of suspects.
F. Anything unusual concerning the suspects' appearance.
G. Weapons used.

H. Direction left scene.
I. How departed (foot, vehicle, etc.).
J. Description of vehicle used.
K. Property taken.

224.30 SUPPLEMENTAL BROADCAST OF CRIME DESCRIPTION. As soon as practicable after the initial briefing information concerning the occurrence of a crime has been relayed to the dispatcher for broadcast, supplemental information, including a detailed description of the suspect(s), shall be relayed to the dispatcher. These suspect(s) description(s) shall follow the sequence as outlined in the related crime report.

226 LOST, STOLEN AND EMBEZZLED VEHICLES

226.20 REPORTING A LOST OR STOLEN VEHICLE. When a person wishes to report a lost or stolen vehicle, the interviewing officer shall conduct a preliminary interview to determine whether the circumstances warrant a report being taken.

Stolen Vehicle Reports: Upon determining that a Stolen Vehicle Report should be made, the interviewing officer shall:

A. Check with the Records Division and if the vehicle has not been repossessed or impounded, obtain a DR number.
B. Complete the report and obtain the reporting person's signature thereon.
C. When the reporting person cannot present a registration certificate or any other document, verify the license and motor number or identification number.

In the event a check with the Records Division reveals that a vehicle has been repossessed or impounded, the reporting person shall be so advised.

Vehicle Report Completed in the Field: When a Stolen Vehicle Report is completed in the field the following information shall be given to the dispatcher:

A. License and motor or identification numbers of the vehicle.
B. Year, make, model and color of the vehicle.
C. Date, time and location of occurrence.
D. Name, serial number, and detail of the reporting officer.
E. Description of suspects, if any.

The above information should be given over the MDT whenever practicable. The report shall be completed immediately and given the PSO as soon as possible and placed in the SVS system.

Embezzled Vehicle Reports: When it is believed by the interviewing Field Officer, that the vehicle has been embezzled, the field officer shall direct the victim to contact the Investigative Division, Auto Theft Section.

226.30 APPROVAL OF VEHICLE REPORTS. Although the vehicle report has no provisions for supervisory approval, all such reports shall be approved by the immediate Supervisor who will initial in the lower right hand corner.

226.35 CHANGE OF STOLEN VEHICLE REPORT TO UNFOUNDED. When a vehicle is reported stolen but is later determined to be repossessed, misplaced, or legally in the possession of someone rather than the reporting person, the person making such determination shall:

A. Cause a vehicle "recovery" report to be completed, and
B. Include in the body of the "Recovery" report the reason for the report being unfounded (repossession, impound, etc.)

226.40 COURTESY STOLEN VEHICLE REPORTS. When a person wishes to report a vehicle stolen, and the location of occurrence is outside of the city limits, a vehicle stolen report may be made and forwarded to the Records Division. The report shall be marked "Courtesy Report".

226.60 VEHICLE TAKEN IN A CRIME. Whenever a vehicle is taken in the commission of a crime, a Stolen Vehicle Report shall be completed in addition to the appropriate crime report.

226.70 ADVISING PERSONS REPORTING VEHICLE STOLEN. A person reporting a vehicle stolen shall be advised that if he recovers his own vehicle he must notify a law enforcement agency and that recovery of the vehicle cannot be verified over the telephone.

226.75 ADVISING PERSONS REPORTING LOST LICENSE PLATES. Persons inquiring as to the method of replacing lost or stolen license plates shall be referred to the Department of Motor Vehicles. Officer's receiving a report of lost or stolen license plates shall complete the proper report.

236 BICYCLES: STOLEN, LOST, FOUND, RECOVERED AND LICENSING

236.05 LICENSES, BICYCLE. All bicycles which are operated on the city streets by residents of El Segundo must be registered and licensed (ESMC 10.72.020). When an officer observes anyone riding a bicycle which is unlicensed, he should do one of the following:

A. Warn the person to secure a license before the bicycle is again ridden on the city streets.

1. If the offender is a juvenile, the officer should take the offender's name and address, advise him regarding a license, then contact the parents and inform them of the procedure for securing a license.

B. When the situation warrants, at the discretion of the officer, he may as authorized in M.C. Section 10.72.110 impound any bicycle which is being operated on the city streets while unlicensed.

While impounded the bicycle will be secured in the police department bicycle storage rack and may be held there until the proper license has been obtained or other lawful disposition is made thereof. In case any bicycle is impounded, a reasonable effort will be made to ascertain the owner thereof.

1. If the owner is a minor then the owner's parents or guardians shall, as soon as possible, be notified of the impounding.

236.10 BICYCLES, FOUND OR RECOVERED - PROCEDURE. An officer finding or recovering a bicycle shall:

A. Complete a Property Report in detail, transport the bike to the station, place it in the rack provided for found bikes, attach a completed property tag and forward the Bicycle Report to the Field Sergeant for approval.

1. If the officer can readily determine ownership he may return it to its rightful owner and, if a crime or other complications arise, a report shall be written.

236.15 BICYCLES, FOUND OR RECOVERED - DISPOSITION. The disposition of a found or recovered bicycle case is the responsibility of the Juvenile Section.

A. Juvenile Section will attempt to determine ownership by querying the El Segundo Bicycle License Files and the State's Stolen Bicycle System (SBS).
B. The Property Section will verify the license number, serial number and description on the Found or Recovered Bicycle Reports and obtain authority for the release of any bicycles. The Property Section shall,

in accordance with City Ordinance, process for auction any bicycle whose owner cannot be identified.

236.20 BICYCLES, STOLEN - PROCEDURE. An officer shall utilize a Department Crime Report for any stolen bicycle report.

A. Complete the bicycle report in detail.
B. If the bicycle was stolen in another crime, such as robbery or burglary, the bicycle report shall be completed in addition to the crime report for the related crime.

237 DEATHS

237.05 PURPOSE AND SCOPE OF DEATH INVESTIGATIONS. The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough. An investigation and report of every death known to the department shall be made to discover if any crime has been committed, and to provide aid and comfort to the friends and family of the victim.

237.10 NOTIFICATION OF INVESTIGATIVE DIVISION. The commander of the Investigative Division and members of the Investigative Division must be notified of all violent, sudden or unusual deaths, or when deaths occur:

A. Where suicide is suspected.
B. Where it is suspected the individual died as a result of drug use (see 237.40).
C. Following an injury or accident (either old or recent).
D. Under such circumstances as to afford reasonable grounds to believe that the death was caused by the criminal act of another.
E. While deceased was at work.
F. As a result of aircraft crashes or traffic collisions.
G. When the deceased died while under arrest, while being transported by members of the Department, or while under the care and control of an officer of the Department.

It will be their responsibility to go to the scene and assist the uniform officers in determining the circumstances of the death and eventually investigating the case. A cooperative effort will be expended by uniform personnel and detectives in the investigation and completion of reports in those cases. The uniform personnel will normally complete the investigation on cases not falling within the aforementioned categories.

The Investigative Division only needs to be notified of a death if it meets the criteria listed in this section or if the Watch Commander deems it necessary. In cases where detectives are requested, but are unavailable at the time, it shall be the responsibility of the Watch Commander or Field Sergeant to take charge of the call until detectives are available.

Depending on the circumstances the Investigative Division Commander, or his/her designee may contact the LASD Homicide Bureau to respond to assist in the investigation.

237.15 NOTIFICATION OF CRIME SCENE INVESTIGATORS – The Watch Commander or Investigator assigned to a death investigation may determine the need for a Crime Scene Investigator to respond to the scene of a death.

It shall be the responsibility of the Watch Commander or Investigators to notify Crime Scene Investigators of the need to respond. If ESPD CSI's are not available, it shall be the responsibility of the Investigators to determine the need for a CSI from the Los Angeles County Sheriff's Department.

237.20 NOTIFICATION OF CORONER. Per California Government Code Section 27491, the office of the county coroner must be notified of all violent, sudden or unusual deaths, or when deaths occur:

A. During continued absence of the attending physician (no treatment within twenty days).
B. Deaths related to or following known or suspected self-induced or criminal abortion.
C. Known or suspected homicide.
D. Known or suspected suicide.
E. Deaths known or suspected as a result of acute alcoholism, drug addiction or overdose, or accidental poisoning.
F. Deaths due to Sudden Infant Death Syndrome.
G. Where the attending physician is unable to state cause of death.
H. Following an injury or accident (either old or recent).
I. Under such circumstances as to afford reasonable grounds to believe that the death was caused by the criminal act of another.
J. Deaths known or suspected as due to contagious disease and constituting a public hazard.
K. While deceased was at work.
L. As a result of aircraft crashes or traffic collisions.
M. When the deceased died while under arrest, while being transported by members of the Department, or while under the care and control of an officer of the Department.

Officers, whenever possible, will notify the coroner's office from the scene. If this is not practical, the investigating officer will call the Watch Commander with all the necessary information, including any choice of mortuary by the next of kin. The desk personnel will then relay this information to the coroner's office. Upon being notified of a death, the coroner may designate a mortuary to handle the case and the officers will cooperate with these personnel in all means possible.

It is essential that all available medications, poisons, chemicals and containers associated with a death be submitted to the county coroner's office without delay. It is desirable that this medical evidence accompany the body to the district or central mortuary. If for some reason this is not possible, it should be sent at the earliest possible time to the Coroner's Office.

237.25 NON-CORONER'S CASE - DEFINED. Any dead body call where a medical doctor, (who has attended the deceased within a ten day period preceding the death), advises that he will sign the death certificate shall be determined a non-coroner's case.

237.30 MOVING OF DECEASED. Per California Government Code Section 27491.2(b) the body of one who has died of a cause requiring a coroner's investigation may not be moved or disturbed from the position or place of death prior to the arrival of, or without the permission of the coroner or appointed deputy.

237.35 PROPERTY OF DECEASED. Per California Government Code Section 27491.3(c) no one may search for or remove any papers, moneys, valuable property or weapons constituting the estate of the deceased from the person of the deceased or from the premises, prior to arrival of the coroner or without the permission of the coroner appointed.

The officer in charge at the scene of a dead body call should prevent any person, other than a Deputy Coroner, from searching the body.

At the scene of any death, when it is immediately apparent or when it has not been previously recognized and the coroner's examination reveals that police investigation or criminal prosecution may ensue, the coroner shall not further disturb the body or any related evidence until the law enforcement agency has had reasonable opportunity to respond to the scene, if their purposes so require and they so request. Custody and control of the body shall remain with the coroner at all times. Reasonable time at the scene shall be allowed by the coroner for criminal investigation by other law enforcement agencies, with the time and location of removal of the remains to a convenient place to be determined at the discretion of the coroner.

Whenever possible, a witness, preferably a relative of the deceased or a member of the household, shall be

requested to remain at the scene with the officer. The name and address of this person shall be included in the body of the Death Report. Whenever the Deputy Coroner removes personal effects from the body of the deceased, a receipt shall be obtained. This receipt shall be attached to the Death Report.

237.40 NARCOTIC DEATHS. The procedure for notification of the Investigative Division will be followed (3/237.10). In order that proper tests can be made upon cases involving deaths by narcotics, it is necessary for the toxicological laboratories to have unembalmed body liquids and tissues, therefore, in all cases where there is a suspicion that death was due to an overdose of narcotics, the coroner should be advised and arrangements made to have the body transferred to the central morgue and placed in refrigeration pending autopsy. This order applies to all narcotics, such as morphine, cocaine, and heroin, including hypnotic drugs such as sleeping pills, Phenobarbital, etc.

237.50 SUICIDES. The procedure for notification of the Investigative Division will be followed (3/237.10). Per California Government Code Section 27464 whenever the death of any person shall have been referred to the coroner for investigation, there shall be delivered to the coroner any note, letter or other document apparently written by the deceased which may tend to indicate an intention by the writer to take his life, including directions for disposition of his property or disposal of his remains.

A handwriting comparison may be made on all purported suicide notes or wills in order to ensure that they are in fact the authentic writing and signature of the deceased. The Sheriff's Department will make the comparisons in these cases. When guns are used in suicides, the investigating officer may take the gun for ballistics test, if required.

237.50 HOMICIDES. In an effort to establish the time of death in a homicide or suspected homicide case, the coroner's office will be notified of the circumstances and will immediately detail a Deputy Coroner to the scene to assist in this determination. They will carry out their portion of the investigation in such a manner as to not interfere with any of the investigation being conducted by the officers.

237.60 HOMICIDES. In situations where patrol officers suspect the death is a result of a homicide, this will always be a coroner's case. The coroner or appointed deputy, upon being informed of a death and finding it to fall into the classification of deaths requiring his or her inquiry, will immediately proceed to the where the body lies and conduct an investigation (Government Code Section 27491.2(a)). They will carry out their portion of the investigation in such a manner as to not interfere with any of the investigation being conducted by the officers. The officers on scene will conduct their investigation as outlined in 3/238.30 through 3/238.32..

237.70 TRAFFIC COLLISIONS. A traffic collision that results in a fatality is considered a coroner's case. At the discretion of the Traffic Division commander / sergeant, the Investigative Division may be notified to assist in the investigation of fatal traffic collisions.

238 DEAD BODIES

238.10 DETERMING DEATH. Except when a person is obviously dead, appropriate personnel must make a determination of death prior to the initiation of the death investigation. The first officer on scene shall ensure that appropriate personnel have viewed the body and that death has been confirmed. Appropriate personnel include the paramedics, ambulance personnel, or officers on scene.

238.15 TRANSPORTATION OF DEAD BODIES. A dead body which comes under the jurisdiction of the coroner (3/237.30) shall not be removed to a funeral home except on the instructions of a Deputy Coroner.

238.20 DEAD BODIES EXPOSED TO PUBLIC VIEW. When a dead body is exposed to public view, it shall be released as soon as possible to the Coroner's agent or to the ambulance crew. Any instructions of the Coroner shall be given to the ambulance crew.

238.25 DEAD BODY CALL – ASSIGNED OFFICERS' RESPONSIBILITY. Officers assigned a dead body call shall immediately determine the following:

A. If the person is dead.
B. The possible reason for the death.

Depending on what the officer's suspect, the officer will notify the coroner's office and/or the Investigative Division. If the call is determined to be a non-coroner's case then the procedure specified in 3/237.31 shall be followed.

238.31 HOMICIDE – SCENE SAFETY. The first officer to arrive at the scene of an apparent homicide shall immediately determine scene safety for all personnel. The risk of environmental and physical injury must be removed prior to initiating a scene investigation. Risks can include hostile crowds, collapsing structures, traffic, and environmental and chemical threats. The officer shall attempt to establish scene safety prior to entering the scene to prevent injury or loss of life, including contacting appropriate agencies for assistance with other scene safety issues.

238.32 HOMICIDE – SECURITY OF THE SCENE. The first officer to arrive at the scene of an apparent homicide shall immediately isolate the vicinity where the crime was committed, or the body was found. A successful investigation requires the preservation of the crime scene and a thorough preliminary investigation. Failure to properly protect or thoroughly investigate the crime scene can cause irreparable damage to the case. The following steps shall be taken when appropriate:

A. Stabilize and protect the crime scene with uniform officers strategically deployed around the crime scene perimeter.
B. The crime scene perimeter should be as large as practical to encompass areas where any potential evidence may be found.
C. Crime scene barriers can consist of crime scene tape, cones, buildings, vehicles, or whatever is available. Crime scene protection may necessitate blocking the entire street.
D. A crime scene log should be used that record everyone, including all officers that entered and/or left the crime scene. The log should include their name, time, and purpose for being inside the crime scene and whether they removed any evidence from the scene.
E. After the initial search for victims and suspects, evacuate everyone from the scene when practical. Depending on the type of crime scene, there is no need for assisting officers or supervisors to remain inside the crime scene. This minimizes the risk of contaminating the crime scene.
F. Allow no one to enter the crime scene until after the investigative team has documented, searched and collected the evidence.

238.33 HOMICIDE – CRIME SCENE INITIAL PROCEDURES. Once investigators arrive on scene, they should ascertain if the following steps have been taken:

A. Verify that the crime scene has been stabilized and is being protected, reassess scene boundaries and adjust as appropriate.
B. Verify that the entire scene has been searched for victims and suspects.
C. Verify that all personnel have been evacuated from the crime scene.
D. Verify that a crime scene log has been started.
E. Obtain a briefing from the "first officer" on the scene.
F. If there is a known suspect, or a suspect or vehicle was seen, ensure that a broadcast has been put out. Assign investigators to follow-up on leads.
G. Determine if additional investigative personnel are needed.
H. Determine whether any specialized equipment or personnel are needed.
I. Establish a command post away from the immediate crime scene.
J. Assign personnel to conduct a neighborhood canvas for witnesses.

K. Conduct a scene briefing of the investigative team.

238.34 HOMICIDE – SCENE PROCESSING. The crime scene should be searched and processed by the investigative team (3/239). Nothing should be moved, touched, or removed until it has been documented, recorded, and processed by forensic personnel.

Investigators may conduct a scene "walk through" which can provide investigators with an overview of the entire scene. The "walk through" provides the investigator with the first opportunity to locate and view the body, identify valuable and/or fragile evidence, and determine initial investigative procedures providing for a systematic examination and documentation of the scene and body.

The investigator must follow local, State, and Federal laws for the collection of evidence to ensure its admissibility (Mincey vs. Arizona, 1978). Following laws related to the collection of evidence will ensure a complete and proper investigation in compliance with State and local laws, and admissibility in court.

238.35 EXIT PROCEDURES – The Investigator or a member of the investigative team should conduct a scene "walk through" of the crime scene. This ensures the following:

A. All evidence has been identified, inventoried, and removed from the crime scene.
B. All personal equipment and materials have been removed from the scene.
C. Any dangerous material and/or conditions have been reported and documented.

238.40 NOTIFICATION OF RELATIVES OF DECEASED. Whenever practicable, notification to the next of kin of the deceased person shall be made by the investigating officers in person. If the next of kin lives in another jurisdiction, a police unit of that jurisdiction shall be requested to make the personal notification. The time and method of notification should be documented. Failure to locate next of kin and efforts to do so should be a matter of record.

238.53 NO "NEXT OF KIN" PROCEDURE. In the event there is no "next of kin" or the next of kin is under legal age, or resides outside the State of California, the officer making the investigation shall notify the Public Administrator's Office, located at 320 W. Temple Street, Los Angeles, Phone: (213) 974-0460. This is done in order for the Public Administrator to be able to make the proper legal arrangements of the property belonging to the deceased.

238.50 REPORTING DEATH OF ARMED FORCES PERSONNEL. When a deceased person is a member of the Armed Forces, the officer reporting the death shall make a telephonic notification to the Uniform Division Watch Commander. The notifications shall, when practicable, include:

A. Name, rank, and serial number of the deceased.
B. Branch of service.
C. Location, date, and time of death.
D. Whether wearing civilian clothes or uniform.
E. Location to which deceased has been moved.
F. Any Coroner instructions.

NOTE: The foregoing information shall also be included in the Death Report.

238.60 UNIDENTIFIED DEAD BODIES. If the identity of a dead body cannot be established after the Deputy Coroner arrives, the investigating officer shall telephone the Coroner and request a "John" or "Jane Doe" number. This number shall be used in the Death Report as a substitute for the deceased's name. When requesting a "John" or "Jane Doe" number, the following information shall be given to the Coroner:

A. Type of death.

B. Location of death.
C. Approximate age and descent of the deceased.

239 TRAUMA SCENE DISINFECTION AND DISPOSAL.

239.10 DEFINITIONS. A Trauma Scene is defined as any location, whether public or private, soiled by human blood, human body fluids, and other associated residues from the scene of a serious human injury, illness, or death. A Trauma Scene Waste Management Practitioner means a person who undertakes as a commercial activity the removal of human body fluids, and other associated residues from the scene of a serious human injury, illness, or death, and is registered with the Department of Health Services pursuant to Section 11832 of the Medical Waste Management Act (California Health and Safety Code). The Department of Health provides a list of registered practitioners; copies of the list are maintained in the Watch Commander's office and the Communications Center.

239.20 TRAUMA SCENE PROCESSING. Once Police Department personnel have processed a trauma scene, it shall be cleaned up in the following manner:

A. El Segundo Fire Department shall be contacted to respond and assess the scene.
B. Fire Department personnel have a limited ability to clean a trauma scene. They will make the determination on whether they have the ability to clean the trauma scene.
C. If the Fire Department cannot clean the scene, they will advise police department personnel in charge of the scene.
D. If the trauma scene is located on public property, it is the city's responsibility to have the scene cleaned. If the crime scene is located on private property and it is visible or accessible to the public, the city will still hold the responsibility of having it cleaned. If the Fire Department cannot clean the scene, Police Department personnel will contact a Trauma Scene Waste Management Practitioner to respond and conduct the clean up. The Police Department is responsible for scene security until cleanup is complete.
E. If the trauma scene is located on private property, which is not visible or accessible to the public, the property owner is responsible for having it cleaned. If the Fire Department cannot clean the scene, Police Department personnel shall advise the property owner of their responsibility for contacting a Trauma Scene Waste Management Practitioner to respond to conduct the cleanup. The property owner is responsible for maintaining scene security until cleanup is complete.

240 DRUNK ARRESTS

240.50 DRUNK ARRESTS - POSSIBLE INSULIN SHOCK OR COMA. When a person taken into custody on a drunk charge appears to be in a coma, or complains or other-wise indicates that he is a diabetic suffering from insulin shock, he shall be taken immediately to an emergency hospital and shall be released from custody if the hospital doctor finds that he is not intoxicated, but is suffering from insulin shock, or some other illness or injury, the symptoms of which resemble those of intoxication. The officers shall make an Incident Report and include all of the circumstances in the body of the report.

241 WARRANT ARRESTS

241.10 WARRANT ARRESTS-WARRANT OF ARREST. A Warrant of Arrest is a written order issued and signed by a Magistrate, directed to a peace officer or some other person specifically named, commanding the arrest of the person named.

241.20 WARRANT ARRESTS - SUBJECT ARRESTED. Officers detaining a subject and ascertaining the existence of an outstanding warrant(s) by obtaining a warrant abstract shall:

A. Place the subject under arrest for the outstanding warrant(s).
B. Transport the arrestee to the police department jail facility or cite and field release when requested by the

originating agency listed in the warrant.

C. The arrestee may be permitted to bail without a booking, if such a release is immediate and the warrant is for a misdemeanor or traffic offense.

1. If the arrestee is to be released without booking, the arresting officer shall provide the Jailer with the appropriate arrest report.
2. A DR number will be issued, and the jailer will complete the Bail Out Procedure.

D. If the arrestee is to be booked the following procedures shall apply:

1. The arresting officer shall complete a Booking Data Report and the appropriate Warrant Arrest Report.
2. The jailer shall follow complete booking procedures.

241.30 WARRANT ARRESTS - FOREIGN WARRANTS. When a person has been taken into custody for a misdemeanor or traffic warrant issued by another jurisdiction outside the City of El Segundo, but within the County of Los Angeles, and is not suspect in any other crime, the following shall apply:

A. The arrestee may be permitted to post bail without a booking. The subject shall be advised he has 2 hours to obtain the cash bail for the warrants. The subject shall be escorted to the front lobby and will remain there until either the cash bail is secured, or notification is made to the agency (if local) that the subject is available for pick-up.

B. If the arrestee does not post bail:

1. The arrestee shall be thoroughly searched and all property placed in a property drawer.
2. The arresting officer shall complete the Warrant Arrest Report.
3. The arrest report shall be sent to the Watch Commander and, upon approval, shall be returned to the Jailer until the arrestee is released to the concerned jurisdiction.
4. The Jailer shall obtain a DR number; notify the responsible agency that arrestee is ready for pick-up and release arrestee.
5. When the arrestee is released, the Jailer shall indicate the time of such release and the name of the officer picking up the arrestee.
6. The completed Warrant Arrest Report shall be forwarded to the Records Division for further processing.

NOTE: Misdemeanor and Traffic Warrants for jurisdictions outside the County of Los Angeles shall require normal arrest and booking procedures.

241.35 WARRANT ARRESTS - FELONY WARRANTS. When a person is arrested for a felony warrant from any jurisdiction (local or foreign), the normal arrest and complete booking procedures shall be followed.

241.40 WARRANT ARREST - SELF SURRENDER. When a person surrenders himself at the front counter, the PSO shall:

A. Verify the existence of a warrant.
B. If the warrant is for a misdemeanor violation, the subject may be permitted to post bail with no booking.
C. If the arrestee is to be released without booking, the arresting officer shall provide the PSO with the appropriate arrest report.
D. The PSO will complete the necessary steps for the Bail Out Procedure.
E. If the arrestee is to be booked the following procedures shall apply:

1. The arresting officer shall complete a Booking Data Report and the appropriate Warrant Arrest Report.

2. The jailer shall follow complete booking procedures.

F. The Police Service Officer shall complete the Certificate of Service, on the reverse side of the warrant, including all necessary information regarding the service of the warrant.

241.60 WARRANT ARRESTS - BAIL OUTS. When an arrestee desires to post bail for a warrant, the Jailer shall:

A. Ascertain if there are any additional outstanding warrants for the subject's arrest.
B. Complete the Bail Receipt.
C. Orally instruct the subject when and where to appear in court.

242 FIRES

242.25 FIRES EXTINGUISHED - FIRE DEPARTMENT NOT CALLED. When officers at the scene of a fire of a structure find that the fire has been extinguished and that a call had not been sent to the Fire Department, they shall notify or cause notification to be made to the Fire Department dispatcher.

242.50 ARSON SUSPECTED. When officers are at the scene of a fire and their investigation leads them to suspect that arson has occurred, they shall notify the Fire Department without delay.

256 MISSING AND LOST ADULTS

256.50 REPORTING A MISSING ADULT. When an adult is reported missing and cannot be located, the interviewing officer shall cause a Missing Persons Report to be completed. The following information shall be incorporated in the report when applicable:

A. Age
B. Mentally unbalanced
C. Missing under circumstances, which indicate that he might be a suicide, foul play, victim of a crime or an accident.

256.75 INVESTIGATION AS TO MISSING PERSONS REPORT. When an officer takes a lost adult into custody, he shall telephone the Records Division to determine whether the person has been reported as missing.

258 NARCOTICS

258.15 NARCOTIC MARKS OR SCARS. Officers arresting any person, who has recent hypodermic marks, indicating possible narcotic usage shall notify the Narcotic Detail. If the Narcotic Detail is not available, notifications shall be made to the Uniform Division Watch Commander.

258.30 NOTIFICATION TO NARCOTIC DETAIL. When a suspect is booked on a felony narcotic charge or otherwise special circumstances by officers other than those assigned to the Narcotic Detail, the arresting officers shall notify the Narcotic Detail as soon as practical.

260 MENTALLY ILL PERSONS

260.05 REQUIREMENTS FOR A MENTALLY ILL PERSON. Provisions contained in Section 5150 of the Welfare and Institutions Code, as amended in Chapter 1374, Statutes of 1968, provide the authority for a peace officer or health officer, under emergency conditions, to take custody of a person believed to be mentally ill, likely to injure himself or others and place him in any county or state hospital. The application for commitment shall be in writing and shall state the circumstances under which probable cause was determined.

It shall further state that, as a result of the officer's observation, the person is believed to be mentally ill and is likely to injure himself or others if not immediately hospitalized.

The referenced sections further state that the person may be detained for a period not to exceed 72 hours for care and treatment and must be discharged at the expiration of that time, unless a petition is presented to a judge of the Superior Court and the court orders the detention of the person.

Whenever practical the officer or Watch Commander may notify the County's Psychiatric Mobile Response Team (PMRT) at (310) 534-1083 during normal business hours or (800) 854-7771, after hours to provide circumstances of the incident. The PMRT will evaluate and determine if they will respond and complete the investigation /approval for commitment.

A. Whenever a person, believed to be mentally ill is taken into custody and transported to the police station and subsequently to Harbor General Hospital, it will not be construed to be the same as an arrest. It will be the responsibility of the officer in charge of the shift during which the detention is made, to have a report prepared setting forth all pertinent information relating to the incident.
B. If the circumstances of a particular case are such that the mentally ill person cannot be identified, or a relative or guardian cannot be located and the situation is an emergency, officers of this Department may take the necessary steps to have the person committed to Harbor General Hospital, 1000 W. Carson, Torrance or other qualified medical facility.
C. The report for 72-Hour Detention for Evaluation and Treatment must be prepared for presentation upon arrival at the hospital. The report will consist of an original and three copies of the Department of Health Application for 72-hour Detention for Evaluation and Treatment, and should give a brief report of the officer's observations and his reasons for believing the patient should be admitted on an emergency basis.
D. When responding to a welfare check of a suspected mentally ill person that may be a danger to self or others, the officer shall consider available relevant information presented by the reporting person in establishing probable cause to take a person into custody pursuant to Section 5150. Evidence may include electronic correspondence, and voice messages. Officers may also conduct a search of the CA DOJ Automated Firearms System as part of the investigation to determine whether the person is a registered firearm owner.
E. If, after an arrestee has been in custody for a period of time where the effects of any suspected intoxicants disappear, and they appear to be mentally ill, likely to cause injury to himself or others, and immediate care or restraint is required, the PMRT should be contacted and the procedure outlined in 3.260.15 shall be followed.

260.10 PROPERTY OF MENTALLY ILL. The provisions of Section 5210, Welfare and Institutions Code, places the responsibility for the preservation and safeguarding of personal property in the actual possession of or in the premises occupied by such alleged mentally ill person upon the apprehending officer. Unless the person's guardian or responsible relation has taken possession of the personal property, the officer shall take possession and further furnish to the court a full, complete, and itemized report of the patient's property so preserved and safeguarded, and of its disposition. For further details please refer to the Section 5210, Welfare and Institutions Code.

A. Personal property inventory forms, including taking into custody the clothing, valuables, automobile, furniture or other property of the mentally ill person involved, have been prepared for the use of officers of this Department and should be typed in triplicate. Distribution of the personal property inventory shall be as follows:

1. Original typed copy - to accompany supporting forms to county.
2. Copy - relative or guardian.

Note: Whenever the person taken into custody lives alone and there are pets at the place of residence, Animal Control or other proper authorities shall be notified to take care of the pets.

B. WEAPONS OF THE MENTALLY ILL. Welfare and Institutions Code Section 8102 mandates the

confiscation by any law enforcement agency or peace officer of any firearm or other deadly weapon, which is possessed or under the control of a person detained for examination of their mental condition (5150 WIC). The weapon shall not be released from the custody of the law enforcement agency except by an order of the CA DOJ based upon a finding that the person may possess a firearm or other deadly weapon without endangering others.

C. PROCEDURES FOR CONFISCATION: Welfare and Institutions Code section 8102 allows officers of the El Segundo Police Department to confiscate any firearm or deadly weapon found to be owned, in the possession or under the control of any person detained for psychiatric examination.

1. When officers of this Department detain a person for examination and any firearm or deadly weapon is confiscated (WIC 5150), the person shall be issued a receipt listing the weapon and any serial number or other identifying information on the firearm and notified in writing of the procedures for the return of the firearm or deadly weapon.
2. Any person claiming title to any firearm that is in the custody or control of the Department and who wishes to have the firearm returned to them shall make application for a determination by the CA Department of Justice as to whether they are eligible to possess a firearm. That individual must present notification from DOJ determining eligibility to possess firearms prior to having the seized firearm returned (33850 PC).

260.15 TAKING MENTALLY ILL PERSONS INTO CUSTODY - FELONY CRIME INVOLVED. When Investigating Officer(s) have reasonable cause to believe that a person is mentally ill as to be likely to cause injury to himself or others, and this person has committed, or is suspected of committing a felony crime, the following procedure shall be followed:

A. Take the person believed to be mentally ill into physical custody.
B. Take, or cause to be taken a Crime Report; and if the crime demands immediate attention and/or investigation, the Investigative Division shall be notified.
C. Transport the mentally ill person to the Station for booking. The booking charge will be for whatever crime the prisoner is suspected of committing.
D. Upon completion of the booking, and at the Watch Commander's discretion, transport the prisoner to the USC Medical Center (LCMC) Jail Wards, and book into the custody of the Los Angeles County Sheriff's Department.
E. It shall then be the responsibility of the assigned personnel of the concerned Investigative Division to investigate the reported felony.

260.22 TAKING INTO CUSTODY MENTALLY ILL PERSONS - MILITARY PERSONNEL. When investigating officer(s) have reasonable cause to believe that a person is mentally ill as to be likely to cause injury to himself or others, and it is determined that the person is active in the military service, the following procedure shall be followed:

A. If possible, request a Field Supervisor respond to the location.
B. If it is the decision of the investigating officer(s) and/or the Field Supervisor, that the person be taken into custody for Section 5150 the person shall be transported to the station, and a Request for Psychiatric Evaluation will be completed in duplicate.
C. The investigating officer shall then notify or cause to be notified, either the Military Police or the appropriate military service branch, and advise them to pick up the military personnel taken into custody.
D. The person in custody will then be released to either of the aforementioned agencies with no further action by this Department.
E. Those military personnel being handled as mentally ill by this Department, who have committed or are suspected of committing a misdemeanor crime, will be released to either the Military Police or the appropriate military service branch, with the Crime Report being referred to the Investigative Division for further investigation.

F. Those military personnel being handled as mentally ill by this Department, who have committed or are suspected of committing a felony crime, will be handled as outlined in Section 260.15 of this procedure.

260.25 BOOKING PROPERTY IN POSSESSION OF MENTALLY ILL PERSONS. When a person taken into custody is suspected of being mentally ill, the property in possession of that person shall be handled as follows:

A. When a person believed to be mentally ill is taken into custody, and subsequently transported to the mental facility, and property in possession of that person shall be transferred with that person, excepting that: Any property too cumbersome to be easily transferred shall be recorded on a Property Report and booked for safekeeping.
B. When a person, who is suspected of committing a misdemeanor crime, is taken into custody because of being mentally ill, the property in possession of that person shall be booked as follows:

1. Any evidence of the crime committed shall be recorded on a Property Report and booked as evidence.
2. Any other property in possession of that person shall be transferred with that person, excepting that: Any property too cumbersome to be easily transferred shall be recorded on a Property Report and booked for safekeeping.

C. When a person who is suspected of committing a felony crime is taken into custody, and after being booked on the felony crime is transported to the USC Medical Center (LAGH) Jail Ward, the property in possession of that person shall be booked as follows:

1. Any evidence of the crime committed shall be recorded on a Property Report and booked as evidence.
2. Any personal property taken from the prisoner, other than evidence, will be transferred to the USC Medical Center Jail Ward with the prisoner, excepting that: Any property too cumbersome to be easily transferred shall be recorded on a Property Report and booked for safekeeping.

260.30 PROCEDURE FOR HANDLING INTOXICATED PERSONS SUSPECTED OF BEING MENTALLY ILL. When a person suspected of being mentally ill also appears to be intoxicated, i.e., smell of alcohol on or about his person, to the extent that he is unable to care for his own safety or for the safety of others, he shall be arrested and booked for 647f PC

A. If after the intoxicants have disappeared but the person still displays symptoms of mental illness as described by section 3.260.05 of this policy, then the appropriate mental health facility shall be contacted and the procedure outlined in 3.260.15 shall be followed.
B. At the discretion of the Watch Commander, the person may be released from the charge of 647f PC, by authority of 849(b) 2 PC

260.35 ARRESTS OF ESCAPED MENTAL PATIENTS OR INMATES. In compliance with Section 6505 of the Welfare and Institutions Code, the following procedure has been established regarding the arrest of escaped mental patients or inmates:

A. Upon receipt of a written request from the State Department of Mental Hygiene or any State Hospital or Veterans Administration facility, the Police Department shall apprehend and take into custody, the person named upon the written request when possible.
B. The arresting officer (s) shall transport the arrestee to the named State Hospital or to the named Veterans Administration facility if within Los Angeles County.
C. Officers shall complete an Incident Report indicating the particulars of the incident, time and mileage driven.
D. A copy of the authorized telegram shall be included with the report.

E. Since no booking is involved, the only issued number for this type of arrest shall be a DR number.

260.40 PRIVATE PERSONS REQUEST FOR INFORMATION. Private persons who inquire about treatment of mentally ill persons, or who wish to be a voluntary placement themselves, shall be directed to contact Harbor General Hospital or other qualified medical facility.

260.45 TRANSPORTATION OF MENTALLY ILL PERSONS - REQUEST FOR AMBULANCE. Officers should request an ambulance to transport mentally ill persons only if the person is violent and requires restraint to the extent that he must be transported in a recumbent position, or if the person is injured or physically ill and is in need of immediate medical attention.

A. When a violent mentally ill person is transported by ambulance, at least one officer shall ride in the ambulance with the person.

262 ROBBERY

262.10 ROBBERY IN PROGRESS CALL. The Communications Center dispatcher shall assign the closest unit in the area of the incident and sufficient amount of back-up units, if possible, to proceed directly to the scene. All other assigned units shall proceed to predetermined points to prevent escape.

262.15 ROBBERY JUST OCCURRED CALL. The closest unit in the area of the incident, after being assigned, shall proceed directly to the scene and go "Code Six". Other units assigned shall concentrate their efforts to searching the surrounding area and position themselves at fixed locations.

262.20 IMMEDIATE INVESTIGATION - ROBBERY. When an immediate follow-up investigation of a robbery should be made, the officer assigned to the call shall notify the Watch Commander. The Investigative Division shall then be notified by the Watch Commander if the robbery occurs during day shift.

264 FEDERAL VIOLATIONS

264.10 FEDERAL BUREAU OF INVESTIGATION APPROVAL. The approval of the Federal Bureau of Investigation is recommended prior to the booking of any prisoner on a federal violation.

264.50 REPORTING ESPIONAGE OR SABOTAGE ACTIVITIES. Officers receiving any information regarding espionage or sabotage shall interview the informant and complete a CONFIDENTIAL Incident Report. This report shall contain:

A. Name, address and telephone number of the subject.
B. Type of business, and business address.
C. Make of vehicle and license number.
D. Any other information on the subject.
E. Name, address and telephone number of the informant.
F. Officer's name, serial number and division of assignment,
G. The report shall be hand delivered to the Investigative Commander.

268 BOMB CALLS

268.10 BOMB THREATS - PRIMARY RESPONSIBILITIES. Officers assigned a call regarding the threat of a bomb at an occupied establishment shall bear in mind that the person in charge of the establishment should not be either encouraged or discouraged to empty the premises but shall be advised of the situation as has been reported to the Department.

268.15 BOMB THREAT SCENE - SEARCHING PREMISES. In the event it is determined that a search for a suspected bomb is necessary, notification shall be made to the Fire Department.

A. The primary search for any explosive device should be conducted by personnel that are familiar with the area involved. It is recommended that the search personnel be advised to;

1. Look for any package or container that is out of place or unfamiliar to them.
2. Once a suspicious item has been located, it should not be disturbed and its location reported immediately to the incident commander.

B. All necessary precautions shall be taken to avoid panic by the public.

C. Officers from the El Segundo Police Department should coordinate on scene personnel, including private security if applicable, to observe the surrounding area in an attempt to identify subjects conducting surveillance of emergency response procedures.

268.20 BOMB THREAT SCENE - EVACUATING PREMISES. The person in charge of an establishment should be advised of the possibility of a clear and present danger incident to any bomb threat. This person shall be advised that police officers do not have the authority to evacuate the premises, and that any decision to evacuate must be made by the person so in charge of the establishment.

In the event the person in charge of the establishment advises that he wishes the premises evacuated, the highest-ranking officer shall assume command of the evacuation procedures. Every effort shall be made to protect life and property during any evacuation procedure.

268.35 BOMB DISCOVERY - PROCEDURES. In the event a bomb, or suspected bomb, is discovered, every effort shall be made to evacuate the area and to isolate the bomb (time permitting). NO ATTEMPT SHOULD BE MADE TO REMOVE OR TOUCH THE BOMB.

268.36 BOMB DISCOVERY - NOTIFICATION. Once a bomb, or suspected bomb, has been discovered, notification shall be made to the El Segundo Fire Department Arson Detail, El Segundo Police Department Investigative Division, and the Los Angeles County Sheriff's Department Explosive Ordinance Detail (Phone: 562-946-7222-24 hour number).All requests for explosive pick-up and/or bomb disposal shall be made to that office.

270 VICE CRIMES

270.10 RECEIVING VICE INFORMATION. When any officer not assigned to a vice detail received information concerning a known or suspected vice condition, he shall:

A. If the condition exists within the City of El Segundo, prepare an Incident Report. In addition, if the urgency of the situation demands, he shall contact his immediate Supervisor for instructions.
B. If the condition exists within the limits of Los Angeles County, but outside the city limits, prepare an Incident Report, (courtesy), for the outside agency.

270.20 REPORTING VICE CONDITIONS. The Incident Report shall be used to report vice conditions except when an arrest is made at the time for a violation. The Incident Report shall contain, if practicable, the following information:

A. Reason for suspicion.
B. Methods of operations used by suspects.
C. Date, time and places of all observed acts.
D. Names and descriptions of all persons involved
E. Information about lookouts, and mechanical or electrical buzzer systems.

F. License numbers and descriptions of automobiles involved, if any.

270.50 BARS AND LIQUOR ESTABLISHMENTS, REPORTING "POLICE PROBLEMS". Officers shall report any information concerning premises licensed by the Department of Alcoholic Beverage Control which have become a "police problem". This information shall be forwarded to the Investigative Division and shall include:

A. The name of the licensee.
B. The type of license.
C. The address of the premises.
D. The number of the license.

An officer having information indicating organized criminal activity or extensive criminal association of a licensee or an applicant for a license granted by the Department of Alcoholic Beverage Control shall proceed as set forth in 3/271.50

271 ORGANIZED CRIME

271.50 ORGANIZED CRIME REPORTING. Officers who know or suspect that an individual or activity has a possible relationship with organized crime shall notify the Investigative Division Commander by:

A. CONFIDENTIAL Incident Report.
B. Telephone or in person, if the information is for immediate attention.

272 SPOUSAL ABUSE

272.20 REPORTING A SPOUSAL ABUSE OFFENSE. Spousal abuse offenses shall be reported on a crime report. Refer to the Domestic Violence Policy (2/163) for further information regarding filing reports.

272.40 PHOTOGRAPHING VICTIMS OF SPOUSAL ABUSE. The officer making a report on a spousal abuse offense should have photographs taken of the victim's injuries. The taking of photographs shall be handled by the Crime Scene Investigator (CSI) at the direction of the reporting officer. If CSI is not available, the reporting officer shall attempt to have photographs taken with a 35mm camera.

272.45 REMOVING CLOTHING FROM A FEMALE TO PHOTOGRAPH AN INJURY. An adult female shall be present whenever any clothing is removed from a female victim of domestic violence for the purpose of photographing an injury. The name and address of the witness shall be noted on the crime report.

274 INTERVIEWING

274.10 TAKING REPORTS AT THE STATION. When a person appears at the station and wishes to report an incident, the PSO shall:

A. Determine if a report should be taken.
B. Complete the appropriate field report.
C. Cause the reporting person to sign the field report, if applicable.

When the taking of the report is beyond the ability of the PSO, or requires expert knowledge, the PSO shall refer the reporting person to a patrol officer, who shall take the report.

278 CHECKING FIREARMS AT THE JAIL

Officers shall check their firearms in accordance with established rules before entering any jail.

280 TRANSPORTING PRIVATE PERSONS IN POLICE VEHICLES

280.10 NEED FOR SUPERVISOR APPROVAL. Any time an officer needs to transport a private person somewhere, i.e., disabled motorist, lost person, citizen assist, etc., they shall obtain permission from the supervisor on duty prior to the transport.

282 REPORTING PROPERTY DAMAGE

282.10 REPORTING PROPERTY DAMAGE. An employee shall report promptly, through channels, to his Division Commander or other responsible person, the loss or unserviceable condition of, or damage to, any Department property assigned to him or issued for his use.

284 PROCEDURES AND POLICIES RELATING TO DIPLOMATIC, CONSULAR OFFICIALS AND FOREIGN NATIONALS

A. Departmental Policy. Diplomatic and Consular Officers shall be accorded their respective privileges, rights and immunities as directed by International Law and Federal Statute. These officials shall be treated with the courtesy and respect that befit their distinguished positions. At the same time, it is a well-established principle of International Law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

B. Diplomatic and Consular Immunity: Diplomatic immunity, a principle of International Law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families and servants. Diplomatic officers shall not be arrested or detained for any offense and foreign Career Consular Officers shall not be arrested or detained pending trial except for the commission of a grave crime (felony offense that would endanger the public safety). Family members of Diplomatic Officers, their servants, and employees of a diplomatic mission are entitled to the same immunities under current U.S. law (22 USC 252), if they are not nationals of or permanently resident in the receiving state. Associated with this personal diplomatic immunity is the inviolability enjoyed by the premises of the mission of the sending state and the private residence of a Diplomatic Agent, his property, papers and correspondence.

C. Diplomatic Officers. Ambassadors and Ministers are the highest-ranking Diplomatic Representatives of foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. These officials are located either in Washington, D.C., or in New York City. It is unlikely, therefore, that a Diplomatic Officer would come into contact with the personnel of this Department in a situation in which immunity would be an issue. However, it should suffice to point out that Diplomatic Officers, their families, official staff and servants, not nationals of or permanently resident in the receiving state, are protected by unlimited immunity from arrest, detention or prosecution with respect to any civil or criminal offense.

D. Consular Officers. Consular officers are Consuls-General, Deputy Consuls-General, Consuls and Vice Consuls. They are also official representatives of foreign governments. There are presently sixty-two Consular offices functioning in Los Angeles County. Consular Officers are required to be treated with due respect, and all appropriate steps are to be taken to prevent any attack on their persons, freedom or dignity. They are entitled to limited immunities as described below.

1. Immunities, accorded to career Consular Officers, under prevailing international law and agreement, a foreign career Consular Officer is not liable to arrest or detention pending trial except in the case of a grave crime (felony offense that would endanger the public safety) and pursuant to a decision by the competent judicial authority.

E. Honorary Consuls. Often nationals or permanent residents of the receiving state are appointed and received as Honorary Consular Officers to perform the functions generally performed by career Consular Officers. Such officers do not receive identification cards from the State Department of the type issued to career Consular Officers, though they may exhibit reduced-sized copies of the Exequatur of Diplomatic

Note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention. However, appropriate steps should be taken to accord to such officers the courtesy required by virtue of their official position. In addition, the Consular Archives and documents of a consular post headed by an Honorary Consul are inviolable at all times and wherever they may be, provided they are kept separate from other papers and documents of a private or commercial nature relating to the other activities of an honorary consul and persons working with him.

F. Consular Premises. Consular premises, used exclusively for the work of the Consular Post, cannot be entered without explicit permission of the head of the Consular Post or his designee or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.

G. Consular Archives Documents Records and Correspondence. The Consular Archives and Documents are inviolable at all times and wherever they may be. The official correspondence of the consular post, which means all correspondence relating to the Consular Post and its functions, is like-wise inviolable.

284.10 IDENTIFICATION OF DIPLOMATIC AND CONSULAR OFFICIALS. Identification of accredited Career Consular Officers can be made by credentials issued by the State Department and by the Sheriff or other official identification papers.

A. The State Department credential bears its seal, the name of the officer, his title and the signature of State Department officials. The credential, issued by the sheriff has an embossed gold star in the upper left hand corner, is white in color, and bears the officer's name and title and the name of the country that he represents. The card is signed by the Sheriff. On the reverse side is a picture of the officer. The card is laminated in clear plastic.

284.20 RECOMMENDED PROCEDURE FOR SELECTED INCIDENTS, VIOLATIONS, OR MINOR OFFENSES BY CONSULAR OFFICERS.

A. Traffic Violations. When a Consular Officer is stopped for a traffic violation, the Officer, upon being advised by the driver that he is a Consular Officer and ascertaining that he possesses the proper credentials, shall exercise his discretion based upon the nature of the offense, and/or the surrounding circumstances. Generally, it is the policy of this Department not to issue citations to Consular Officers, but rather to warn the violator of the dangers of his actions and allow him to proceed. In an aggravated case, the officer may, based upon his assessment of the facts, issue the appropriate citation. Mere issuance of a citation does not constitute arrest or detention in the sense referred to above. Should the Consular Officer refuse to sign the citation, he shall be permitted to proceed; however, all copies of the un-signed citation, together with a detailed memorandum shall be forwarded to the Office of the Chief of Police without delay.

B. Driving While under the Influence. The primary consideration in this type of incident shall be to see that the Consular Officer is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are suggested:

1. Provide the Consular Officer with a telephone so that transportation can be arranged through a relative or a friend.
2. Arrange for transportation of the Consular Officer to their home or office.
3. They may be voluntarily transported to the station or other location where they can recover sufficiently to proceed safely.

The Consular Officer shall not be handcuffed or subjected to any sobriety test. At best this is a sensitive situation. Treat the officer with respect and courtesy. Impress upon him that your actions and primary responsibility are to care for his safety and the safety of others.

C. IN CUSTODY VISITS BY DIPLOMATIC AID CONSULAR OFFICIALS. Diplomat visitation rights when a foreign nationalist that they represent is in the custody of this Department:

1. Community Service Division. This division will maintain a liaison between the Department and the Los Angeles Consular Corps. In the event that a Consular Officer or member of his family or personal staff is involved in any actions taken by members of this Department, the Community Service Division shall be immediately notified and apprised of the details.
2. A memorandum concerning incidents involving a Consular Official shall be directed to the Chief of Police through channels with a copy to the Community Service Division. It shall contain a complete and detailed statement of the circumstances, the action taken and the disposition.
3. The Sheriff's International Liaison Bureau, when requested by a law enforcement agency, will provide guidance and assistance as required on the subject of Consular and Diplomatic Immunity. Information may be obtained by calling (323) 526-5557.

284.30 OFFENSES INVOLVING FAMILY MEMBERS OF A CONSULAR OFFICER. Family members of a Consular Officer cannot claim immunity. However, consideration should be given to the special nature of this type of case. Family members shall be accorded appropriate courtesy and respect. A violation should be handled, when possible, through the seeking of a complaint.

The individual should be released once positive identification is made and relationship with the Consular Official is verified. If the relative is a juvenile, circumstances permitting, the subject is to be released to the parent Consular Officer.

284.40 ARREST OF KNOWN OR SUSPECTED FOREIGN NATIONAL.

Upon the arrest and booking, or detention, for more than two hours of a known or suspected foreign national that person must be advised that he or she has a right to communicate with, correspond with, and be visited by a consular official from his or her country. See General Order Manual, Volume 3, Chapter 200, Section 284.20 C.

Per California Penal Code §834c, there are countries that require mandatory notification, under Article 36 of the Vienna Convention, without regard to the foreign national's wishes. For a full listing of these countries refer to P.C. 834c (3)(d)(1) through (56).

290 MTA GREEN LINE JURISDICTION

The Los Angeles County Sheriff's Department and the El Segundo Police Department have established a Memorandum of Understanding (MOU) regarding jurisdiction on the MTA Metro Green Line.

290.05 MEMORANDUM OF UNDERSTANDING. The El Segundo Police Department is responsible for general law and traffic enforcement within the City of El Segundo. The Los Angeles County Sheriff's Department**,** Transit Services Bureau is responsible for the security of the passengers and property of the Metro Green Line, Light Rail Transit System. The Los Angeles County Sheriff's Department**,** Transit Services Bureau's responsibilities are based upon the Los Angeles County Sheriff's Department's statutory powers and jurisdiction.

290.10 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT RESPONSIBILITY: The Los Angeles County Sheriff's Department**,** Transit Services Bureau agrees to accept law enforcement responsibility for:

A. All crimes or incidents occurring or originating on the trains, passenger stations, and in the Metro Green Line vehicle parking areas.
B. All thefts of rail property, or from facilities covered by the Los Angeles County Sheriff's Department, Transit Services Bureau.
C. All reports of vandalism to the rail property system.
D. All train-versus-pedestrian accidents on the right of way.
E. All reports or arrests resulting from officer-initiated actions with the following exceptions:

1. Crimes occurring outside the right-of-way jurisdiction.
2. Driving under the influence (El Segundo Police Department options).

3. Wanted or recovered vehicles (Reporting agency option).

F. Providing the El Segundo Police Department with a monthly summary of crime incidents (statistics) investigated by the Los Angeles County Sheriff's Department, Transit Services Bureau which occur on the Metro Green Line within the City of El Segundo.

290.20 EL SEGUNDO POLICE DEPARTMENT RESPONSIBILITIES. The El Segundo Police Department agrees to continue law enforcement responsibility within the city boundaries of El Segundo for:

A. All non-train passenger related crimes occurring on the right-of-way.
B. All crimes or incidents originating off the right-of-way, which continue onto the trains or rail property.
C. All crimes, accidents, or incidents occurring adjacent to the right-of-way.

290.30 JOINT RESPONSIBILITIES. Members of the Los Angeles County Sheriff's Department**,** Transit Services Bureau may respond to assist the El Segundo Police Department whenever an accident or incident directly or indirectly involves the Metro Green Line trains or property, or may impact the safe continued operations of train service. The objective is to render assistance in handling the incident as expeditiously as possible in order to resume or continue train operations for the benefit of the riding public.

If the El Segundo Police Department questions that an incident is their responsibility as it relates to the Metro Green Line system, the Los Angeles County Sheriff's Department**,** Transit Services Bureau will handle it at the time, and subsequent discussions will resolve the area of responsibilities for similar future incidents.

290.40 AGREEMENTS TO AMEND. The El Segundo Police Department and the Los Angeles County Sheriff's Department, Transit Services Bureau agree:

A. To meet a minimum of once a year to review the provisions of this memorandum.
B. That this memorandum may be amended or supplemented by mutual agreement by the signers or their successors.

295 BUSINESS CHECK PROGRAM

295.05 BUSINESS CHECK PROGRAM - PROCEDURE. Officers conducting a business check should complete an Insecure Premises report when applicable.

295.25 EMERGENCY TELEPHONE NOTIFICATION CARD - USE OF. The Emergency Telephone Notification Card shall be used to record emergency telephone numbers and alarm information of businesses checked. Officers making a business check shall inquire whether the business has filed an Emergency Telephone Number Card. If the business has not filed one, officers shall give one to the business agent or proprietor to fill out while the business check is being conducted. Officers shall return the completed Emergency Telephone Number Card to the Records Division.

296 EXTRA PATROL AND RESIDENCE VACANCY CHECKS

296.05 EXTRA PATROL/RESIDENCE VACANCY CHECK - PURPOSE. The purpose of the extra patrol/residence vacancy check is twofold. The first is to aid in the patrol of residential areas thereby reducing the incidence of crimes, and the second is to make the community aware of the capabilities of their police department.

296.10 EXTRA PATROL/RESIDENCE VACANCY CHECK - PROCEDURE. The Extra Patrol/Residence Vacancy Check shall be completed in the following manner:

A. Requests shall be taken by the PSO, a records clerk, or any officer in the field. Any letters which request special patrol shall be forwarded to the on-duty PSO who will be responsible for having the

Vacation/Patrol Request Form typed.

B. The PSO shall be responsible for maintaining a supply of patrol request forms for the Field Supervisors.

C. The oncoming Sergeant should take the reports to briefing. The information shall be filed by return date in the vacation and special patrol file on the PSO desk.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 300
Traffic Enforcement Procedures

301 BASIC FIELD PROCEDURES

301.10 ENFORCEMENT PROCEDURE. Whenever an officer observes a violation of a traffic law, he may arrest, cite or warn the violator.

301.20 SELECTIVE ENFORCEMENT. Officers working exclusively traffic enforcement shall give primary attention to hazardous accident causing violations in high frequency locations.

301.25 STOPPING THE VIOLATOR. The violator should be stopped as soon after the violation as safety permits. Attempt to stop the violator so as not to create a traffic hazard, or an unnecessary inconvenience to other drivers. Park to the rear of the violator and at a sufficient distance to compensate for unexpected movement of the violator's vehicle.

310 CITING CITY PERSONNEL

310.10 CITING CITY PERSONNEL. The City Manager's office requests a report of any City employee cited by this Department or any City employee contacted by this Department for any incident that might result in embarrassment to the City. In order to comply with this request, it will be necessary to report immediately all incidents of this type in writing to the Chief of Police.

318 USE OF CITATIONS

318.10 MULTI-USE CITATIONS. These citations are used as follows: Traffic Violations, Parking Violations, Misdemeanor Arrests and Post Booking Misdemeanor Releases. The citation consists of four copies, which shall be distributed as follows:

318.15 TRAFFIC AND PARKING VIOLATIONS. Gold original, white third and pink fourth copy to the Field Sergeant. The yellow second copy is given to the violator.

318.20 MISDEMEANOR ARREST. Gold, pink and white are attached to the crime report and turned in to the Watch Commander; the yellow copy is given to the violator. All Misdemeanor violations, such as 14601.1(a) VC, 23103(A) VC, etc. and all El Segundo Municipal Code violations (except parking) must have a statement of facts continuation citation or statement of facts report attached to the citation, in order to be filed with the District Attorney's Office.

318.30 POST BOOKING RELEASE (OR O.R. RELEASE). The Watch Commander shall approve the citation prior to release. After the arrestee signs the citation, he is given the yellow copy and the gold, pink and white copies will be attached to the arrest report. The citation must be checked off in the appropriate box to indicate the reason for issuance. A DR number must be noted when citation accompanies a crime and/or an arrest report. The space marked "Booking Required" will be left blank in all cases.

THE DATES FOR APPEARANCE ARE AS FOLLOWS.

A. Juveniles: As set forth in 3/346.15 of this manual. This citation will be issued to juveniles for traffic and parking violations and not used in lieu of an arrest.
B. Traffic: The date for adult violators shall be not less than 21 days from the date of issuance and shall be on any day other than Tuesday or Friday.
C. Parking: The citation shall be marked in the "Parking Only, Within 7 Days" box.
D. Misdemeanor Arrests: (By Officer or Citizen) In either of these events and post booking release, the date should be the Tuesday 4 weeks from the date of issuance, except when the issuance date is on a Monday or the date to appear is on a holiday, the third Tuesday should be used.

318.45 CITY OF EL SEGUNDO BAIL REMITTANCE ENVELOPES. The bail remittance envelope shall be affixed to the violator's vehicle in the same manner as prescribed for attaching citations. These envelopes shall be used for parking citations only. These envelopes are self-explanatory and are imprinted with the appropriate bail schedule for the various parking violations.

318.80 RETURNING COMPLETED CITATIONS. The citing officer shall submit the copies of all completed citations to the Field Sergeant then on duty, by either:

A. Personally giving the completed citations to the Sergeant, or,
B. By placing all copies in the report box adjacent to the Watch Commander's office at the end of the watch.

320 COMPLETION OF CITATIONS

320.10 COMPLETING CITATIONS. When issuing a traffic citation, an officer shall:

A. Use a ball point pen containing black ink.
B. Place an aluminum plate, or similar hard surface material, under the last copy of the citation before starting to complete it.

The original copy of the citation shall not contain any other information, which does not appear on the violator's copy of the citation. (40505 C.V.C.).

320.15 DATE OF VIOLATION ENTERED ON CITATIONS. The month written in full, or the accepted written abbreviation of the month, shall be used on a traffic citation. The sequence for the date of the violation shall be month, day, and the year.

320.20 LICENSE PLATE NUMBERS ENTERED ON CITATIONS. The license plate number, if any, shall be entered in the space provided on the citation.

320.25 INFORMATION TO BE PRINTED ON CITATIONS. All information other than the violator's and officer's signature shall be printed in block letters.

320.30 VIOLATIONS ENTERED ON CITATIONS. Code section numbers only shall be used on a traffic citation. When several violations are entered on a traffic citation, the most serious violation shall be entered first. A moving violation shall be considered more serious than a non-moving violation. When citing for two or more counts of the same violation, the section number shall be repeated in the spaces provided on the citation for additional counts, and the locations of the offenses in the spaces provided for in the notes.

320.35 SECTION NUMBERS. When issuing a traffic citation where the violation is more clearly defined under a sub-section, it is necessary to indicate the sub-section on the citation, i.e., Section 23109 CVC has no general explanation, yet the section is divided "a", "b", and "c", and a citation is incomplete without using one of these sub-sections.

320.40 SIGNATURE OF CITING OFFICER ON CITATIONS. The citing officer shall sign a traffic citation in the same manner as his name appears on the Department payroll.

320.45 COURT DATES. Adult violators normally will be cited to appear as follows:

A. For moving violations - allow at least 21 court days.
B. Infractions will be cited to appear on any day of the week except Tuesdays, which is the misdemeanor arraignment day, or Friday.
C. Night court dates shall be given for all infractions, (not misdemeanor citations). The date for night court shall be the Wednesday before the day court date.
D. Juvenile court dates are set forth in 3/346.15

320.46 PLACE OF APPEARANCE INDICATION ON CITATIONS. The place of appearance on a citation shall be indicated by the placing of an "X" in the proper square.

320.50 COUNTY SEAT, CITING INTO. Court days and hours for persons cited and requesting appearance at the county seat, 1945 South Hill Street, Los Angeles are as follows:

Monday: 1:15 pm and 5:30 pm (night court). If Monday is a holiday, cite in on Tuesday of the same week at 1:15 pm or 5:30 pm (night court)

Tuesday, Wednesday, Thursday & Friday, 8:30 am, 10:15 am and 1:00 pm.

NOTE: The County Seat is only to be used for those violators who live or work closer to the county seat than Inglewood Municipal Court. (Refer 40502(b) V.C.).

320.55 NOTES ON CITATIONS. When issuing a traffic citation, an officer should include, in addition to any other notes, all data necessary to establish a prima facie case for each of the sections cited.

320.60 ABBREVIATIONS ON CITATIONS. Abbreviations used in traffic citation notes shall be limited to only approved abbreviations.

320.70 VACATION DATES. All officers will be directed to insert their vacation dates on traffic citations. This information is necessary for the court so that they will be able to properly schedule trials and continuances.

320.80 ERRORS OR OMISSIONS ON CITATIONS. When an error is made and noted at the time of the issuance of a citation, another citation shall be issued and the first citation canceled. No erasures or changes shall be made on an original citation. If errors are discovered after the citation has been issued, a correction letter will be sent by Records Division personnel.

322 CITATIONS: OFFICER - VIOLATOR CONTACTS

322.10 RECEIVING THE DRIVER'S LICENSE. A driver's license should not be accepted from a person when it is contained in a billfold or card case. The violator should be requested to remove and exhibit his license only. When the driver's license is received, the person should be addressed by the last name indicated on the driver's license preceded by the persons' correct title.

322.20 DEMEANOR OF OFFICERS. An officer's demeanor shall be courteous but decisive. Officers shall not issue a citation unless they are certain of the violator’s identity. Officers should base their enforcement action(s) on the totality of the circumstances, including their observations and their communications with the violator. Officers shall proceed in a positive, firm and businesslike manner, and shall be courteous in behavior, language, and tone of voice. Officers shall avoid displaying a flippant attitude and/or using language designed to belittle, ridicule, or

embarrass the violator. Officers shall ignore derogatory language used by the violator.

322.30 INSTRUCTIONS NOT TO BE GIVEN TO TRAFFIC VIOLATORS. Officers should not:

A. Quote amounts of bail.
B. Attempt to outline the policy of the court in regard to adjustment of certain types of violations.
C. Suggest or recommend any automobile club or similar organization.
D. Advise the defendant to call any court regarding the citation.

322.80 DEPARTING FROM TRAFFIC VIOLATOR. After a traffic citation is completed, the violator should be assisted into the traffic flow and, unless impracticable, the officer shall legally change his patrol to a direction other than which the violator is traveling. Officers shall not leave the violator in such a position that a hazard is created.

324 TRAFFIC OFFENSES IN OTHER JURISDICTIONS

324.20 TRAFFIC VIOLATOR ENTERS ANOTHER JURISDICTION. Whenever a traffic violation takes place within the City of El Segundo and the violator, before being apprehended, enters another jurisdiction, a traffic citation should be issued or a physical arrest made in accordance with the circumstances of the violation committed within the City limits. When, after entering the jurisdiction, the violator commits an offense of greater severity than that committed within the City of El Segundo, the officer shall:

A. When the offense committed requires a physical arrest, make the arrest and the booking at the nearest police station of the jurisdiction of the arrest, or;
B. When the offense is a citeable violation, file an application for complaint with the prosecutor having jurisdiction of the location of occurrence, and;
C. Issue a citation for the violation committed within the City of El Segundo.

326 CANCELING CITATIONS

326.10 CANCELLATION OF CITATIONS - WHEN REQUESTED. A request for cancellation of a traffic citation may be made when:

A. Error in citing: An error is made in the completion of a parking citation, which will invalidate the citation, and which cannot be corrected by issuing another citation.
B. Imperfect citation: A defect occurs in printing, binding, or handling, which might affect the legibility, legality, or processing of the citation.
C. Lost citation: If the officer loses the court copy of the parking citation, or traffic citation.
D. Officer executing official task: A parking citation is issued to a vehicle utilized by an officer of the Department executing an official task.
E. Inoperative vehicle: A note is attached to a vehicle illegally parked because of mechanical failure and the operator has taken reasonable steps to remove the vehicle as soon as possible.
F. Stolen vehicle: A parking citation was attached to a stolen vehicle when the date and time of the citation indicates that it was issued after the vehicle was reported as stolen. The DR number of the Stolen Vehicle Report shall be included in the request for cancellation.
G. Error in judgement or identity by citing officer. An error in judgement or identity by the citing officer results in the belief that the citation was not justified.
H. Department rules violated: The citing officer's Division Commander determines that the citation was issued in violation of department rules.
I. Legal Immunity: The law provides that the driver of vehicle is legally immune.
J. Physical arrest of driver.
K. Physically unable to remove vehicle: A parking citation was issued to a parked vehicle and the driver

was physically unable to remove the vehicle because of arrest, illness, injury, or death.

L. In the interest of justice (parking violations only).

326.30 REQUESTS FOR CANCELLATION OF CITATIONS. Requests for cancellation of a traffic citation, for reasons other than outlined in 4/326.10, may be made by the Traffic Division Commander. Requests for cancellation of a citation for reasons outlined in 4/326.10 may be made by the Traffic Division Commander or:

A. Error in citing
B. Imperfect citation
C. Lost citation (4/326.70)
D. The officer executing an official task.
E. Defective vehicle
F. Stolen vehicle
G. Error in judgement or identity by citing officer
H. Department rules violated
I. Legal immunity
J. Physical arrest (4/326.65)
K. Physically unable to remove vehicle
L. In the interest of justice (parking violations only)

326.60 PROCEDURE FOR CANCELLATION OF CITATIONS. Traffic citations to be canceled shall be submitted along with an Intra-Department Correspondence, giving an explanation as to why the citation was canceled. The Intra-Department Correspondence shall be submitted through channels, to the appropriate Magistrate of the Court requesting dismissal. Parking Citations: Shall be submitted to the Traffic Division Commander..

NOTE: It shall be the policy of the El Segundo Police Department that all parking or traffic citations, once issued, will be sent to the Magistrate of the Court. No action to alter, cancel, modify, nullify, or destroy a notice to appear will be taken on a traffic citation by an officer of the El Segundo Police Department. Any action to nullify or cancel a citation will be done as outlined in 326.60 after a citation has been filed.

326.70 LOST COMPLETED CITATIONS. When an original copy of a completed citation has been lost, the citing officer shall:

A. Submit an Inter-Department Correspondence directed to the Field Operations Bureau Commander, through channels, stating that the citation was lost.
B. Include information as it appeared on the citation.

If all copies of the citation are lost, the same procedure shall be followed.

328 CITATION BOOKS

328.05 SIGNING OUT CITATION BOOKS. An officer shall sign his name (legibly), date, and sequential numbers of all citation books in the citation book log, located in the Traffic Division. Officer(s) may sign out for more than one book at a time.

328.10 RECEIVING CITATION BOOKS. Upon receiving a citation book, the officer shall write his name and serial number on the front cover of the book. No notation on any kind shall be made on any citation prior to issuance.

328.40 DISPOSITION OF TRANSFERRED OFFICERS CITATION BOOKS. If an officer is transferred to a division or position, which will take him out of uniform or traffic enforcement conditions, he shall turn in the

unused citation book to the Traffic Division.

328.60 RECALL AND RE-ISSUANCE OF CITATION BOOKS. All traffic citation books that are not completed within one year after issuance shall be returned and reissued to more enforcement-active officers.

330 REFUSAL TO SIGN CITATION

330.10 INFORMATION TO TRAFFIC VIOLATOR - REFUSAL TO SIGN CITATION. When a violator refuses to sign a traffic citation, the citing officer shall refer the violator to the printed information on the face of the citation directly below the space provided for his signature. He shall be informed that the signing of the citation does not constitute an admission of guilt, but that it is merely a signed promise to appear in answer to the charge.

330.20 REFERRAL TO SUPERVISOR - TRAFFIC VIOLATOR REFUSES TO SIGN CITATION. A supervisor shall be dispatched to the location to assist the citing officer.

330.50 BOOKING TRAFFIC VIOLATORS CHARGED WITH MORE THAN ONE OFFENSE. When a person who refuses to sign a citation is charged with more than one offense, he shall be booked on the more serious offense. The elements of all other offenses charged shall be included in the arrest report. No arrest shall be made for refusal to sign a citation without the approval of an on-duty supervisor.

336 CITATION ISSUANCE WHEN ARREST INVOLVED

336.10 CITATION ISSUANCE WHEN ARREST INVOLVED - PROCEDURE. A traffic citation shall not be issued in conjunction with a booking (felony or misdemeanor) as the traffic offenses shall be included as Count #2, 3, 4, etc. on the booking form.

336.20 CITATION ISSUANCE WHEN ARREST INVOLVED - EXCEPTIONS. A traffic citation shall be issued in addition to a booking under the following circumstances:

A. The person refuses to sign the written promise to appear, or
B. The traffic citation was issued and signed prior to the arrest for an offense committed during the same series of events.

    1. In such cases the citation shall be attached to the court copy of the booking form, the defendant shall be given his copy and the additional appearance date explained.

343 DRIVING WHILE UNDER THE INFLUENCE ARRESTS

343.10 EXAMINATION OF PERSONS SUSPECTED OF DRIVING WHILE UNDER THE INFLUENCE. A sobriety examination of a driver suspected of being under the influence of intoxicants shall be conducted when the driver is able and willing to perform it.

A. The portion of the examination consisting of those observations listed on the DUI arrest report shall be conducted at the scene of the incident in the presence of witnesses, when practicable.
B. A chemical test shall be offered to the suspect, in all cases, when an arrest is made for driving while under the influence. A suspect refusing a chemical test shall be advised regarding Implied Consent and the possible consequences of his refusal. A chemical test may consist of one or more of the following:

    1. Blood test.
    2. Intoxilyzer examination.
    3. Urine test.

C. A chemical test shall also be offered when a driver is or claims to be physically disabled and unable to perform the sobriety examination.
D. If a driver suspected of driving while under the influence is unable or unwilling to perform the physical tests or answer the questions listed on the DUI Arrest Report, the investigating officers shall report their observations of the suspect's condition on the form.
E. Justification of an arrest for driving while under the influence shall be based on the results of the sobriety examination and the officer's observations. Results of the chemical test shall be used for corroborative evidence only.
F. Justification for a charge of driving while under the influence may be based on a witness who can establish the elements of driving on a highway, and the arrestee is intoxicated at the time of his arrest.

343.20 ADMINISTERING OF CHEMICAL TESTS. Chemical tests for persons arrested for, or suspected of, driving while under the influence shall be administered as follows:

A. The Intoxilyzer test shall be completed at the station, or nearest police facility if ours is not working.

1. Operation of the Intoxilyzer shall, in all cases, be restricted to personnel who have been trained in its use, and shall, whenever possible, be operated by the officer who arrested or detained the suspect.
2. A Intoxilyzer Check List shall be completed each time the intoxilyzer test is administered.

B. A blood sample will be taken at U.S. Healthworks Medical, 390 N. Sepulveda Blvd, Ste. 1000, El Segundo or a hospital if the arrestee is transported due to injuries sustained in an accident, etc., or by the suspect's doctor if the arrestee so desires and the doctor is available.
C. A urine sample shall be taken at the station or at a hospital if the person suspected of driving while under the influence is injured.
D. If an arrestee chooses and completes a breath test, he shall be given the opportunity to take a blood or urine test, as outlined in 23157.5 CVC. A waiver form will be filled out and attached to the arrest report for all tests where a breath test was completed.

343.30 FELONY ARREST AND BOOKING PROCEDURES ON FOURTH-TIME DUI SUSPECTS. Police Service Officers will run all suspects arrested for drunk driving as soon as possible after they are brought into jail. If the suspected drunk driver has three or more convictions for the following offenses (23103.5 CVC which occurred on or after January 1, 1982, 23152, or 23153 CVC) that occurred within seven years, the arresting officer will be advised and 23175 CVC will be added to the suspects booking form. When a suspect is charged under 23175VC, he or she cannot be cited out for drunk driving. The bail for the felony offense is $50,000.00. Records personnel will prepare these cases per our current felony filing procedure.

343.40 PERSONS SUSPECTED OF DRIVING WHILE UNDER THE INFLUENCE-FELONY CASE - WHEN SUSPECT IS INJURED. Officers investigating injury traffic accidents where a person is suspected of committing felonious driving while under the influence shall:

A. Place the injured suspect under arrest. If the suspect is able to understand, he shall be advised of his constitutional rights.
B. A blood sample shall be drawn with the attending physician's cooperation. The suspect's consent is not required. If the suspect requires extended hospitalization, he shall be transported to the Jail Ward of the Los Angeles County-University of Southern California Medical Center, as soon as practicable.

344 TRAFFIC CASES INVOLVING PHYSICIANS

344.10 MISDEMEANOR TRAFFIC VIOLATIONS BY PHYSICIANS. A physician traveling in response to an emergency call shall be exempt from the provisions of Sections 22351 and 22352 of the Vehicle Code if the vehicle so used by him displays an insignia approved by the Department of Motor Vehicles, indicating that

the vehicle is owned by a licensed physician. The provisions of this section do not relieve the driver of the vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect the driver from the consequences of an arbitrary exercise of the privileges of this section (21058 CVC).

A. When an officer makes a traffic stop for a violation of Sections 22351 or 22352 of the Vehicle Code, and it is determined that a doctor en route to an emergency call is the driver of the vehicle, he shall make a determination whether the doctor was driving within the bounds of the exemption stated in Section 21058 of the Vehicle Code.

1. If the doctor was driving within the exemptions of Section 21058 of the Vehicle Code, he shall be immediately released to continue to the emergency.
2. If the doctor was driving beyond the bounds of the exemptions of Section 21058 of the Vehicle Code, or if it is questionable whether the doctor was, in fact, responding to an emergency call, the officer shall detain the doctor long enough to obtain his name and address, license number of the vehicle, the patient's name, and the type and location of the emergency call, and include this information and the circumstances of the situation in a crime report, to be forwarded to the Traffic Division.

B. The Traffic Division, upon receiving a crime report of suspected traffic violations on the part of a doctor who stated that he was en route to an emergency call, shall complete investigation of the allegation and, on the basis of the information contained on the crime report and their investigation, may seek a complaint from the L.A. County District Attorney's Office.

344.50 ARREST OF PHYSICIAN EN ROUTE TO TREAT EMERGENCY CASE. When a physician is taken into custody while en route to treat an emergency case, the arresting officer shall immediately cause the patient to be notified. If this is not possible, the person who summoned the physician shall be notified.

346 TRAFFIC CASES INVOLVING JUVENILE DRIVERS

346.10 CITING PROCEDURES - JUVENILES. When a juvenile is issued a traffic citation, he shall be advised that he must be accompanied by a parent or guardian when appearing in response to the citation with the following exceptions:

A. Parents or guardians need not appear if the juvenile has been cited for minor equipment, license or registration violation. Enforcement personnel should inform such juveniles to so advise their parents or guardian, and should strike the mandatory parental appearance whenever it is printed on the violator's copy.

346.15 JUVENILE TRAFFIC CITATIONS. Juveniles can be cited for traffic and certain misdemeanor cases to the Compton Courthouse, Division 7, for appearance Monday through Friday between 8:30 a.m. and 11:30 a.m. The appearance date should be at least sixty days from the date of issuance.

346.20 COMPLETION OF CITATION - JUVENILES. The month, day, and year of birth of a juvenile violator shall be indicated in the space provided for the date of birth.

346.30 REFUSAL TO SIGN CITATION - JUVENILES. (3/334.10). If a juvenile violator refuses to sign a traffic citation and is taken into custody, the arresting officer shall make parental notification. A juvenile contact report form shall be filled out and the traffic citation attached. Along with the applicable Vehicle Code charges, the charge of 602 WIC shall be added.

347 TRAFFIC OFFENSES INVOLVING PUBLIC UTILITIES

347.80 ARREST OF PERSON OPERATING PUBLIC UTILITY VEHICLE. When a person operating a public

utility vehicle is taken into custody and no other crew member is present, the arresting officer shall:

A. Notify the dispatcher of the concerned company via telephone, through the communications operator.
B. Remain at the scene until an authorized person takes charge of the vehicle.

348 TRAFFIC CASES INVOLVING MILITARY PERSONNEL

348.10 TRAFFIC VIOLATIONS INVOLVING MILITARY PERSONNEL. When military personnel operating military vehicles are cited for traffic violations, A traffic citation shall be completed. In addition to the information regularly required for the completion of a citation, the:

A. Violators serial number and rank or rating shall appear immediately after his name.
B. Name of ship, or if the violator is assigned to a shore station, the name and the location of the individual command or detachment to which the violator is assigned, shall appear in the space provided for the violator's address.
C. Vehicle identification number shall appear in the space provided for the license plate number, if the vehicle does not have a license plate.

349 TRAFFIC VIOLATIONS INVOLVING POST OFFICE EMPLOYEES

349.05 POST OFFICE VEHICLES - DEFINED. Post office vehicles, as used in this section, shall include all publicly or privately owned vehicles operated by the United States Post Office for the purpose of, and while engaged in, the transportation, delivery, or pick-up of United States mail.

349.20 LICENSE EXEMPTIONS - POST OFFICE EMPLOYEES. Post office employees are not required to possess a California Driver's License (12501-1 CVC) This also applies to private vehicles utilized during the holiday if so marked by the Post Office.

349.40 CITING PROCEDURE - POST OFFICE EMPLOYEES. An officer citing an operator of a post office vehicle for a traffic violation shall detain the violator for only such time as is necessary to complete the traffic citation. If the operator states he has a schedule that cannot be met if he is cited, the officer shall go by way of complaint.

349.60 PHYSICAL ARRESTS OF POSTAL EMPLOYEES. When the operator of any Post Office vehicle is taken into custody and no other crew member is present the arresting officer shall:

A. Notify the Post Master of the local Post Office, through the dispatcher.
B. Remain at the scene until an authorized person takes charge of the vehicle.

354 TRAFFIC VIOLATIONS

354.20 CITATIONS ISSUED FOR DEFECTIVE EQUIPMENT. When a citation is issued for defective motor vehicle equipment, the driver of the vehicle shall be advised to secure an equipment inspection prior to appearing in answer to the citation. Inspection services may be obtained for:

A. Brakes or headlights, with exception of parking brake, from an official light or brake inspection station.
B. Equipment other than brakes or headlights, including parking brake, from any El Segundo Police Officer on the highway or at the El Segundo Police Department.
C. Officers should check the box on the notice to appear for violations where 40610(b) CVC when applicable.

354.30 COURT APPEARANCE BY OFFICER IN SPEED CASES. When an officer is subpoenaed to court in

connection with a case involving a speed violation, he shall be prepared to:

A. State the speed zone qualifications at the location in question by a house or business count on city street, or by legal posting on State Highways.
B. Completely describe the speed zone signs as to size, shape, and wording, when the posting is an essential element.

354.35 CITATIONS ISSUED FOR RECKLESS DRIVING. The primary violation charged on a citation shall be 23103 V.C. (reckless driving). In the narrative portion of the citation list the elements (violations charged) that indicate the driving was reckless.

354.40 TRAINS BLOCKING MOVEMENT OF TRAFFIC UPON STREET. Whenever a train blocks the movement of traffic upon a street for longer than 10 minutes, a police report shall be completed for 10.68.020 M.C. This form shall include, when practicable:

A. The date, time and location of occurrence.
B. Names of the engineer and/or the conductor of the train.
C. The name of the railroad.
D. The train and engine numbers.
E. The completed report shall be forwarded to the Traffic Division Commander.

354.60 VIOLATIONS OF AIRCRAFT LAWS, REPORTING PROCEDURE. A crime report shall be completed when:

A. An officer witnesses a violation of the laws governing aircraft.
B. A private person reports a violation of the laws governing aircraft to an officer.

354.61 VIOLATIONS OF AIRCRAFT LAWS, INFORMATION NEEDED. When an officer completes a crime report regarding the violation of laws governing aircraft, the following information should be included in the report, if available and forwarded to the Federal Aviation Administration.

A. The "N" number of the aircraft.
B. The color and markings of the aircraft.
C. The general type of aircraft, such as single-wing, multi-engine; single-wing, or low-wing.
D. An estimate of the altitude of the aircraft above the ground.
E. A description of the manner in which the aircraft was operated, such as climbing, diving, aerobatics, or racing motor.
F. Names, addresses, and telephone numbers of witnesses.
G. Exact time of occurrence.
H. Location of occurrence.

354.67 AIRCRAFT VIOLATIONS - OTHER JURISDICTIONS. If a violation of aircraft laws occurs within the county, but outside the City of El Segundo, the information shall, if practicable, be referred by telephone to the Los Angeles County Sheriff's Aero Detail and the F.A.A.

372 TRAFFIC SIGNS AND DEVICES

372.05 ENFORCEMENT WHEN TRAFFIC SIGNS NOT LEGIBLE AND VISIBLE. A citation shall not be issued if, at the time of a violation, any required official sign or marking is not in place and sufficiently legible and visible to be seen by an ordinarily observant person.

372.10 LEGALITY OF TRAFFIC SIGNS AND MARKINGS. When enforcing traffic laws, officers shall presume that any posted official sign or marking has been legally placed and established.

372.20 EMERGENCY PARKING REGULATION SIGNS. Persons or organizations requesting emergency parking regulation signs shall be referred to the Traffic Division Commander or the Public Works Department.

372.25 DEFECTIVE TRAFFIC SIGNS AND SIGNALS. Officers observing or receiving information that any official traffic control device is defective, damaged, or missing, shall:

A. Immediately notify the communications operator.
B. When conflicting directions are displayed by the traffic signals, adjust the lights to appear flashing red, or take other action to eliminate the hazard.
C. When a hazard cannot be corrected, or a possibility of conflict is present, manually direct traffic or secure personnel to direct traffic.
When a traffic signal repairman is at the scene of a defective traffic signal, the decision as to whether the signal is to be turned off should be made by the repairman.

372.30 MANUAL OPERATION OF TRAFFIC SIGNAL. An officer opening a traffic signal box shall handle only those switches which either turn the signal on or off or permit its manual operation.

372.35 REQUESTING INSTALLATION OF SIGNS, SIGNALS, MARKINGS OR REPAIRS. An officer requesting installation of a sign, signal, or markings shall submit an emergency and potential hazard report. When approved, the report shall be forwarded, through channels to the traffic engineer.

378 INTERSECTION CONTROL

378.20 OFFICERS POSITION IN INTERSECTION. The following factors shall be considered in choosing the position to be taken by an officer at an intersection:

A. Personal safety of officer
B. Visibility of officer to traffic
C. Visibility of traffic to officer
D. Non-obstruction of traffic
E. Ability to effect necessary control
F. Accessibility to persons wishing information

378.60 PERSONS REQUESTING INFORMATION AT INTERSECTIONS. Motorists or pedestrians requesting information should be directed to a place of safety before being given such information.

378.80 ORAL DIRECTIONS AT INTERSECTIONS. Officers should not shout directions which can be given by proper manual signals.

384 PARKING CONTROL

384.05 ISSUANCE OF PARKING VIOLATION WARNINGS. Parking violation warnings, should be issued in lieu of citations:

A. When parking regulations already in effect have not been enforced for an appreciable length of time and enforcement is resumed, or
B. When new parking regulations became effective.

Exception: This section does not pertain to temporary or emergency parking regulations.

384.10 HOLIDAY STREET SWEEPING SCHEDULE: The City policy for street sweeping enforcement will be to honor the designated "Federal holidays" listed below:

NEW YEAR'S DAY
LABOR DAY
MARTIN LUTHER KING JR. BIRTHDAY
COLUMBUS DAY
PRESIDENT'S DAY
VETERANS' DAY
MEMORIAL DAY
THANKSGIVING DAY
FOURTH OF JULY
CHRISTMAS EVE
CHRISTMAS DAY
NEW YEAR'S EVE

384.15 RESTRICTED PARKING ZONES - ENFORCEMENT. When a citation is issued for parking in any of the following types of zones, the citing section shall be the applicable section of the El Segundo City Code:

A. White passenger loading zones stenciled "Passenger Loading Only".
B. Yellow zones; "Loading Only".
C. Green zones; "20 minute limit"
D. Red Zones; "No standing or parking".

The definitive section for curb markings shall not be shown on the citation, but the specific violation shall be identified by indicating in the notes on the citation the color of the zone.

384.20 WHITE, YELLOW, AND GREEN ZONES - ESTABLISHMENT AND REPAINTING. Persons who request information on the establishment or repainting of white, yellow, or green parking zones, shall be referred to Public Works.

384.30 COMMERCIAL VEHICLES DEFINED. For purposes of enforcing traffic regulations, all motor vehicles bearing California commercial license plates shall be considered commercial vehicles.

385 PARKING DEPARTMENT VEHICLES

385.10 USE OF DEPARTMENTAL DECOY UNIT. As a possible deterrent to criminal activity, as well as a method to ensure traffic law compliance, a marked and unmanned police vehicle will be parked at specific locations within the city. Prior to vehicle placement supervision and line personnel are encouraged to review crime analysis statistics to precipitate the desired impact.

385.20 LOCKING DEPARTMENT VEHICLES. Unless impracticable, an employee shall securely lock a department vehicle when leaving it parked on the street or other public places.

When an employee parks a department vehicle and leaves it unlocked and unattended, he shall remove all dangerous or valuable equipment that is not securely attached to the vehicle.

387 CALIBRATING SPEEDOMETERS

387.10 CALIBRATING SPEEDOMETERS OF DEPARTMENT MOTORCYCLES. The speedometers of department motorcycles should be calibrated every 3 months, by the Automobile Club of Southern California, in Los Angeles.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 400
Traffic Accident And Aircraft Accident Procedures

405 TRAFFIC COLLISION - DEFINED

405.10 TRAFFIC COLLISION DEFINED. A traffic collision is defined as an unintended event which causes damage or injury.

405.25 BICYCLES AND ANIMALS ON HIGHWAY CONSIDERED VEHICLES. Bicycles and animals being ridden on a highway shall be considered vehicles for the purpose of investigating and reporting traffic collisions. No traffic collision report shall be made in cases involving only the rider falling from a bicycle or animal.

NOTE: This section does not preclude the use of an Injury Report or Death Report.

410 TRAFFIC COLLISIONS - REPORT FORM TO BE USED

410.10 TRAFFIC COLLISION REPORT (FORMS 555, 556). The form 555/556 Traffic Collision Report shall be completed on the following, when occurring on a highway or on any property which is publicly maintained and open to use by the public for vehicular travel or when all or part of the conditions exist:

A. Traffic collisions involving a fatality (private or public property).
B. Whenever an injury is suffered which requires immediate medical treatment or care (private or public property).
C. Whenever a hit and run collision involves any injury (private or public property).
D. Existing evidence suggests potential public liability or criminal prosecution likely.
E. Physical arrest is made, or a citation is issued, at the scene and directly related to the collision (public or private property).
F. There are more than 2 vehicles involved.
G. Whenever there exists doubt or confusion as to which report to take.

410.20 TRAFFIC COLLISION-PROPERTY DAMAGE ONLY (PDO) REPORT (Form 555-03). The Traffic Accident PDO Report should be completed when one or two vehicles are involved, there are no injuries or fatalities, and follow-up investigation is not likely.

415 DUTIES OF THE FIRST OFFICER ARRIVING AT COLLISION SCENE

415.10 DUTIES OF THE FIRST OFFICER ARRIVING AT THE SCENE OF A TRAFFIC COLLISION. The first officer to arrive at the scene shall:

A. If necessary, request a Fire Rescue Unit to be dispatched.
B. Protect persons and vehicles involved, personal property, and persons using the highway.
C. If necessary render first aid.
D. Determine whether the collision involves a hit and run driver.

E. Obtain names, addresses, ages, and phone numbers of all witnesses.

F. A traffic collision investigator will be requested to respond to the scene for any of the following:

1. Serious injury or fatality is involved.
2. Exposure to potential City liability.
3. If the supervisor deems the expertise of an accident investigator is needed.

NOTE: When a unit whose primary duty is other than the investigation of traffic collisions receives a traffic collision call, the officers involved shall begin the investigation and necessary reports pending arrival of a traffic unit or handle the incident to conclusion if so advised by communications.

415.15 DUTIES WHEN FIRE DEPARTMENT PERSONNEL ARE ON THE SCENE OF AN INJURY COLLISION.

A. The police officer is still responsible for protecting the scene, preserving evidence, and traffic control.

B. Fire personnel on scene are responsible for the injured person(s) and his or her care prior to treatment by a medical professional.

C. In those cases where there is some doubt whether the injured person is in a condition that would prohibit movement or transportation by ambulance, Fire personnel on scene shall make the final determination of such movement or transportation.

420 DEPARTMENT EMPLOYEES AND CITY VEHICLES INVOLVED IN TRAFFIC COLLISIONS

420.05 POLICY FOR DEPARTMENT EMPLOYEES INVOLVED IN TRAFFIC COLLISIONS. When an employee of this Department, who is operating a city-owned vehicle, a vehicle operated under contract to the city, when a Department employee is acting within the scope of their employment, or when an off-duty Department employee who is operating a city-owned vehicle is involved in a traffic collision resulting in damage, injury or a fatality, personnel will notify the on-duty Watch Commander and comply with the following procedures (GOM Volume 3, Chapter 400, §420.10-420.60):

420.10 SERIOUS INJURY OR FATALITY TRAFFIC ACCIDENT PROCEDURE: Whenever an employee is involved in a traffic collision resulting in serious injury or death, the on-duty supervisor will:

A. Respond to the scene if the collision is within city limits. The supervisor shall request either the California Highway Patrol or the Los Angeles Sheriff's Department Major Accident Investigation Team (MAIT) respond to investigate the collision. An El Segundo Police Department traffic accident investigator will also be called to the scene to assist in the investigation. In the event that the aforementioned agencies are unavailable, the supervisor should request another local law enforcement agency respond to investigate the collision.

B. If practical, a supervisor will respond to the scene, when an on-duty employee is involved in a traffic collision in another jurisdiction. The traffic accident investigation will be handled by the agency within the jurisdiction where the collision occurred.

C. Respond to the scene if an off-duty employee is involved in a traffic collision in a private vehicle within city limits. The accident will be investigated pursuant to normal Department traffic accident procedures. However, if extraordinary circumstances exist, for example: fatal injury, an injury collision involving alcohol or other drug on the part of the employee, the supervisor may request the California Highway Patrol, Los Angeles County Sheriff's Department MAIT, or another local law enforcement agency to investigate the collision.

420.20 MINOR INJURIES/PROPERTY DAMAGE ONLY. Whenever an employee is involved in a traffic collision where there are minor injuries or property damage only, the on-duty supervisor will:

A. Respond to the scene if an on-duty employee is involved in a traffic collision within city limits. Investigate the collision or request another local law enforcement agency conduct the investigation.

B. If practical, a supervisor will respond to the scene when an on-duty employee is involved in a traffic collision in another jurisdiction. The traffic accident investigation will be handled by the agency within the jurisdiction where the collision occurred.

C. Respond to the scene if an employee is involved in a traffic collision while off-duty in a private vehicle within the city limits. The accident will be investigated pursuant to normal traffic accident procedures.

420.30 INVESTIGATING OFFICERS' DUTIES WHEN A DEPARTMENT EMPLOYEE OR CITY VEHICLE IS INVOLVED IN A TRAFFIC ACCIDENT. Officers conducting a traffic collision investigation involving an employee shall:

A. Request the on-duty supervisor respond to the scene (when practical from the involved employee's division).

B. If the traffic collision is severe (hospitalization or death), request a traffic investigator be dispatched to the scene.

C. Take or assist in the completion of a Collision Report (555/556). The CHP Collision Report - Property Damage Only (555-03) may be used when there is a single department vehicle and property damage only, e.g., a vehicle that strikes an object.

420.50 SUPERVISOR'S DUTIES WHEN A DEPARTMENT EMPLOYEE IS INVOLVED IN A TRAFFIC COLLISION. A supervisor, when available, should respond to any police officer-involved traffic collision. The supervisor at the scene of a traffic collision involving a Department employee shall:

A. The supervisor may designate an officer to complete collision report (CHP 555). The opinion/conclusion should be written by the supervisor who requested the report.

B. Complete an Inter-Departmental Memorandum to the Field Operations Bureau Commander through channels showing the results of the investigation and any action taken.

C. Copies of a Collision Report and any Inter-Departmental Memorandum shall be distributed as follows via the chain of command: Employee's Division Commander, Employee's Bureau Commander, and the Chief of Police. The copies of the report will be marked "CONFIDENTIAL."

D. If practical, a supervisor should respond to any collisions within city jurisdiction that involve police employees from an outside agency.

420.60 DOCUMENTATION OF INCIDENT INVOLVING LEGAL INTERVENTION. (Legal intervention is defined in Chapter 2 of the Collision Investigation Manual.) The investigating supervisor at a scene where legal intervention was utilized to facilitate the capture of suspect(s) shall:

A. If Department patrol vehicle(s) are involved within city limits, the on-duty supervisor may elect to have another local law enforcement agency respond to investigate and document the legal intervention. A Collision Report (555/556) is the preferred method of documentation, but the report will not be forwarded to the Statewide Integrated Traffic Records System (SWITRS).

B. If legal intervention is utilized in another jurisdiction by Department patrol vehicle(s), the agency

where the intervention occurred should conduct the appropriate investigation. A supervisor will respond to the scene if practical. If another agency will not document the legal intervention, the on-duty supervisor will insure the incident is properly documented and forwarded through normal channels.

C. If legal intervention is utilized by another agency within the city limits, the Watch Commander may elect to contact an accident investigator or designate an officer to document the incident.

421 TRAFFIC COLLISION REVIEW BOARD

421.10 TRAFFIC COLLISION REVIEW BOARD. All collisions involving any department vehicles are subject to review to determine whether the collision was "Preventable" or "Non-Preventable," and whether the Department employee was "Responsible" or "Not Responsible." The Review Board members will consist of the Commander of Special Operations Division and the Traffic Sergeant.

421.20 TRAFFIC COLLISION REVIEW BOARD PROCEDURE: The following procedure shall apply when Department vehicles are involved in a collision:

A. The Commander of Special Operations and Traffic Sergeant will review all written reports and correspondence related to the collision.

B. If preventability or responsibility can be determined from the collision reports, a memo will be forwarded to the Field Operations Bureau Commander along with all related reports.

C. If further investigation is needed and the subject officer is interviewed, standard internal affairs procedures will be adhered to.

D. The Field Operations Bureau Commander shall review the findings of the Review Board and prepare a written recommendation as to any disciplinary or corrective action as necessary. These findings will be forward to the Chief of Police for final disposition.

425 HIT AND RUN INVESTIGATIONS

425.10 HIT AND RUN INVESTIGATION - AT SCENE. Officers conducting an investigation at the scene of a hit and run traffic accident shall:

A. Attempt to locate witnesses who can identify the hit and run vehicle and driver.
B. If possible, obtain and broadcast a description of the hit and run vehicle and driver.
C. Search the scene of the accident for physical evidence.
D. If a witness has the license number of the hit and run vehicle written on a piece of paper, obtain this piece of paper and book it into evidence.
E. Determine whether the hit and run vehicle stopped after the collision and, if so, the actions and statements of the involved parties.
F. If the hit and run driver is located, attempt to obtain a statement from him or her.
G. If the hit and run is minor in terms of damage, there are no witnesses, and there is no evidence that would lead to the identification of a suspect or vehicle, the victim may be provided an incident number in lieu of completing a collision report.
H. With a hit and run felony, deliver pertinent information to the communications section as soon as possible for broadcast.
I. When serious injuries or death result from a hit and run accident, a traffic investigator should be contacted.

430 WITNESSES TO TRAFFIC ACCIDENTS

430.10 WITNESSES TO TRAFFIC ACCIDENTS - INTERVIEWING. When interviewing witnesses at the scene of a traffic accident, the investigating officer should:

A. Determine the location of the witnesses at the time of the accident, and whether they could have observed the events they described.
B. Determine whether witnesses can identify the parties to the accident.
C. Determine whether witnesses had any conversation with the parties to the accident.
D. Determine whether witnesses appear to be biased, uncooperative, mistaken, mentally incompetent, or antagonistic.

NOTE: When parties or witnesses have left the scene prior to the initial investigation, (except for hit and run drivers), and their identity is known, place this information in the report and attempt to follow-up with contact to obtain their statement.

432 OFFICERS WITNESSING TRAFFIC ACCIDENTS

432.10 OFFICERS WITNESSING TRAFFIC ACCIDENTS - NOTIFICATION TO COMMUNICATIONS OPERATOR. An officer on-duty witnessing a reportable traffic accident shall notify the communications operator.

432.15 OFFICER WITNESSING TRAFFIC ACCIDENT - WITNESSING OFFICER ASSIGNED TO THE INVESTIGATION. When an officer who has witnessed a reportable traffic accident is assigned to the field investigation of the accident, he or she should:

A. Complete the investigation and the reports.
B. Include his statement in the traffic accident report.
C. Issue a traffic citation for all violations witnessed by him.

432.20 OFFICERS WITNESSING TRAFFIC ACCIDENTS - OTHER THAN WITNESSING OFFICER ASSIGNED TO THE INVESTIGATION. When the investigation of a reportable traffic accident witnessed by a police officer is assigned to another officer, the investigating officer should:

A. Complete the investigation and the reports.
B. Include the statement of the witnessing officer.
C. Request the witnessing officer cite the violator at the scene, whenever possible.

    1. Indicate on the report the citation number, driver number, and section violated.
    2. Otherwise, request prosecution for the violations observed.

432.25 ACCIDENTS INVOLVING JUVENILE DRIVERS - WITNESSED BY OFFICER. When an officers has witnessed a traffic accident involving a juvenile driver in which the witnessing officer observed a traffic violation on the part of the juvenile driver, a traffic citation should be issued to the juvenile at the accident scene.

NOTE: In those cases where only disinterested witnesses can establish a violation on the part of a juvenile driver, the information shall be incorporated into the report, and the traffic investigator may issue the necessary citation.

440 TRAFFIC ACCIDENT PHOTOGRAPHS

440.10 TRAFFIC ACCIDENT PHOTOGRAPHS - WHEN TAKEN. Officers investigating a traffic accident at the scene should cause photographs to be taken in the following cases:

A. When they would be of evidential value, particularly in fatal traffic accidents and accidents involving a felony violation.
B. When City, County, State or Federal government property is involved, if deemed necessary by the Watch Commander, Traffic Supervisor, or the Traffic Investigator.

NOTE: When a police unit not equipped with a camera, is assigned to investigate a traffic accident requiring photographs, the Department photographer shall be requested, when available. Otherwise, a qualified employee of the Department will be detailed to take the photographs.

445 TRAFFIC ACCIDENTS INVOLVING HAZARDOUS MATERIALS

445.10 DUTIES OF OFFICERS AT SCENE OF TRAFFIC ACCIDENTS INVOLVING HAZARDOUS MATERIALS. When a traffic accident occurs involving a conveyance carrying hazardous materials, the investigating officer at the scene shall:

A. Keep all persons and conveyances at a safe distance from the hazardous materials.
B. Immediately cause the proper authorities to be notified in cases of accidents involving hazardous materials by calling:

1. Chemtrec at 1-800-424-9300.
2. Chemtel at 1-800-255-3924.
3. Military (for explosives) at 703-697-0626.
4. Military (for all other) at 1-800-851-8061.

C. Request assistance from the Fire Department.
D. Request additional personnel if necessary to re-route traffic.
E. Request a Supervisor at the scene.

445.25 REPORTING OF HAZARDOUS WASTE DISCHARGE. Any accident scene in which hazardous waste is illegally discharged, or threatened to discharge, a report shall be made. Illegal discharge of hazardous material shall mean any discharge of hazardous material that is not in accordance with local, State, and Federal laws and regulations for use, handling, transportation and disposal of such hazardous material. At any accident scene where such discharge has occurred, or is threatened to occur, the on-duty Fire Department Battalion Chief shall be notified. The Battalion Chief shall be responsible for the investigation of the discharge incident, completion of reports, and notification to the proper authorities.

450 CITING ILLEGALLY PARKED VEHICLES INVOLVED IN A TRAFFIC ACCIDENT

450.10 ACCIDENT INVOLVING ILLEGALLY PARKED VEHICLE - WITNESSED. When an officer, or disinterested person, witnesses a traffic accident involving an illegally parked vehicle, the officer investigating the accident shall make certain that a statement is included in the report that will substantiate a recommendation for prosecution.

455 ARMED FORCES PERSONNEL INVOLVED IN TRAFFIC ACCIDENTS

455.10 NOTIFICATION TO ARMED FORCES LIAISON OFFICER. When armed forces personnel involved in a traffic accident are killed, or are injured to the extent that they require hospitalization, the investigating officer shall cause the Military Police or the Shore Patrol to be notified as soon as possible. For the purposes of this section, Armed Forces personnel shall include:

A. Members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, who are regular members of these forces, or who are in a reserve status, and on active duty.

B. Civilian employees of the armed forces, while acting within the scope of their employment.

460 FINANCIAL RESPONSIBILITY INFORMATION

460.10 RECORDING OF "FINANCIAL RESPONSIBILITY" INFORMATION. Officers conducting a traffic accident investigation shall, in addition to all other required data, ascertain and record pertinent driver(s) "Financial Responsibility" information on the traffic collision report Form 555.

NOTE: Refer parties wishing to obtain a Department of Motor Vehicles Financial Responsibility Report, Form SR-1, to their insurance company agent, Automobile Club, Department of Motor Vehicles, or to any police department.

470 INCOMPETENT DRIVERS

470.10 INCOMPETENT DRIVERS - REPORTING. When an officer has reason to believe that a person whom he has observed operating a motor vehicle, or who has been involved in a traffic accident, is not a competent driver, he should prepare a Request for Re-examination of Driver and shall forward it to the Traffic Division.

480 TRAFFIC DEATHS

480.10 TRAFFIC DEATHS - NOTIFICATION. Officers assigned to investigate a traffic accident which resulted in death, should:

A. Immediately request that the Communications Operator notify the Watch Commander or other on-duty supervisor.

480.20 TRAFFIC DEATHS - REPORTING. The officers originally charged with the investigation of a traffic accident resulting in death shall be responsible for completing the Death Report until such time as he is relieved of this duty, when:

A. The victim is dead at the scene.
B. The victim is pronounced dead upon arrival at the hospital.
C. The victim dies after arrival at the hospital, and the officers are available on the same tour of duty as when the accident occurred.

490 AIRCRAFT ACCIDENTS

490.10 AIRCRAFT ACCIDENTS-DEFINED. Any accident involving an aircraft when the motion of the aircraft leads to the events, or series of events causing damage to property, or injury or death of person(s).

490.30 AIRCRAFT ACCIDENTS - DEATH REPORTS. The Death Report shall be completed in all cases of death resulting from any aircraft accident. Only one DR# per incident will be issued.

NOTE: One report for each death sustained shall be completed in addition to any other reports regarding an aircraft accident. If a body is moved from original location, document the location and position of the body at the time of the removal.

490.40 AIRCRAFT ACCIDENTS - PRIMARY DUTIES. The officer detailed to an aircraft accident shall:

A. Request necessary equipment and personnel (police supervisor, fire equipment, traffic control, ambulances, etc.)
B. Set up security to protect the total accident scene, making certain no unauthorized persons enter the area.

1. Documents, papers, or any articles in the wreckage, shall not be removed unless it is determined they will be further damaged or lost. Any items moved or removed are to be documented, indicating original location and where placed.
2. Keep activities around the wreckage to a minimum to prevent unnecessary disturbance of the wreckage and eradication of valuable evidence.
3. In the event of any deaths, notify the coroner as soon as possible.

C. Obtain names and addresses of witnesses.
D. In instances of military aircraft notify the FAA-NTSB:
E. Restrict all persons from taking photographs.

1. Applies to both police and civilian photographers.
2. All cameras, pictures and exposed film should be confiscated, a receipt given to the owner, and military investigator will determine if any classified material could have been photographed and has the authority to release any confiscated items to the owner. (Authority: Federal Statute - 18 USC 795) which is a felony.
3. Inform the military investigator of the action taken and assist, when necessary, at the direction of the military investigator.

NOTE: A crashed military aircraft may present hazards and problems not encountered in that of a civilian type aircraft. Due to the many types of service aircraft being flown, it is impractical to detail specific measures to be taken in each instance. Extreme caution shall be exercised when removing a pilot from a cockpit as the ejector mechanism might be activated. Do not move any handle, lever, or device inside the cockpit. Always unfasten the seat belt, shoulder and/or parachute harness, oxygen mask, radio cords and oxygen lead.

E. In instance of civilian accidents notify the NTSB or FAA.

1. Take photographs as soon as practicable.

a. Members of the press should be restricted from entering the wreckage area.
b. Bodies and articles removed from the wreckage are best documented with photographs.

2. If the owner of the aircraft arrives at the scene before the NTSB Investigator, apprise him of the action taken, and inform him that all information and records recovered will be turned over to the NTSB Investigator.
3. Restrict the owners activity in the wreckage area until the arrival of the NTSB Investigator.

490.50 AIRCRAFT ACCIDENTS - INVESTIGATIVE RESPONSIBILITY. The ultimate responsibility for the investigation of all aircraft accidents, (from the standpoint of the police department) is that of the Field Operations Bureau Commander. His representative in such cases, however, shall be the Watch Commander of the Uniform Division. In keeping with this responsibility, the officer assigned to the investigation shall coordinate activities until relieved by a Supervisor.

A. The officer assigned to the aircraft accident will render the necessary aid for life, protect property, locate witnesses, and assist the NTSB Investigator, when necessary.
B. The coroner is responsible for the care of deceased persons and property on the bodies.
C. The NTSB Investigator is responsible for the control of the airplane wreckage and furnishing guards, if it becomes necessary.

490.60 AIRCRAFT ACCIDENT - PILOT SUSPECTED OF INTOXICATION. If, during the investigation of any aircraft accident, the investigating officer suspects that the pilot may be under the influence of an intoxicant, the same procedure for a suspected 23152 CVC violator should be followed.

A. The regulation governing flying an airplane while intoxicated is Section 91.11 FAR (Federal Aviation Regulations).
B. The Duty Officer of the Federal Aviation Agency is available with advice and procedure, at all times, by calling 215-2150.

490.70 AIRCRAFT ACCIDENT - DISPOSITION OF AIRCRAFT INVOLVED. Assigned officer at the scene of a military aircraft accident shall cause removal of the aircraft only as the result of an order from a Police Supervisor or Military Investigator.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 500
Property Procedure

503 CLASSIFICATION OF PROPERTY

503.10 EVIDENCE BOOKINGS. Property of evidential value in a case for which an arrest or crime report has been made shall be booked as evidence.

503.20 FOUND PROPERTY UNDER OBSERVATION BOOKINGS. Property which is, or may be, of evidential value, but has not been connected with any specific arrest or crime report at the time the property is booked, shall be booked as found property under observation.

503.30 FOUND PROPERTY. Property which has been found by a private person or an officer, and is not of evidential value, shall be booked as found property.

503.40 SAFEKEEPING BOOKINGS. Property not defined as Evidence, Found Property Under Observation, or Found Property which is booked into custody of the Department for temporary protection on behalf of the owner, shall be booked as safekeeping. Property booked for safekeeping shall include, but not be limited to, the following:

A. Valuables of a person involved in an accident.
B. Articles in a vehicle impounded as a traffic hazard or as a result of a traffic accident (unless they are not of great value and can be safely locked and stored in the vehicle).
C. Articles in a recovered vehicle when such articles have no value as Evidence or Found Property Under Observation.

503.45 BOOKING OF WEAPONS: Weapons removed from residences at scene of domestic violence calls shall be booked in accordance with 12028.5 PC.

510 RESPONSIBILITY FOR BOOKING PROPERTY

510.10 BOOKING OF EVIDENCE. The officer first observing the evidence shall be responsible for transporting and booking, except when the responsibility for doing so is assumed by investigators or a specialist at the scene.

A. When a private person transports Found Property to the station, the PSO shall be responsible for booking the property, unless the property is contraband or weapons, and then the PSO shall notify the Watch Commander or Supervisor in charge for assistance.
B. If the property is found by a private person, and an officer is detailed to transport it, the officer shall have the responsibility for booking the property.

510.30 CHANGING CLASSIFICATION OF PROPERTY - FOUND PROPERTY OR SAFEKEEPING TO EVIDENCE. When property originally booked as Found Property or Safekeeping is later connected with an arrest or crime report, the investigating officer shall notify in writing the property officer and request a hold be placed on the property.

510.50 RESPONSIBILITY FOR BOOKING PROPERTY SEIZED ON AUTHORITY OF A SEARCH WARRANT. All property taken into custody as a result of a search warrant shall be booked and retained by the Department and reported to the court that issued the warrant.

A. This shall include all property taken into custody, whether or not it is listed on the search warrant.

NOTE: An itemized list of all property seized on authority of a search warrant shall be made and provided to the person(s) listed in the search warrant.

510.60 RESPONSIBILITY FOR BOOKING PRISONER PROPERTY. Concurrent with the transfer of an arrestee from the Department jail to the county jail, court, or jail ward of USC Medical Center, all personal property booked to him shall be released to him to be rebooked at the county jail.

A. The assigned PSO of the Jail Section, Records Division, shall be responsible for the booking of large items, such as suitcases, trunks, etc. as prisoner property, until released to the arrestee or other person receiving the property by the property officer.

520 WHERE TO BOOK PROPERTY

520.10 BOOKING PROPERTY - GENERAL. An officer shall not retain in his personal possession any property taken into custody. Property shall be booked and deposited with the Property Section.

A. An officer accepting custody of property shall carefully describe, itemize, and list the serial number of each article, and identify its owner by carefully preserving all evidence of ownership. Release of such property shall be made only to the proper person upon proper authority.
B. When items of property are booked, the person(s) booking the property shall complete the applicable portion of the Property Report.

520.15 PLACING PROPERTY IN PROPERTY ROOM. Booked property, except personal property of an arrestee that is of no evidential value, shall be placed in the property room. The officer booking the property shall:

A. Take necessary steps to identify and preserve the property.
B. Place the property inside an individual locker within the property room.
C. Lock the locker in which the property has been placed.
D. Place the locker key through the key security hole, located on the inner property room door.

NOTE: The following items of property shall not be placed in lockers, but in the following locations:

Bicycles and objects too large to place in lockers shall be placed within the police parking lot (east lot), and secured until the property officer can move them to a location within the property room.

Hazardous materials may be collected by ESFD and stored at fire station #1.

520.20 EVIDENCE AND FOUND PROPERTY UNDER OBSERVATION TO CRIMINOLOGICAL LABORATORY. When an officer takes into custody property which is to be examined by the Los Angeles County Sheriff's Crime Lab, or any other laboratory facility**,** he shall:

A. Book the property.
B. The property officer shall forward the items to the designated laboratory.

520.21 SPECIAL NOTIFICATION FOR CERTAIN EVIDENCE. Investigating officers should confer with the property officer transporting the evidence to the crime lab, regarding the desired analysis or investigation. The general types of evidence which require the attention of the crime lab are:

A. Perishable materials - Substances or materials which may become changed as the result of decomposition or deterioration, or which may become altered as the result of temperature changes.
B. Fragile materials.
C. Contaminated materials.
D. Microscopic particles.
E. Material or substance of a character requiring a comparison.
F. Plaster-cast and moulage copies of all impressions.
G. Weapons, cartridges, shells, and bullets suspected of being connected with a crime or crimes.
H. Firearms without apparent serial or identification numbers or, if it appears that such numbers have been removed or in any way altered.
I. Suspected narcotics or other drugs.
J. Liquids or any other substance or materials suspected of being connected with a crime or crimes, and when the true nature can be determined definitely only by scientific examination or investigation.

520.30 PROPERTY TO CORONER. An officer at the scene of a death requiring a Death Report shall obtain an itemized receipt from the Coroner's Deputy for all property, including the contents of wallets or purses, removed from the scene by such a deputy. The receipt shall be attached to the original of the Death Report.

520.40 BOOKING OF EXPLOSIVE SUBSTANCES. All fixed ammunition and "blank" or saluting cartridges, up to but not including 50 caliber size, all fireworks, and all railroad flares or fuses are considered "safe" and shall be booked as other property except that additional markings shall be made in large red letters on the outside of the package, identifying the contents.

520.60 DISPOSITION OF FOUND OR RECOVERED BICYCLES. When a bicycle is found or recovered, a Property Report shall be completed and the bicycle tagged with a property tag on which will be noted: the date and time of the Property Report, the name and serial number of the officer making the report, and the DR Number will appear on the property tag when it is received by the Property Section.

520.70 LATENT PRINT CARDS. All latent print cards shall be booked into evidence.

520.80 PHOTOGRAPHS. Photographs, film, or digital compact flashcards shall be booked into evidence.

530 PROPERTY - TO WHOM BOOKED

530.10 EVIDENCE - BOOKED TO THE ARRESTEE. Evidence shall be booked to the arrestee whether taken at the time of the arrest or subsequent thereto. When there are two or more arrestees in the same case, evidence shall be booked to both arrestees. If no arrest has been made, the evidence shall be booked to the victim.

530.20 FOUND PROPERTY UNDER OBSERVATION - BOOKED TO OFFICER. Found Property under observation shall be booked to the officer finding or accepting custody of the evidence.

530.30 FOUND PROPERTY - BOOKED TO FINDER. Found Property shall be booked to the actual finder (EXCEPTION: Firearms shall be booked as "found property under investigation," "evidence," or "safekeeping," in all instances).

530.50 BOOKING OF PROPERTY OF IMPOUNDED VEHICLE. All property removed from a vehicle shall be booked either as Evidence, Found Property under observation, or as safekeeping and a Property Report shall be completed.

A. When a vehicle is stored or impounded, all accessories, equipment and tools shall be left in the vehicle and shall be listed on the Vehicle Report.

1. Any such items having evidentiary value should be removed from the vehicle and booked as

Evidence or Found Property under observation.

B. When the property removed from the vehicle is to be booked for Safekeeping, the person to whom it shall be booked shall be determined as follows:

1. The property shall be booked to the actual owner, or:
2. If the identity of the actual owner cannot be established, the property shall be booked to the person, if any, who was lawfully in charge of the vehicle at the time the cause for impound occurred, or
3. If it is not possible to establish the identity of the actual owner or a person lawfully in charge, the property shall be booked to the registered owner of the vehicle, or
4. If it is not possible to establish the identity of either the actual owner, or a person lawfully in charge, or if the name and address of the registered owner cannot be ascertained, the word "UNKNOWN" shall be entered in the space provided on the report for the name of the person to whom the property is booked.
5. If the property is booked "UNKNOWN," the investigating officers shall determine the name and address of the registered owner and include them in a follow-up Supplementary Report.

535 IDENTIFICATION AND PRESERVATION

535.02 PRESERVATION OF EVIDENCE - GENERAL. All property of evidentiary value should be protected from contamination, alteration, destruction, and damage. Officers taking into custody items of evidence, which they do not know how to preserve, shall request assistance from the Property Section, or from the Watch Commander.

535.04 PRESERVATION OF EVIDENCE (WET STAINS). Before being transported or packaged, items containing wet bloodstains, semen, or chemicals, shall if practicable, be permitted to dry at room temperature. Items should be packaged in paper bags.

535.06 PRESERVATION OF EVIDENCE (SPATTERED STAINS OR SCRAPINGS). Spattered stains or scrapings shall be removed from an object either by, or under the direction of, an officer from the Investigative Division.

535.10 MARKING FOR IDENTIFICATION OF CONTAINER OF EVIDENCE. Officer's initials and serial numbers should be marked, in permanent ink.

535.26 PACKAGING AND WRAPPING OF BOOKED PROPERTY. Depending on the nature of the property booked, it shall be:

A. Sealed in plastic.
B. Placed in a plain envelope of necessary size.
C. Tagged with a Property Tag.
D. Placed in a glass vial.
E. Brown paper bags.
F. PCP evidence bags.
G. Gasoline canisters.
H. Handgun and rifle boxes.
I. Knife or sharp instrument boxes.
J. Syringe tubes.

NOTE: Officers utilizing plastic evidence bags shall initial across both sealed ends, at the seal line.

535.28 BOOKING OF CARTONS AND BOXES. Cartons and boxes need not be wrapped unless necessary for

their protection.

535.30 BOOKING OF ODD-SHAPED OR LARGE ITEMS. Odd-shaped or large items, such as gambling equipment, tires, motors, radios, and suitcases need not be wrapped as long as they are tagged with a property tag.

535.40 BOOKING MARIJUANA EVIDENCE. Marijuana cigarettes shall be numbered if more than one is booked. Marijuana plants shall be placed in brown paper bags.

535.43 BOOKING HYPODERMIC NEEDLES. The Health Department mandates special precautions when handling any types of hypodermic needles. The following procedure will be followed when booking hypodermic needles:

A. Hypodermic needles will be placed into a Health Department approved plastic cylinder container as follows:

1. Remove cap and take out seal.
2. Lay OPEN tube on its side on a flat surface. DO NOT HOLD IN HAND.
3. Insert hypodermic needle, needle first, into tube and replace cap.
4. Place biohazard seal across cap and down sides of tube.
5. Complete Evidence Label on tube with DR#, date, and item number, and place into evidence locker.

535.46 BOOKING OF HAZARDOUS MATERIALS. The Occupational Safety and Health Administration mandates specific training and personal protection when handling hazardous materials. The following procedure will be followed when booking hazardous materials:

A. Substances that are off gassing, bubbling, odorous, or are suspected to be Nuclear, Biological, or Chemical hazards shall not be approached by a Police Officer. Contact the Fire Department for a hazardous materials investigation or response. Keep a safe distance away, isolate the area, and deny entry to the area. Await the arrival of the Fire Department and brief the first arriving Fire Officer. The Fire Officer will determine whether the product is hazardous and the appropriate action necessary to remove, dispose, or handle the substance.

B. Substances booked into evidence in criminal investigations will be removed by the Fire Department and stored in a locked cabinet at fire station #1 pending completion of the investigation. Items may be stored at an off-site facility as determined by ESFD, or may be released to another agency such as the FBI. The Police Officer is responsible for documentation of the substance being booked into evidence in our city (filling out property report).

C. Substances collected as evidence by Police Officers will be placed in a sanitized glass vial, or other appropriate packaging. This will include items determined by the Fire Officer to be safe for our handling. Items that do not require a Fire Department response (such as blood or urine samples in DUI arrests and collection of blood stained clothing at crime scenes) should be booked as mentioned above, or in containers made specifically for that substance such as urine jars and blood vials. Police Officers should take precautions to safely handle the items, such as wearing gloves or goggles if necessary.

535.54 BOOKING ALCOHOLIC BEVERAGE BOTTLES OR CONTAINERS. Bottles containing a suspected alcoholic beverage shall be emptied of the alcohol after a sample of the liquid has been saved. Both the bottle and the sample shall be sealed in plastic and booked as evidence.

535.56 BOOKING OF FIREWORKS. Fireworks shall be packaged or wrapped. The container of the fireworks shall be clearly labeled in large, red letters "FIREWORKS".

535.69 BOOKING OF MONEY. The following procedures shall apply to the booking of money.

A. It shall be the responsibility of the officer first observing the evidence to count and record the amount found. When practical, this will be done in the presence of the person from whom the money is taken. In all cases the counting will be completed in the presence of a supervisor and/or another officer. The total amount taken into evidence will be recorded on a money receipt voucher. Both the counting officer and the witnessing officer will sign the receipt.
B. Packaging of Money.
   1. Money shall be packaged separately from other evidence.
   2. Plastic bags shall be used to store money booked into evidence. When large quantities of change or currency are being booked, it shall be placed into double paper bags of appropriate size.
   3. Total value will be recorded on the package, money voucher report, and the property report.
   4. Until the money is deposited into the evidence account, the CSI shall place the money within the money safe.
   5. The monies shall be deposited on a quarterly basis within the city's evidence account, unless otherwise directed by the CSI supervisor.
   6. At least two employees shall be present when the money is counted and deposited.
   7. Civil Codes 50050 – 50053 allows the monies to be transferred from the evidence account to the city's general fund. At least once a year, the CSI should consult with the city treasurer to facilitate the need to transfer the monies.

535.74 BOOKING OF BLOOD SAMPLES. Officers receiving whole blood samples for booking as evidence shall:

A. Tilt the vial slowly and gently for approximately twenty seconds to ensure the preservation in the vial mixes with the blood.
B. Complete the label on the vial with the suspect's name, the DR number, and the arresting officer's initials.
C. Complete in full the form on the blood sample envelope (supplied with the vial).
D. Place the vial in the LASD blood sample envelope and seal the envelope with the enclosed seal. Officers must initial the seal.
E. Place the completed blood sample in the designated property room evidence locker.

545 FIREARMS TAKEN INTO CUSTODY

545.10 BOOKING OF FIREARMS. All firearms coming into custody of the Department shall be booked as follows:

A. Firearms voluntarily relinquished to the care and custody of the Department, either temporarily or permanently, shall be booked as safekeeping.
B. All other firearms shall be booked as either Evidence or Found Property Under Investigation.
C. All weapons in the possession or under the control of a person detained/apprehended for 5150 WIC shall be confiscated. (REFER 3/260.10)
D. Firearms taken into custody at the scene of a death in which a Deputy Coroner is called to respond by officers of this Department shall be booked for safekeeping as provided for by Government Section 27491.3(b).

545.30 UNLOADING FIREARMS BEFORE BOOKING. When firearms are taken into custody, they shall be examined to ascertain whether or not they are loaded. Before booking, clips shall be removed from guns, and cartridges shall be removed from clips.

NOTE: UNDER NO CIRCUMSTANCES SHALL A LOADED WEAPON BE BOOKED INTO EVIDENCE.

545.35 PACKAGING OF FIREARMS AND AMMUNITION. Firearms and ammunition shall be packaged in the

provided firearms boxes. Firearms should be stored separate from other evidence items.

545.50 RELEASE OF FIREARMS. A firearm which has been booked as Evidence or Found Property Under Observation shall be released only at the direction of the Investigative Division involved, with definite release clearance being obtained from the particular investigator handling the case, excepting:

A. Release of firearms declared nuisances. A firearm coming within provisions of the Dangerous Weapon's Control Law, and which is declared a nuisance, shall not be released unless it is the result of:

1. A written opinion of the City Attorney, or
2. A valid court order authorizing release.

B. Release of firearms of mentally ill persons. Before releasing the firearm, the investigator shall determine that the person is qualified to receive custody of the weapon. Qualified persons are to be determined by the court.

C. A person, to whom the weapon is released, will be cleared through DOJ prior to release. Restraining orders, warrants, or other court orders may be in place; which prohibits the individual from possessing the firearm.

1. CSI shall notify the DOJ law enforcement branch to confirm the above individual may be cleared to have the weapon returned to him/her. The weapon shall not be returned without such clearance.

NOTE: The firearm may also be disposed of as ordered by the Court, or as directed by the Chief of Police.

550 EVIDENCE TO COURT

550.10 TRANSPORTATION OF EVIDENCE TO COURT. The department employee who withdraws evidence from storage for presentation in court shall be responsible for safeguarding such evidence until it has been received by the court or returned to storage.

A. Arresting officers. The arresting officers, when subpoenaed, shall be responsible for transporting the evidence to court in all cases except in those cases which are assigned to investigating officers.
B. In some circumstances, other department personnel may be required to transport evidence in court, i.e., officer's forgot evidence, evidence needed after officer's arrived in court, etc.

550.30 RECEIPT FOR PROPERTY TAKEN TO COURT. When property taken to court by an officer is held as evidence, the Clerk of the Court shall be requested to sign the Property Release form which shall be returned to the property personnel from whom the evidence was obtained.

550.35 CUSTODY OF PROPERTY NOT RECEIVED IN EVIDENCE. Property which has been received in evidence, and is no longer needed by the Department will be returned to the Property Section for proper disposition.

555 RELEASE OF PROPERTY

555.10 RECEIPT FOR PROPERTY RELEASED. When property is released, receipts shall be obtained as follows:

A. Prisoners Booking Report: When a prisoner is released, the property officer releasing his booked prisoner property shall establish positive identification and require the prisoner to sign the property report.

B. Property Release Form: When property is released, the person receiving the property, shall be required to sign the appropriate property release form.

555.20 RELEASING EVIDENCE AND/OR FOUND PROPERTY UNDER OBSERVATION. Evidence and/or Found Property under observation shall only be approved for release by the Watch Commander, the Investigative Division Commander, or the assigned investigator. The property officer can transfer the property to the general fund, auction, destroy, or release the property for use by the city after waiting the designated time period for such property.

555.30 RELEASE OF FOUND PROPERTY - UNKNOWN OWNER. When the true owner of found property is unknown to the Department or finder, the following procedure shall be followed:

A. If the true owner or finder fails to claim the property within a period of 90 days after the Department receives the property, it shall be sold at the next police auction for unclaimed property.
B. Any property which is auctionable may be retained by the city for departmental use by submitting a written request to the office of the Chief of Police.
C. Any citizen can make a claim to gain ownership of property turned into the City after 90 days.

Exception: No city personnel shall claim found property, but are allowed to purchase items at auction.

555.32 RELEASE OF FOUND PROPERTY - KNOWN OWNER. When the owner of found property is known, the following procedure shall be followed:

A. The property officer shall attempt to notify the owner of the Department's possession of said property.
B. If the owner claims same, he shall be required to sign a Property Release form, and the property shall be released to him.

555.33 SALE OF UNCLAIMED PROPERTY. Unclaimed property shall be held by the Department for a period of at least three months; thereafter such property shall be sold at public auction to the highest bidder.

A. Notice of such sale shall be given by the City.
B. Any property remaining unsold after being offered at such a public auction shall be destroyed or otherwise disposed.
C. Any property which is auctionable may be retained by the city for departmental use by submitting a written request to the Office of the Chief of Police.

555.34 RELEASE OF MONEY FROM PROPERTY SECTION. Money booked as evidence shall be released by the Property Section in the following manner:

A. Money booked as evidence shall not be released when the package appears to have been tampered with or the seal altered. When this type of money package is encountered the property officer shall do the following:

1. The property officer shall immediately notify the Investigative Division Commander.
2. The property officer will open the package in the presence of a Investigative Division Supervisor and verify its contents against the enclosed receipt.
3. Upon verification that the amount is correct the property officer and the Investigative Division Supervisor will sign the enclosed receipt. The package will then be re-sealed in plastic and initialed across the seal line by the property officer while witnessed by the Investigative Division Supervisor.
4. The property officer will prepare a report indicating the date and time the package was opened and for what reason. A copy of the report will then be attached to the Property Report held by the Property Section and the original sent to the Field Operations Bureau Commander.

B. Officers requesting the release of money shall adhere to the following:

1. Officers shall not take custody of packages they believe have been tampered with or altered. NOTE: It shall be the responsibility of the Property Section to verify the contents by following the procedure described in Section 555.34 (a).
2. Officers accepting custody of money from the Property Section for investigative reasons, (other than for Court), shall open the package in the presence of a supervisor. The contents shall be verified against the enclosed receipt. Both the officer and the witnessing person shall sign the receipt acknowledging the amount counted.
3. Officers releasing money to anyone shall record the transaction on the enclosed receipt. The new balance shall be recorded on the receipt as well as on the evidence tag, the package and the Property Report.
4. Officers completing their investigation shall recount the money in the presence of a witness and then reseal the plastic bag. The bag will be re-initialed across the seal line and the sealed package shall then be returned to the Property Section.

C. Release of funds by CSI.

1. If the money that was booked into evidence has already been deposited into the police evidence account, the CSI shall contact the city treasurer and cause a check to be drawn on the evidence account payable to the owner.

555.35 RELEASE OF PROPERTY BOOKED "SAFEKEEPING". Property booked "safekeeping" shall be released to the person to whom it was booked at any time he requests it. The person to whom safekeeping property is released shall be required to sign a Property Release form.

A. The releasing of property shall be made only by the personnel assigned to the Property Section.

555.36 RELEASE OF PROPERTY BOOKED "SAFEKEEPING" - TIME LIMIT. Property booked "safekeeping", that has not been claimed by owner within one year, shall be disposed of according to law. There is no obligation on the part of the Department to make any notification of this disposition after the time limit has elapsed.

A. Persons booking property into the Department Safekeeping shall be advised of the above policy at the time the property is booked.

555.40 RELEASE TO AGENT OF OWNER. When property is to be released to any person other than the person the property is booked to, it shall be the responsibility of the owner to notify the Department in writing of the agent receiving the property. The person receiving the property shall also be required to sign the Property Release form after identification has been verified.

560 PROPERTY RECOVERY - CIVIL PROCESS

560.10 PROPERTY RECOVERY - CIVIL PROCESS. Property held for evidence in a civil action shall be kept for the specified time as set forth by the court.

560.20 RELEASE OF PROPERTY HELD BY COURT. Any person inquiring about property which has been removed from the Department and received and retained in evidence by a court shall:

A. Be referred to the Clerk of the Court in which the trial was held, in a misdemeanor case.
B. Be referred to the County Clerk, Room 448, Hall of Justice, in a felony case, if the defendant was held to answer to the Superior Court.

C. Be referred to the Clerk of the Court in which the preliminary hearing was held, in a felony case, if the defendant was not held to answer.

565 NOTIFICATIONS - PROPERTY RECOVERED

565.10 FOUND PROPERTY - NOTIFICATIONS. As soon as practicable after booking, the property officer shall attempt to identify the ownership of the property booked as Found Property. If the identity of the owner is established, the officer shall mail the owner a Property Owner's Notification regardless of the location of the owner's residence or business. The following notations shall be made on the Property Section's copy of the Property Report.

A. Owner notified by Property Owner's Notification, or "unable to determine name and address of owner."
B. Name and serial number of notifying officer.
C. Date and time notations are made.

575 SHIPPING AND MAILING OF PROPERTY

575.10 PROPERTY RECOVERED IN OUTSIDE JURISDICTIONS. When property which has been reported lost or stolen in El Segundo is recovered in an outside jurisdiction, and this Department is informed of the recovery, the concerned investigator or property officer shall:

A. On property required for evidence:

1. Request the recovering agency to ship the property directly to this Department, calling attention to the concerned Unit.
2. Forward a copy of this request to the Property Section.

B. On property not required for evidence:

1. Supply the recovering agency with the name and address of the owner and authorize the release of the recovered property directly to the owner.
2. Notify the owner of the location of the recovered properties.
3. Instruct the owner to make arrangements with the recovering agency for the return of the recovered properties.

575.30 OUTGOING PROPERTY - SHIPPING AND MAILING. Booked properties may be shipped or mailed whenever it is in the Department's interest and it is impractical for an owner or agent to appear in person to claim the property.

A. Booked property will be shipped or mailed only to a person or an agency making a written or teletype request to this Department.
B. The concerned investigator shall forward to the Property Section, a Property Record Release and the letter or Teletype of request, with instructions to mail or ship the property.
C. The property officer, upon receipt of the investigator's instructions, shall mail or ship, at the owner's or agency's expense, that property being held by this Department.

580 DISPOSITION OF PROPERTY AND CONTRABAND

580.10 DISPOSITION - GENERAL. Either the court or Investigating officers shall arrange for the disposal of all property for which they are responsible as soon as possible after the property is booked. Concerned officers shall obtain a Property Disposition Report on which the desired disposition must be stated. This report shall then be transmitted to the Property Section.

580.15 DISPOSITION - TIME PERIOD. Property Section shall send a Property Disposition Report to the concerned investigating officer requesting a disposition of booked property if:

A. Misdemeanor - More than six (6) months has elapsed from the date the property was booked and no disposition request has been received by.
B. Felony - More than eighteen (18) months has elapsed from the date the property was booked and no disposition request has been received. NOTE: This request shall be returned to the property officer within 30 days or the property officer may:
C. Misdemeanor - Dispose of property as directed by the Investigative Division Commander (if warrant is issued, property shall be held pending final case disposition).
D. Felony - Signed request for disposition must be received prior to property being disposed of.

NOTE: All liquor shall be disposed of after six months.

580.20 DISPOSITION OF CONTRABAND. The word "contraband" shall apply to any property which is unlawful to possess.

A. Any article, other than dangerous explosives, which is or could be considered as contraband, shall be maintained by the Property Section until the item is of no further investigative value to the Department.
B. Disposal shall be dependent on the nature of the evidence.
C. Disposing of narcotics and paraphernalia for destruction should be done at least once a year or as often as deemed necessary by the CSI supervisor. The disposal of all evidence must be witnessed by at least two employees.
D. Health and Safety Code Section 11479 allows the destruction prior to adjudication of narcotics in excess of 10 pounds in gross weight connected to one particular case by order of the Chief of Police. All provisions of this section shall be followed prior to this non-court ordered destruction.

580.25 DISPOSITION OF AMMUNITION AND/OR GUNPOWDER. Ammunition and/or gunpowder shall be maintained by the Property Section until the item is of no further investigative value to the Department.

A. After the item has been released by the investigative unit, or if it has no evidentiary value, it shall be delivered to the fire department for proper disposal.

580.30 PROPERTY DISPOSITION - DEATH OF PRISONER IN DEPARTMENT JAIL. When a prisoner dies in the Department jail, the prisoner's personal property shall be held for no longer than one year.

580.40 EVIDENCE DISPOSITION. All laws pertaining to the release and disposition of evidence shall be governed by State, and Federal Laws.

590 RESTORATION OF OBLITERATED FIREARM SERIAL NUMBERS BY CRIME LABORATORY

590.10 Purpose: The primary purpose for recovering serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband items. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and to submit the results of such number recoveries to the Bureau of Alcohol, Tobacco, and Firearms National Tracing Center. All personnel who are involved in the restoration of serial numbers will observe the following guidelines.

590.20 Procedure:

All recovered firearms that have had serial numbers removed/obliterated will be processed in the following manner:

A. Casework Notes and Documentation

Case notes are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released from the law enforcement agency.

1. These notes must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form, the work sheet, or elsewhere in the note package depending on the type of evidence.

2. Relevant information regarding item and packaging descriptions which do not appear in the case report must be reported in the case notes (e.g., ... the package appears to have been opened and resealed). Alterations made by agency staff to an item or its packaging must also appear in the case notes.

3. Notes are to be prepared at or near the time of the event or observation being recorded.

B. Preliminary Firearm Examination

1. Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an UNLOADED condition. This includes removal of the ammunition source (i.e., the detachable magazine, contents of the tabular magazine, etc) as well as the chamber contents.

2. If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, TREAT THE FIREARM AS IF IT WERE LOADED! Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.

3. Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.

4. Record and document with photographs (or digital images) and notes the presence and positions of any relevant trace evidence. This can include hairs, fibers, bloodstains, etc. Any collected trace evidence of a non-biological nature (i.e., paint chips, glass fragments, fabric fibers, etc) should be placed into a paper bindle or other suitable packaging. Biological evidence such as blood, tissue, or hairs should be placed into a paper bindle and stored frozen. Also, consider trace evidence inside the bore. If the trace evidence, such as gunshot residue or biological material, is intact and not likely to be lost, preserve it for the criminalist to remove.

5. If the firearm is to be processed for fingerprints, process before the serial number restoration is attempted. First record/document important aspects such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

C. Criminalistics Laboratory Examination

Submit the firearm to the Los Angeles Sheriff's Department, Scientific Investigations Division, criminalistics laboratory per current protocol. Maintain the chain of custody.

D. Firearm Trace

After the serial number has been restored (or partially restored) by the criminalistics laboratory, the (investigator) will complete a Bureau of Alcohol, Tobacco, and Firearms "NTC Obliterated Serial Number Trace Request Form" (ATC 3312.1-OBL) and forward the form to the National Tracing Center in Falling Waters, West Virginia.
(A blank form and a completed sample form are attached).

E. Other Considerations

Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted either to the DRUGFIRE or IBIS National Integrated Ballistic Information Network (NIBIN) Program for search against evidence from previous crimes.

590.30 DISPOSAL OF FIREARMS

A. It is the policy of the El Segundo Police Department that weapons no longer needed for court purposes, and not kept for department use, shall be destroyed and not sold at public auction.
B. Upon adjudication of the case, all weapons will be destroyed unless returned to the lawful owner or kept for departmental use.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 600
Booking and Care of Juveniles

622 BOOKING AND CARE OF JUVENILES

622.05 TEMPORARY CUSTODY OF A JUVENILE. Section 625 Welfare and Institutions Code (WIC) states the following: A peace officer may, without a warrant, take into temporary custody a minor:

A. Who is under the age of 18 years when such officer has reasonable cause for believing that such minor is a person described in Section 601 or 602 WIC, or
B. Who is a ward of the juvenile court or concerning whom an order has been made under Section 636 or 702 WIC, when such officer has reasonable cause for believing that person has violated an order of the juvenile court or has escaped from any commitment ordered by the juvenile court, or
C. Who is under the age of 18 years and who is found in any street or public place suffering from any sickness or injury, which requires care, medical treatment, hospitalization, or other remedial care.

622.10 PROCEDURES

A. The conditions and procedures under which minors may be detained at the El Segundo Police Department is governed by Sections 206, 207, 207.1, 210.2, and 707.1 of the Welfare and Institutions Code, Title 15 Article 14 of the California Code of Regulations, and the El Segundo Juvenile Jail manual.
B. A juvenile must be read their Miranda Rights as per 625 WIC when taken into custody.
C. If possible, obtain a statement from the juvenile.
D. Complete a Juvenile Report when one of the following guidelines apply:
    1. A juvenile is taken into custody and brought to the station.
    2. A juvenile is taken into protective custody.
E. State law mandates a 6 hour time period for disposition (i.e. release to parent/guardian or transported to Juvenile Hall) on all juveniles.
F. Pull a "J" number for all minors that have been detained at the station.
G. Log all detentions in the juvenile detention log book.

622.15 INVESTIGATION OF STUDENTS ON SCHOOL GROUNDS. If an investigation involves the questioning or detention of a student under eighteen years of age on school grounds or premises during school hours, the assistance of a juvenile officer or school resource officer may be requested. If a juvenile officer or school resource officer is not available, and an immediate investigation is necessary, the officer shall contact the principal or vice principal and explain the reason to detain and question the student.

622.20 TRANSPORTATION AND CUSTODY OF JUVENILE FEMALES. Any female over the age of five years and under the age of eighteen years taken into custody shall be dealt with, as far as possible, in the presence of a female police officer or other adult female.

622.25 JUVENILES IN NEED OF MEDICAL TREATMENT. Per 625 WIC, officers have the authority to take into temporary custody a minor who is under 18 years of age, and who is found in any street or public place, suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care.

622.30 PROCEDURE - NO MEDICAL CONSENT. Officers having juveniles in custody in need of medical attention and parental consent is not available, the following shall apply:

A. Contact ESFD Paramedics for treatment and possible transport to the nearest contract hospital.
B. Advise the examining doctor there is no medical consent available and the reason (in case of life or death dependent on treatment, the doctor may give treatment as necessary to save the life).
C. The investigating officer shall make every effort to locate the parents or legal guardian, and secure permission for any emergency care (627 Welfare and Institution Code).

622.35 PROCEDURES FOR BOOKING JUVENILES.

A. All juveniles taken into custody, except 300 WIC victims, will be taken to the El Segundo Police Department for processing.
B. Any minor who displays outward signs of intoxication, or who is known or suspected to have ingested any substance that could result in a medical emergency, or who appears to be under the influence of one or more intoxicating substances, shall be medically cleared prior to transport to the El Segundo Police Department.
C. Juveniles may be held in the El Segundo Police facility only long enough, but not more than 6 hours for officers to investigate the crime, facilitate release of the juvenile, or arrange for them to be transported to Los Padrinos Juvenile Hall.
D. Discipline and Restraints: Personnel will not discipline juveniles. Violations of the law will be dealt with a criminal complaint being presented to the District Attorney's Office. Minor acts of non-conformance may be handled informally by any police personnel through counseling or advising the juvenile of expected conduct. Juveniles may be handcuffed if deemed necessary but will not be handcuffed to an object unless they meet the criteria for secure detention. Restraints other than handcuffs will not be used unless the detainee is combative or attempts to injure himself. The use of alternate restraints on juveniles shall be limited to those restraints authorized by police department jail policy. Restraints shall be employed only as necessary to prevent injuries to juveniles and police personnel. A juvenile who exhibits violent behavior necessitating the use of alternative restraints should be kept under continuous in-person observation for evidence of breathing difficulty or other symptoms of physical distress.
E. Suicide Risk and Prevention: Juveniles will be under constant observation while in the annex except during visits with a lawyer. Any juvenile who appears to be in need of psychiatric attention or who is suspected of suffering any type of mental disorder, shall be brought to the attention of the Watch Commander who will notify the appropriate medical professional.
F. Medical Assistance: Refer Sections 622.25 and 622.30.622.40CARE OF JUVENILE HELD IN POLICE FACILITY. Juveniles taken into custody shall be held in secure or non-secure detention located in the police department. The use of secure vs. non-secure is outlined in the El Segundo Juvenile Jail Manual sections 603 – 608. The following will be made available to all minors detained:

A. Juveniles will be given access to toilets and washing facilities.
B. Snacks will be offered if the minor has not eaten within four hours.
C. Juveniles will be given reasonable access to drinking water and/or other beverages.
D. Juveniles will be given privacy during visits with family, guardian and/or lawyer**,** regardless, any conversation which takes place at a police station between a minor and an adult who is not his attorney may still be secretly recorded.
E. Juveniles will be given reasonable access to a telephone.

622.45 SECURE VS. NON-SECURE DETENTION:

A. Secure detention is when a juvenile is locked in a jail cell/room or handcuffed to a fixed object. Section 207.1(d) WIC specifies that, in order for a minor to be placed in secure detention, the minor must be at

least 14 years of age and the peace officer must have a reasonable belief that the minor presents a serious security risk of harm to self or others. The El Segundo Police Department will generally not use secure detention unless all criteria in the Juvenile Jail Manual (section 603-605) and Title 15 have been met.

B. Non-secure detention is when a juvenile's freedom of movement is controlled solely by law enforcement personnel and the juvenile is under constant, in-person observation and supervision. Non-secure detention prohibits the placement of juveniles in locked rooms or jail cells and prohibits physically securing juveniles to chairs or stationary objects. If a juvenile is to be maintained in non-secure detention then personnel will adhere to Juvenile Jail Manual section 606-608 and Title 15.

622.50 CONTACT AND COMMUNICATION WITH ADULT AND OTHER JUVENILES: Welfare and Institutions Code Section 208 provides that it is unlawful for minors detained in law enforcement facilities in which adults are confined, to come or remain in "contact" with such adults. "Contact" is defined as communication, whether verbal, visual, or through continuous immediate physical presence, such as a minor sharing a cell with an adult arrestee.

622.55 DISPOSITION OF JUVENILES: Determination must first be made as to whether the juvenile will be released to the custody of a parent/guardian or transported to Los Padrinos Juvenile Hall. A computer check via JAI (Juvenile Automated Index) should be made to see if the juvenile is on probation or has a warrant. If the juvenile is on probation, the officer shall attempt to call the probation officer to determine if the P.O. wants the juvenile held.

Parents should be notified by the arresting officer as soon as possible after arrival at the police station. After determining your course of action, the following procedures will be followed:

If the juvenile is going to be released to a parent or guardian:

A. Complete a Juvenile Report.
B. Complete a full booking on the juvenile.
C. Complete citation procedures for juvenile court as detailed in the El Segundo Police Department Juvenile Manual for Patrol located in the Watch Commander's Office.

If the juvenile should be detained, if parents can not be located, or if parents say they do not want their children returned home:

A. Contact Los Padrinos Juvenile Hall and explain the detention circumstances.
B. Receive permission to book, get the Probation Officer's name and note the time.
C. Complete a booking package consisting of the following:
    1. Juvenile Hall Entrance Record (one copy)
    2. Probable Cause Declaration (two copies)
    3. Crime Report (two copies)
    4. Juvenile Report (two copies)
    5. L.A. County Booking and Property Record (two copies)
    6. Prisoner's property

622.60 VISITS TO JUVENILE PRISONERS. At the time a juvenile is taken into custody, or during the booking process when he is advised of his rights, a juvenile must be allowed to see his parents for the purpose of obtaining advice.

A. This request may come from the juvenile or his parents.
B. Future visits may be restricted in the regular manner.

650 SUICIDE SCREENING OF JUVENILES

650.10 SUICIDE RISKS.

Personnel detaining and handling juveniles should be alert for those predisposing factors especially when observed in conjunction with any of the accompanying list of symptoms:

A. Recent excessive drinking or drug intoxication.
B. Recent loss of stabilizing resources, such as, parents, home or friend.
C. Poor appetite, sleeplessness or agitation.
D. Chronic aggressive behavior.

650.20 SYMPTOMS OF SUICIDE.

A. Previous suicidal gesture.
B. History of Psychiatric care.
C. Presence of suicidal thoughts or plans.
D. Feelings of hopelessness or despair.
E. Voicing some type of self-destructive information.
F. Unusual reaction to being confined.
G. Emotional withdrawal or isolation.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 3
Standard Operating Procedures

CHAPTER 800
Vehicle Removal and Release

800 REMOVAL AND RELEASE OF PARKED AND ABANDONED VEHICLES.

810.00 AUTHORITY. The statutory authority to remove a vehicle is found at California Vehicle Code §§ 22650 through 22711. For the purpose of this policy the word "remove" is synonymous with "impounded" and "stored." The storage authority codes in the California Vehicle Code indicate whether the vehicle is being "impounded" or "stored" and officers should familiarize themselves with these codes in order to properly complete the CHP 180 form.

Minimally, a decision to remove a vehicle must satisfy the requirements of the Vehicle Code. Importantly, searching and/or removing a vehicle is also considered a seizure under the Fourth Amendment of the United States Constitution. Therefore, any decision to search and/or remove the vehicle must also satisfy the reasonable requirement of the Fourth Amendment.

810.05 REMOVAL AND RELEASE OF VEHICLES. Whenever a vehicle is removed, a tow truck from the contract company will be called, a CHP 180 report completed and the vehicle stored at the approved storage area.

A vehicle may only be removed when permitted by the California Vehicle Code, Division 11, Chapter 10, Article 1, et seq, and consistent with the Fourth Amendment, e.g. an officer has probable cause to believe the vehicle itself is evidence or the vehicle contains evidence that cannot readily be removed.

If a subject is taken into custody while driving a motor vehicle, the officer has the option of:

A. Removing the vehicle if one of the following applies:

1. The subject is the registered owner and requests that the vehicle be removed.
2. A warrant is obtained to remove the vehicle.
3. The vehicle itself is evidence which tends to show that a crime has been committed or the vehicle contains evidence, which cannot readily be removed, which tends to show that a crime has been committed.
4. The vehicle jeopardizes public safety or the efficient movement of vehicular traffic, e.g. the vehicle is illegally parked.
5. It is reasonably necessary to prevent possible theft or vandalism of the vehicle.

B. Leaving it legally parked on a public street or parked on private property if it is not needed for evidence in a pending investigation and is not likely to be stolen or vandalized. The vehicle shall be secured and the keys returned to the arrestee. If the vehicle is legally parked at the time of arrest, it will be the responsibility of the arrestee to see that it is moved before any parking regulations go into effect. The arresting Officer shall verbally advise the arrestee of this information and the fact, including the location of the parked vehicle, so noted in the Officer's report form.

C. Releasing the vehicle to a second party. The officer has the discretion of granting a second party

release based on the arrestee's request. In this case, the officer will only release the vehicle if the second party is competent to drive and has a valid driver's license in possession.

In cases where a vehicle is creating a hazard, Officers may briefly drive the vehicle in order to clear the hazardous condition and/or legally park the vehicle.

810.10 TOWING AND STORAGE FEES. Departmental personnel should familiarize themselves with the towing fee schedule. All fees are posted at the tow yard as well as at the police station front counter.

NOTE: A supply of the rates and charge sheets are available in records and in the Watch Commander's office.

810.15 FIELD RELEASES. Should a tow truck be ordered (72 hour restriction, illegal parking, etc.) and the registered owner/representative appear and request the tow be cancelled, the officer will make every effort to oblige the request. The contract with the current towing company charges 50% of the tow fee if the tow truck has been requested and arrives at the scene and the vehicle is released without towing services being performed. If the tow truck is hooked up to the vehicle, the charge will be the normal fee for that vehicle.

A. This payment is to be paid directly by the registered owner/representative of the vehicle to the tow service employee. Officers of this Department are not to get involved with the actual collection of any fee under any circumstances.

810.25 COMPLETION OF IMPOUND AND STORAGE FORM. The following procedures will be used in completing the CHP 180 form.

A. A note **"Maximum Security Building"** will be written in large block letters on the CHP 180 form for vehicles that must be placed inside the enclosed building at the tow yard, because they contain a type of evidence weather may destroy, i.e., fingerprints, blood, etc.

B. Those vehicles to be taken from an incident scene to the police department's east lot area, the note **"Temporary Impound Police Department"** will be written in large block letter in the property section of the CHP 180 form.

NOTE: Use only one A or B

C. Officers are requested to check the type of storage.

D. Condition and Inventory Section: This section of the CHP 180 Form will be completed using the following guidelines. The areas of a vehicle to be inventoried will be:

1. Anything within the driver/passenger compartments, to include under the front seats, the trunk, glove compartment or any other locked compartment if a key is available.

2. All major items will be inventoried by brand name, model number and serial number if applicable.

NOTE: If a search warrant is to be obtained, the investigator obtaining and serving the warrant will be responsible for the inventory after service of the warrant, following the guidelines above.

If a search is conducted, an inventory of the items remaining at the conclusion of the search will be inventoried by the officer responsible for storing the vehicle following the guidelines above.

Completion of the condition and inventory section will assist if a complaint is filed regarding damage

to the vehicle or items missing from within.

810.35 PROPERTY AND YARD SECURITY. Officers entering the secured area of the tow yard are to check in through the office.

Any officer removing any property from a vehicle or the storage bins will complete a property report and leave a copy at the tow yard office before leaving the area.

820 PRESENT OWNER-DEFINED

820.15 PRESENT OWNER - DEFINED. The present owner of a vehicle is defined as the registered owner on the records of the Department of Motor Vehicles in Sacramento.

Exception: When the registered owner on record has transferred his ownership rights, the present owner is the last person to whom equity or ownership of the vehicle has been transferred.

830 INQUIRIES CONCERNING IMPOUNDED VEHICLES

830.10 INQUIRIES CONCERNING IMPOUNDED VEHICLES. When a person telephones to, or inquires of the Department concerning the release of an impounded vehicle, the interviewing person shall:

WHEN VEHICLE IMPOUNDED FOR INVESTIGATION.

A. Determine the release status of the vehicle by checking the Record Division files.
B. If the vehicle is ready for release, inform the person making inquiry of the status.
C. If the vehicle is not ready for release, and the reason cannot be determined, refer the person to the division for which the "hold" has been placed.

    1. Indicate whom the person should contact and when.

WHEN VEHICLE IMPOUND AND STORED ONLY: Refer the person to the Records Division.

830.15 NOTIFICATION TO OWNER. Pursuant to Penal Code § 22852 et al, a public agency directing the storage of a vehicle shall give notification to the legal owners within 48 hours (excluding weekends and holidays) and shall provide the vehicle's registered and legal owners of record, or their agents, with the opportunity for a post storage hearing to determine the validity of the storage.

830.25 NOTIFICATION TO DEPARTMENT OF JUSTICE OF STORED VEHICLE. When the owner of an impounded vehicle cannot be determined or cannot be notified and the vehicle is not returned within 120 hours after impoundment, the Records Division shall comply with regulations pursuant to Penal Code § 22853 et al.

830.30 VEHICLE REPORTED STOLEN OUTSIDE CITY. When a vehicle which has been reported stolen outside the city is recovered in El Segundo, the Records Division shall notify the law enforcement agency which reported the theft.

830.40 VEHICLE RECOVERED BY OWNER. When a person requests the cancellation of a Stolen Vehicle Report by telephone, he shall be advised to make a written report at the nearest police station.

830.50 RELEASING "HOLD" ON IMPOUNDED VEHICLE. The investigating officers of the division for which a "hold" has been placed on an impounded vehicle shall:

A. Be responsible for investigating the "hold".

B. At the completion of their investigation, notify Records Division of the "hold" release.

840 RESPONSIBILITY FOR RELEASE

840.10 RELEASE OF IMPOUNDED VEHICLES. Any vehicle that is impounded for follow-up investigation will become the responsibility of the assigned investigating officer (detectives, traffic, special services, etc.).

A. On any impounded vehicle, the investigating officer will be responsible for completing the "Order for Release of Vehicle".
B. On any stored vehicle, the release will be handled by the Records Division who will issue an "Order for Release of Vehicle."
C. When the vehicle is ready for release, the assigned investigator will remove any holds by notifying the Records Division that the vehicle is ready for release. (This is done so the legal or registered owner cannot cause civil action due to the vehicle being held when the investigation is complete.) The investigator will then complete the "Order for Release of Vehicle" as outlined below.
D. In the case where a vehicle has been brought from a scene to the impound area in the rear lot for further investigation, the vehicle will be the responsibility of the assigned investigating officer, and when the investigation is complete, the investigator will notify the tow service and arrange for the vehicle to be taken to the tow service impound/storage yard. (Although two tows will be involved - one to the police department and one to the tow yard - this will be charged as a single tow only). The release will be made as outlined below. If the vehicle can be driven from the rear lot and it is approved by the assigned investigator, the investigator will complete an "Order for Release of Vehicle," and give the release to the Records Division who will collect the necessary fees and give the release to the registered owner or his approved agent, who will go to the tow service and make the proper payment, bring the paid receipt back to the investigator, who, if all documents are correct and complete, will release the vehicle from the rear lot.
E. If the El Segundo Police Department has impounded a vehicle that was reported stolen or has a hold on it from another agency, the assigned investigator will get clearance from that agency and will then prepare the "Order for Release of Vehicle" as outlined above.

NOTE: If the El Segundo Police Department or its agents cause a vehicle to be impounded, a signed release from the assigned investigator is necessary prior to the release of the vehicle from the tow facility to another agency, registered owner, etc.

850 ORDER FOR RELEASE

850.10 ORDER FOR RELEASE. The investigating officer will complete the "Order for Release of Vehicle" by filling in the date, time, DR number, the name of the person to whom the vehicle is to be released, their driver's license number, state, the vehicle information, and the name of the impound garage. Have the person print their name and sign next to the printed name. The releasing officer will then sign his name and make any remarks necessary. The release will then be given to the person the vehicle is to be released to and they will take it to the tow service, after paying the appropriate release of vehicle fee to the Records Division. The release will that become part of the tow service's permanent file. In case a person cannot appear for the release until after hours, the assigned investigator can:

A. Complete the "Order for Release of Vehicle" as complete as possible and give it to the Records Division. The Watch Commander will then check the identification of the person who comes in for the release, have them print and write their names on the line provided. The Watch Commander will then place his initials by the releasing officer's signature. The vehicle will then be released as outlined above, or
B. The assigned investigator can request the person appear the next business day for the release. If the subject appears for a release and there is no completed release, the Watch Commander will:

1. Refer the person to the assigned investigator, or
2. If after hours, refer the person back to the assigned investigator next business day.

850.30 VEHICLE IMPOUNDED FOR INVESTIGATION. The concerned investigator of the division, or which an impound has been placed, impoundment shall be responsible for the final release of a vehicle impounded for investigation. The vehicle shall not be released until the officer responsible for release:

A. Determines that there is no further reason to hold the vehicle and indicates in the remarks block of Vehicle Report: "O.K. to release", or the 24-hour time limit has elapsed pursuant to section 22655 CVC, (Hit and Run).
B. When the investigators are not available, the release shall be the responsibility of:

1. Uniform Division Watch Commander.

C. Impounded vehicles will be released twenty-four hours a day, including weekends and holidays.

850.40 VEHICLE IMPOUNDED AND STORED ONLY. A vehicle impounded and stored only shall be released by the Records Division.

850.50 RELEASE TO PRESENT OWNER. An impounded vehicle may be released to the present owner or his representative.

A. Upon presentation of proof of ownership.
B. Upon presentation of satisfactory identification to show that he is the present owner, OR
C. Upon presentation of satisfactory personal identification and written authorization from the present owner to receive the impounded vehicle.
D. When the Vehicle Report bears the notation "O.K. to release".
E. Upon payment of fees.

850.60 RELEASE OF IMPOUNDED VEHICLE - OWNER IN CUSTODY. When the present owner of an impounded vehicle is in custody of the Department, the vehicle may be released to another person only when:

A. The present owner has released his vehicle, indicated by signing on the back of the jail copy, Prisoner's Authorization to Release Property, and
B. The person presents satisfactory personal identification to show that he is the person authorized to receive the impounded vehicle, and
C. The Vehicle Report bears the notation, "O.K. to release".
D. Upon payment of fees, or
E. A licensed driver is available to remove the vehicle from the tow facility.

850.70 RELEASE OF IMPOUNDED VEHICLE - DRIVER IN CUSTODY. When the driver of an impounded vehicle is not the present owner, the Department shall release the vehicle to the arrested driver provided there are no "holds" on the vehicle.

850.80 RELEASE OF VEHICLES IMPOUNDED - NARCOTICS. When the driver or occupants of a vehicle impounded were arrested for a narcotic violation, the following shall apply:

A. The Narcotic Detail shall determine if Section 11610 of the Health and Safety Code applies.
B. The Narcotic Detail shall advise the Records Division of the impounded vehicle's status:

1. "O.K. to Release" noted on Vehicle Report, or
2. Hold for the Investigative Division: Narcotic Detail, and

C. The Records Division shall forward all reports concerning the investigation to the Investigative Division-Narcotic Detail.

D. The vehicle cannot be released until the Narcotic Detail authorizes the release. The Records Division will be notified by letter from the Attorney General's office if a decision has been made to release vehicle back to owner.

860.00 CITIZEN'S COMPLAINT REGARDING VEHICLES. It is the policy of the El Segundo Police Department to investigate all complaints regarding missing or damaged items from vehicles stored or impounded by members of the department. If a person has a complaint regarding the storage/impound of the vehicle they shall be supplied with a complaint form. Forms will be maintained in the Records Division.

Once the form has been completed it will be forwarded to the Administrative Division where it will be investigated. The Administrative Division will forward a copy to the towing company and eventually submit a report of investigation to the Chief of Police through channels.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 100
Naloxone Program

100 OVERVIEW OF THE NALOXONE PROGRAM

101 OVERVIEW OF THE NALOXONE PROGRAM. El Segundo Police Department personnel are frequently the first responders to a person who is experiencing an opioid-related overdose. The purpose of this policy is to establish procedures to govern an "Overdose Prevention Program" through the deployment of Naloxone by El Segundo Police Department personnel. The objective is to reduce injuries and fatalities resulting from opioid overdoses, in the instances where emergency medical personnel have not yet arrived.

105 POLICY

105.01 It is the policy of the El Segundo Police Department that officers shall be trained to administer Naloxone in accordance with mandated training guidelines as determined and established by Vital Medical Services**,** the cities contracted medical provider pursuant to Health &Safety Code 1797.197 and California Civil Code 1714.22.

A. Officers who are trained in accordance with mandated training guidelines shall deploy with Naloxone kits in the field. However, the officer will retain the discretion to administer or not administer Naloxone to persons experiencing or suspected of experiencing opioid related overdoses. There is no legal obligation to administer Naloxone.
B. Officers who administer Naloxone are protected from civil and criminal liability if they "act with reasonable care" and "in good faith." This is accomplished by administering Naloxone according to established protocol.
C. If an Officer has a valid reason for not participating in the program, such as religious objections, the officer will be excused with the approval of the Chief of Police.

110 TRAINING

110.01 Officers shall not administer Naloxone without the completion of mandated training by Vital Medical Services. All officers will receive training that will include, but not limited to, an overview of California Civil Code 1714.22, patient assessment (sign/symptomology of overdoses), universal precautions, rescue breathing, seeking medical attention for the patient, and the use of intra-nasal Naloxone. Officers will receive refresher training as deemed appropriate by Vital Medical Services.

115 **NALOXONE DEPLOYMENT**

115.01 The El Segundo Police Department will deploy Naloxone kits in patrol and/or any other location as deemed appropriate by the Chief of Police or his/her designee.

120 **NALOXONE USE**

120.01 Officers who have completed the mandated Naloxone training by Vital Medical Services are authorized to administer Naloxone when they reasonably believe someone is experiencing an opioid-related overdose. Personnel will treat the incident as a medical emergency and follow these steps when performing this intervention:

A. Confirm emergency personnel are responding;
B. Maintain universal precautions;
C. Perform patient assessment;
D. Determine unresponsiveness;
E. Update dispatch of potential overdose state;
F. Follow Naloxone protocol;
G. Immediately notify responding emergency medical personnel that Naloxone has been administered;
H. Notify the Watch Commander

125 **REPORTING OF NALOXONE USE**

125.01 Upon completion of the incident, officers will submit an incident report detailing the nature of the incident, the care the patient received and the fact Naloxone was deployed. A copy of the report will be forwarded to Vital Medical Services who will track and monitor the use of Naloxone, by department personnel.

125.05 Maintenance and Replacement

125.10 The daily inspection of Naloxone kits will be the responsibility of officers who are assigned the kit for field deployment. Officers should handle, store and administer the medication consistent with their training. Officers should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and reported to the officer's immediate supervisor. Replacements kits will be issued by Vital Medical Services as soon as possible.

130 NALOXONE KITS/STORAGE

130.01 Naloxone kits will include a minimum: gloves, mask, eye protection and Naloxone. The kits will be issued to all patrol officers and stored inside the police facility when not out in the field during their assigned shift. Naloxone kits shall not be kept in patrol vehicles for extended periods of time or any other area that is not temperature controlled. Naloxone kits will also be stored in the jail and the Watch Commander's office to be deployed at the discretion of on duty personnel.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 200
Civilian Volunteer Programs

201 RESERVE PROGRAM ESTABLISHED

201.05 RESERVE PROGRAM ESTABLISHED. The El Segundo Police Department Reserve Program is hereby established. It is, and shall be, a composite of current policies, procedures, and rules pertaining to the operation, management, and functions of the El Segundo Police Reserve Program. All members of the El Segundo Police Department Reserve Program, as well as, all Department Personnel responsible for the operation, are to conform with the rules and provisions contained herein.

205 MAINTENANCE OF THE RESERVE PROGRAM

205.10 MAINTENANCE- RESERVE PROGRAM. The El Segundo Police Department Reserve Program shall be maintained by the Reserve Coordinator. All additions, amendments, or other changes to the reserve program shall be forwarded to each reserve officer, who shall be responsible for insertion into his copy of the reserve program.

205.15 AMENDMENT PROCEDURE. All requests for amendments to the El Segundo Police Reserve Program shall be prepared, in writing, and forwarded to the Reserve Coordinator. The Reserve Coordinator, upon review and approval, shall forward the request to the Field Operations Bureau Commander, for approval or denial. Final approval shall be from the Office of the Chief of Police.

205.20 LEGALITY OF CONTENTS: If any section, subsection, item, clause, or phrase contained in the reserve program is found to be illegal or otherwise incorrect or inapplicable or in conflict with departmental orders, or policy, such findings shall not affect the validity of the remaining portions of the reserve program.

210 RESPONSIBILITIES OF THE PROGRAM MANAGER

210.10 RESPONSIBILITIES OF PROGRAM MANAGER. The Program Manager is responsible for managing, administering and assessing the Reserve Program. The Program Manager is responsible for providing the Bureau Commander with a monthly status report, reporting on monthly accomplishments and an overview of the month's progress. The Program Manager is responsible for maintaining a liaison with other departments to ensure the best methods of accomplishing the program's goals and objectives are applied.

The program manager is responsible for conducting frequent meetings with his personnel so that the goals of the program are established and met. The Program Manager shall also at least once every 12 months review and prepare additions or deletions of the Department Manual pertaining to the reserve program.

215 DEFINITIONS OF RESERVE PROGRAM

215.10 DEFINITIONS OF RESERVE PROGRAM. The following words and terms shall have the meanings herein

assigned, unless it shall be apparent from the content that they have a different meaning.

A. Reserve - Refers to the El Segundo Police Reserve.
B. Reserve Coordinator- Shall mean the Lieutenant or other Supervisor in charge of the Reserve Program.
C. Assistant Reserve Coordinator - Shall refer to a regular Sergeant or police officer, designated to that position by the Field Operations Bureau Commander.
D. Member - Shall mean an El Segundo Police Reserve.
E. Employee - "Employee" alone shall mean the employee of the El Segundo Police Department.
F. Regular Officer - Shall refer to a regular sworn officer of the Department.
G. OFFICER - Shall mean all "sworn personnel" regardless of rank or sex, whether permanently or temporarily employed, or the El Segundo Police Department Reserve member.

220 ORGANIZATION OF THE RESERVE PROGRAM

220.10 ORGANIZATION. The El Segundo Police Reserves shall be composed of a maximum of 25 members, membership shall be open to both men and women, providing that they meet the qualifications outlined in section 225.10 of this chapter.

220.20 CHAIN OF COMMAND. The chain of command for reserve staff functions shall be as follows:

A. Chief of Police.
B. Field Operations Bureau Commander.
C. Reserve Coordinator.
D. Assistant Reserve Coordinator.
E. Watch Commander/Field Sergeant while on duty in the field.

220.30 SENIORITY. All members of the El Segundo Police Department Reserves are, and shall be, subordinate in authority to any regular El Segundo Police Officer.

225 QUALIFICATIONS FOR BECOMING A POLICE RESERVE

225.05 POLICY REGARDING THE RECRUITMENT OF RESERVE MEMBERS. The El Segundo Police Reserve Program was designed to utilize civic minded individuals who are willing to devote their time to a well-coordinated program. The qualifying applicants will be trained in police methods and techniques so that these individuals can assist the regular police when needed.

225.10 QUALIFICATIONS FOR BECOMING A POLICE RESERVE. In order to become a member of the El Segundo Police Reserve Program, each applicant shall conform to the following:

A. Citizen of the United States of America and a registered voter, or if alien, proof of legal entry and residency.
B. Resident of the State of California.
C. At least 21 years old at time of application.
D. Height and weight to be proportionate.
E. Must have minimum vision of 20/100 in each eye correctable to 20/20, free from color blindness and chronic disablements.
F. Normal hearing in each ear.
G. High school graduate or possession of GED certificate.
H. Possess a valid “Class C” California Driver's license.

225.15 TESTING. Upon verification of the above minimum requirements, applicants shall successfully complete an oral interview, successfully pass a psychiatric examination, a physical examination, a polygraph examination, and a thorough background investigation undertaken by department personnel.

230 TRAINING

230.10 BASIC TRAINING COURSE. Applicants shall successfully complete a POST approved basic training academy for Police Reserves, at South Bay Reserve Academy, Los Angeles Sheriff's Academy, or similar POST approved academy.

230.20 REGULAR RESERVE TRAINING. Once members have graduated from a POST approved Reserve Academy, they shall, to remain on "active" status, participate in a regularly scheduled training program, in which they will fulfill various training assignments within the Department. These assignments are under the direct control of the Reserve Coordinator.

Regular training program assignments may include, but are not limited to, the following:

A. Patrol.
B. Special Details, such as:

    1. Parades, Special Details, and Football Games.

235 FIELD TRAINING OF RESERVE OFFICERS

235.10 FIELD TRAINING. The responsibility for training the reserve members shall be the Field Training Officers of the Police Department. When the reserve member requests to work a shift in the field, the Reserve Coordinator shall attempt to place the member with a patrol FTO who is not currently in training. If there is no FTO available, the reserve member will either try to adjust his schedule to a shift where an FTO is available, or the member will ride with any other officer.

235.15 FTO INSTRUCTION GUIDES. "Active" reserves who are not “Level 1" reserve status shall be actively trained by the FTO's currently assigned to the FTO program. Reserves shall be given an FTO Instruction Manual, which they will be responsible for maintaining and reviewing.

A. When a reserve officer is scheduled to ride, the reserve member shall be responsible for bringing his FTO instruction guide on the shift.
B. An FTO shall actively train the reserve, utilizing the training guides in the manual. The FTO shall sign off the training guide when it is trained and learned.
C. The FTO shall be responsible for signing off the training guide page in the Reserve FTO Manual, and will assign, if applicable, remedial training or the next training guide sheet which will be reviewed on the next scheduled ride with an FTO.
D. The FTO shall prepare a Daily Observation Report (DOR), and will forward same after reviewing it with the reserve member to the Reserve Coordinator for filing.

240 GENERAL RULES AND REGULATIONS

240.10 GENERAL RULES AND REGULATIONS. All police reserve members shall abide by all the rules and regulations of the El Segundo Police Department, found in volume 2, chapter 100 of this manual.

245 FIREARMS AND IDENTIFICATION CARDS

245.10 FIREARMS. Police reserve officers who have been accepted by the El Segundo Police Reserve Program as qualified police reserves and sworn in as prescribed by regulations, shall be permitted to carry a firearm prescribed by the Chief of Police or his representative, when the reserve member is on official duty for the El Segundo Police Department, or is engaged in a training assignment for the El Segundo Police Department, or is en route to or from such duty or training assignment.

A. Members, when assigned to duty, shall carry, or have in his immediate presence at all times, a handgun as prescribed by the Department.
B. Reserve Officers shall carry weapons only when on duty or going to or from duty or training assignments officially sanctioned by the El Segundo Police Department, or when issued a concealed weapons permit (CCW specifically) at the discretion of the Chief of Police of the El Segundo Police Department with the recommendation of the Reserve Coordinator and the Department Range Master based on the following criteria:

1. Is an "active" level 1 reserve (designated or non-designated).
2. Has at least 1000 hours of training and field experience (including academy time).
3. Consistently maintains an "expert" status or better on the Department qualification course.
4. Must be familiar with and follow all departmental policies and procedures related to off-duty/concealed weapons and ammunition.

245.20 IDENTIFICATION CARD. Reserve officers, when assigned to duty shall carry his identification card unless he has been exempted by his superior officer.

248 COURT CASES

248.10 COURT ATTENDANCE. All members concerned in cases before the court arising from an incident in which the member becomes involved as a result of his status as a police reserve officer, are to be punctual in attendance. The reserve officer shall be dressed in civilian attire, of good taste and business-like appearance, or in full uniform.

248.15 COURT CONDUCT. Members shall observe the utmost attention and respect towards magistrates at all times.

248.20 REIMBURSEMENT. Reserve officers shall be reimbursed at step "A" of the patrol officer's classification.

A. The officer will receive pay, but only if his regular place of employment does not choose to reimburse him for court duty.
B. A report must be presented to the Chief of Police in order that a warrant can be made for payment.
C. A reserve member will not become involved in any action which might mean court appearance unless absolutely necessary.

250 UNIFORMS AND PERSONAL EQUIPMENT

250.10 UNIFORMS AND PERSONAL EQUIPMENT. All Police Reserve Members shall wear the prescribed uniform and possess the personal equipment for police officers found in Volume 2/500 of the GOM.

255 DISCIPLINARY PROCEDURES

255.10 ORAL REPRIMAND. The assistant Reserve Coordinator or Reserve Coordinator having become aware of a minor infraction of the rules and regulations of the Department policy, may orally reprimand the member involved, with no further action necessary.

255.20 WRITTEN REPRIMAND. Any member of the Department, having become aware of an incident or activity on the part of a reserve member, may prepare a written report on the matter (when the incident is of a nature warranting such action) and forward it to the assistant Reserve Coordinator, who shall review the report and forward it with his recommendation to the Reserve Coordinator, who will evaluate the incident, with final approval to the Chief of Police.

255.30 TEMPORARY SUSPENSION. When an incident on the part of a reserve member is of such a nature warranting such action, the member may be temporarily suspended from the reserves. The period of the suspension shall be determined by the nature of the incident, but in no case shall the suspension be in excess of six (6) months.

The decision on whether or not a member should be suspended from the program shall be that of the Chief of Police. A written report of the incident will be forwarded to the Chief of Police for review and approval.

A. APPEAL. The involved member, in those cases where he feels the suspension is unjustified, may request a hearing before the Chief of Police, whose decision shall be final.

255.40 REMOVAL FROM MEMBERSHIP. When an incident on the part of a reserve member is of a nature requiring such action, the member may be removed from the reserves. The decision on whether or not a member shall be removed from the program shall be that of the Chief of Police.

A. APPEAL. The involved member, in those cases where he feels that the removal from membership is unjustified, may request a hearing before the Chief of Police, and may request the presence of any regular member of the Department to act in his behalf. The final decision shall rest with the Chief of Police.

255.50 RESERVE MEMBER SUSPECTED OF A CRIME. When an investigation discloses that a reserve member is suspected of a criminal offense, the employee conducting the investigation of the offense shall, through his immediate Supervisor, notify the Reserve Coordinator as soon as practical, even though this means calling the coordinator at home.

255.60 EMPLOYEE ARRESTED ON A CRIMINAL CHARGE. When a member of the El Segundo Police Reserve Program is taken into custody by another police agency, the El Segundo officer in charge shall make a written report through his immediate Supervisor to the Reserve Coordinator, who will initiate an investigation and then submit a recommendation to the Chief of Police, through channels, for his review and approval.

260 ACTIVE STATUS OF MEMBERS

260.10 ACTIVE STATUS OF MEMBERS. In order for a member of the reserves to maintain an "active" status, the following conditions must be met:

A. Successful completion of the membership requirements found in section 225.10 of this chapter.
B. Successful completion of the POST approved basic academy.
C. Active participation in the regular Police Reserve Training Program, as specified in section 230.20 of this chapter. Requires a minimum of 20 hours a month of service.

260.20 PLACING MEMBER IN "INACTIVE" STATUS. A member who has failed to participate in more than 50% of his scheduled regular training during any six (6) month period shall be removed from "active" status and shall be placed in an "inactive" status. An "inactive" member shall not be allowed to participate in any official reserve function until he has returned to "active" status. If a reserve officer does not apply for reinstatement within 90 days, he shall be removed from the reserve program.

260.30 PROCEDURE FOR RETURNING TO ACTIVE STATUS. Any member in an "inactive" status who desires to return to an "active" status shall follow the following procedures:

A. Submit a written request to the Reserve Coordinator.
B. The request shall be reviewed by the Reserve Coordinator, and he shall be interviewed by the Reserve Coordinator, who shall forward his recommendation to the Field Operations Bureau Commander.

260.35 LEAVE OF ABSENCE. The following procedures apply to those members desiring to request a leave of absence from "active" status within the reserves.

A. Submit a written request to the Assistant Reserve Coordinator stating the reasons for desiring a leave of absence.
B. The Assistant Reserve Coordinator shall review the request and contact the Reserve Coordinator for his review and concurrence with the request, and shall note the approval and cause it to be placed in the concerned members Reserve Personnel File. He shall then cause the member to be notified of the result.
C. An official leave of absence shall not affect the "active" status of concerned member unless it extends beyond six months, at which time the member shall be placed in an "inactive" status.
D. Matters such as extended illness or other such reverses, causing the member to fail to report for training or duty, require the above procedure if it is anticipated that he will not be able to actively participate for an extended period of time.

265 RETIREMENT

265.10 RETIREMENT. Mandatory retirement for members at age 55 years.

A. Members who have successfully completed ten (10) years of "active" status as specified in section 260.10 above are eligible for retirement, with the approval of the Chief of Police.

265.20 RETIREMENT BADGE: Members who have successfully completed requirements for retirement from the Reserve program are eligible for retirement badge, with approval from the Chief of Police.

265.30 PROCEDURE FOR RETIREMENT: The following procedures apply to active members eligible for retirement:

A. Submit a written request to the Reserve Coordinator of intention to retire.
B. The Reserve Coordinator shall review the request, and submit it to the Chief of Police, who shall have final approval.

270 TECHNICAL CONSULTANT

270.05 TECHNICAL CONSULTANT: A technical consultant is not an employee of the El Segundo Police Department and shall not take police action as a representative of this Department. The Technical Consultant applicant serves at the discretion of the Chief of Police.

270.10 PURPOSE: The Technical Consultant Program is designed to draw upon distinctive skills possessed by specific individuals. These unique skills enable the person to instruct or provide advice to law enforcement officers in those areas. Persons who are selected to join the Technical Consultant Program may provide assistance in areas such as:

Use of Force Arrest and Control Tactics.
Firearms Training.
Special Weapons Techniques.
Computer Programming and Use
K-9 Training.
Drivers Training.
Other Needs Determined by the Chief of Police.

270.15 APPLICATION PROCESS: The Technical Consultant Program is on a voluntary basis without financial

compensation to the individual. Individuals selected for the program must complete the following application process.

A. Technical Consultant Program Application Form.
B. Photocopy of California Driver's License.
C. Information Form for ID Card.

270.20 Background Check: A records background will be completed on each applicant after the completion of the above forms. The records check will include:

A. DMV Driver's History.
B. NCIC Records Check.
C. CII Criminal History.
D. Local Background Check.

The applicant will be given a personal interview by the Chief of Police or his designee based upon his or her area of expertise. Upon successful completion of the application process, the candidate will receive his/her ID card.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 300
Beach Patrol Program

300 BEACH PATROL

310 PURPOSE. The purpose of the El Segundo Police Department Beach Patrol Program is to provide a safe and secure environment for the public at our City beach, the adjacent bike path and shoreline within City limits.

320 OBJECTIVES. Officers participating in this program will be assigned to the El Segundo Beach on specific dates and times as designated by the Field Operations Bureau Commander or his designee. During a typical shift, Officers will conduct the following:

A. Enforce applicable state laws and violations of the El Segundo municipal code;
B. Address homeless encampments and provide community outreach/resources;
C. Conduct proactive patrols on the beach;
D. Provide support to all on-duty Los Angeles County Lifeguards;
E. Be positive ambassadors of the El Segundo Police Department.

330 EQUIPMENT. Officers will utilize an electric or gas operated all-terrain vehicle or all-wheel drive pickup truck during deployment hours. Prior to each shift, Officers shall perform an inspection of the vehicle for damage, battery charge/gas level and cleanliness. Any damage will be reported to the on-duty Watch Commander and a repair order shall be completed. At the conclusion of each shift, Officers will ensure the vehicle is clean, plugged in for battery re-charging or re-fueled as needed.

340 UNIFORM. Officers working this detail shall wear the following Beach Patrol uniform:

A. Navy-blue Blauer polo-shirt with white undershirt, cloth badge and El Segundo shoulder patches;
B. Navy-blue Blauer shorts or pants;
C. White ankle socks and black athletic shoes;
D. Duty-belt with all associated patrol equipment;
E. Black ESPD baseball cap (optional);
F. Body-worn camera.

350 MANDATORY TRAINING. All Beach Patrol personnel will complete the following training prior to operating any designated beach patrol vehicle:

A. Department staff will provide orientation and familiarization on the following:
    a. Safety belts;
    b. Gauges, state of charge meter and power outlet;
    c. Key switch, direction selector and light switch;

d. Accelerator and brake pedals;
e. Park break and emergency park brake release;
f. Winch operation;
g. Battery charging port.
h. Battery maintenance and electrolyte water levels;

B. Vehicle operation:
a. Starting, braking and stopping;
b. Driving in reverse;
c. Driving on pavement;
d. Turning radius;
e. Parking on a hill;
f. Driving in sand.

C. Los Angeles County Lifeguard beach patrol safety class or equivalent course for operating vehicles on the beach.

360 PAY AND COMPENSATION. Beach patrol personnel are entitled to overtime compensation as set forth in the member's applicable Memorandum of Understanding (MOU) when working this special detail. Officers working this voluntary collateral duty are not entitled to special assignment pay.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 400
Cadet Program

401 CADET PROGRAM

401.10 CONFORMITY TO RULES. All members of the El Segundo Police Department Cadet Program shall conform to all rules and provisions contained herein and where applicable to the General Order Manual of the El Segundo Police Department.

401.15 CADET PROGRAM MAINTENANCE. The cadet program shall be maintained by the Administrative Division of the Administrative and Services Bureau.

410 PURPOSE OF THE CADET PROGRAM

410.05 PURPOSE OF THE CADET PROGRAM. The cadet program is in effect to attract young, well-qualified men and women to participate in an organized on-the-job training program which includes instruction in the duties, responsibilities, methods, and techniques of the Department. It is designed to better qualify the members for position of police officer. Cadets may work in this program until the age of twenty-three, with 6-month extensions issued by the Chief of Police. Cadets are expected to gain practical knowledge of the functions of the Department and some of the basic theories of law enforcement. Cadets attending college courses in Police Science /Criminal Justice have the opportunity to correlate their education with actual performance on the police department, which in turn will better prepare them for a future career in law enforcement. Cadets must maintain full-time student status at an accredited school while employed.

415 CHAIN OF COMMAND FOR POLICE CADETS

415.10 CHAIN OF COMMAND FOR POLICE CADETS. It is recognized that with regard to the chain of command for police cadets, a special set of circumstances exist relative to the cadets, because of their diverse assignments.

A. The cadet's immediate Supervisor has the responsibility of the assigned cadets. Their training, scheduling, personnel problems, ratings and assignments are the concern of the cadet's immediate Supervisor.
B. Whatever Bureau, Division or Section the cadet's are assigned to will have functional supervision over the cadets. This Supervisor will prepare the workload and make certain it is carried out. This supervisor shall prepare the rating and/or summary report for the assigned cadet and review and discuss this report with the assigned cadet.
C. Once assigned, the cadet will not be reassigned during his tour of duty unless the original Supervisor to whom the cadet is assigned is conferred with and is in agreement to the reassignment.

420 CONDUCT

420.10 CONDUCT. All police cadets are to conform to the General Rules and Regulations of the El Segundo Police Department, which are found in the Department General Order Manual, starting with volume 2/101.

430 UNIFORMS AND EQUIPMENT

430.10 UNIFORMS AND EQUIPMENT. Refer to the Department General Order Manual, volume 2/525.25

435 LEGAL AUTHORITY OF POLICE CADETS

435.10 LEGAL AUTHORITY OF POLICE CADETS. A police cadet has the same authority as does any private person with respect to arrests of persons charged with a crime under the laws of the State of California. They are covered as employees of the city as to any liability for their actions resulting from their actions under the guidance of a sworn member of the El Segundo Police Department.

440 LIABILITIES THAT MAY RESULT FROM INJURY

440.10 WORKMAN'S COMPENSATION. A police cadet is covered under the workman's compensation provisions as adopted by this city. A supervisors report will be completed upon any injury.

445 EDUCATIONAL REQUIREMENTS

445.10 EDUCATIONAL REQUIREMENTS. Police cadets are required by the Department and the City of El Segundo to enroll in a minimum of twelve (12) units of college courses per semester, maintain no less than a "C" average, and major in Police Science or a related field. Cadets will provide their supervisor with a copy of the grades obtained. It is the policy of the Department to make every effort to schedule the cadet's twenty-four hours per week in accordance with his school schedule, contingent upon the needs of the Department being met.

450 CADET WORKING HOURS

450.10 CADET WORKING HOURS. During the school year, a cadet may work no more than 24-hours per week and no less than 20 hours per week. During the summer months, and extended school breaks (Christmas and Easter) a cadet may work up to 40-hours per week.

A. Cadet work hours will be set by their immediate Supervisor. All reasonable attempts will be made to avoid conflict with the school and personal schedule of the Cadet. However, in the final analysis, the needs of the Department will be of primary importance.

455 FIELD POLICIES

455.10 RIDE-ALONG PROGRAM. Any police cadet who desires to ride-along must submit a written request to the on-duty Watch Commander. Sufficient information concerning the date and number of hours in which participation is anticipated should be given. A ride-along should be requested three days in advance, whenever possible.

455.20 GENERAL PROCEDURES OF RIDE-ALONG PROGRAM. During any field assignment, a police cadet shall adhere to the following regulations of conduct and scope of operation:

A. The police cadet will remain under command of a Sergeant or senior officer while in the field.
B. While in a field unit, the cadet shall remain an observer at all times, and shall operate the police vehicle only when authorized.
C. The police cadet shall not be permitted to operate the radio unless authorized to do so unless the situation warrants the immediate use of the police radio.
D. Handling of any equipment by the cadet is at the discretion of the officer to whom he is assigned.
E. Conversation with citizens is limited to police comments made necessary by direct citizen inquiry, or as otherwise directed by the officer to whom the cadet is assigned.

F. The cadet is required to maintain a field notebook and pen while on a ride along and to adequately record information as directed by the officer to whom the cadet is assigned, or by any supervisor.
G. If the situation should arise where the police cadet must effect an arrest, the cadet must keep in mind that he is acting in a civilian capacity, and is governed by Penal Code section 837.

455.30 EMERGENCY PROCEDURE - RIDE ALONG PROCEDURE. During a field assignment, in the event that an emergency situation arises, the police cadet shall adhere to the following regulations and scope of operation:

A. It is the responsibility of the cadet to remain as uninvolved as possible in an emergency situation.
B. In the event that the officer with whom the cadet is assigned is in need of assistance, the cadet will so notify The Communications Center via the radio. It is the responsibility of the cadet in such a situation to relate as clearly as possible the magnitude of the problem.
C. Use of physical force shall be used when necessary to assist any officer in an emergency situation.
D. The field shotgun and/or the service revolver being carried by the senior officer shall be used when necessary to assist in the situation.
E. The police cadet will at no time be permitted to question any citizen, suspect, or witness, as to the circumstances surrounding a police situation unless instructed to do so by the Field Sergeant or the officer with whom the cadet is assigned.

460 CADET TRAINING

460.10 TRAINING ASSIGNMENTS. Each cadet of the El Segundo Police Department will be assigned to various sections for training within the Department for the purpose of gaining an in-depth exposure into the many facets of a law enforcement agency.

VOLUME 4
Program Manuals

CHAPTER 500
Communications Training Officer Program

501 COMMUNICATIONS TRAINING OFFICER PROGRAM – ESTABLISHED

501.05 COMMUNICATION TRAINING OFFICER PROGRAM – ESTABLISHED. The El Segundo Police Department Communications Training Officer Program is hereby established, and shall hereinafter be referred to as the CTO Program.

501.10 CONFORMITY OF RULES. All members of the El Segundo Police Department CTO Program, as well as, all department personnel responsible for its operation, shall conform to the rules and provisions contained herein and where applicable to the El Segundo Police Department Policy Manual.

501.15 EXISTING MANUALS, ORDERS AND REGULATIONS. All existing CTO manuals, orders and regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of the CTO Program.

505 CHAIN OF COMMAND FOR COMMUNICATIONS TRAINING OFFICER PROGRAM

505.05 CHAIN OF COMMAND FOR COMMUNICATIONS TRAINING OFFICER PROGRAM. The CTO Program shall be functionally supervised by the lieutenant currently assigned to the Support Services Division, and shall hereinafter be referred to as the Communications Manager.

505.10 COMMUNICATIONS TRAINING OFFICER PROGRAM COORDINATOR. A designated Dispatching Supervisor will be assigned as the Communications Training Officer Program Coordinator, and shall hereinafter be referred to as the CTO Coordinator. The CTO Coordinator works directly for the Communications Manager concerning the operation of the CTO program.

The CTO Coordinator will keep the Communications Manager abreast of the progress of trainees. Additionally, the CTO Coordinator is responsible for the filing of trainees' Weekly Performance Evaluations and other training related records in a central location for review by the CTOs and department administration.

510 COMMUNICATIONS TRAINING OFFICER MEETINGS

510.05 COMMUNICATIONS TRAINING OFFICER MEETINGS. If there are trainees in the CTO program, the Communications Manager will conduct quarterly meetings of the CTOs. These meetings provide verbal and written data on individual trainees to assist in arriving at a comprehensive evaluation of a trainee's performance. During these meetings, decisions will be made concerning any remedial training for trainee's exhibiting performance deficiencies.

515 COMMUNICATIONS TRAINING OFFICER MANUAL

515.05 COMMUNICATIONS TRAINING OFFICER MANUAL. The Communications Training Officer Manual shall be a composite of the current policies, procedures and rules pertaining to the operation, management and functions of the El Segundo Police Department CTO Program.

515.10 COMMUNICATIONS TRAINING OFFICER MANUAL AMENDMENT PROCEDURE. Requests for amendments to the Communications Training Officer Manual shall be prepared, in writing, to the CTO Coordinator who shall review such requests, and upon their approval, forward to the Communications Manager for review and approval. Prior to inclusion into the CTO Manual, all amendments shall receive the ultimate approval of the Chief of Police.

515.15 COMMUNICATIONS TRAINING OFFICER MANUAL MAINTENANCE. Maintenance of the CTO Manual shall be overseen by the Communications Manager. All additions, amendments, or other changes in the CTO Manual shall be forwarded to the CTO Coordinator who, in conjunction with CTOs, shall be responsible for the distribution and insertion of same into copies of the CTO Manual.

520 OVERVIEW OF THE COMMUNICATIONS TRAINING OFFICER PROGRAM

520.05 OVERVIEW OF THE COMMUNICATIONS TRAINING OFFICER PROGRAM. CTOs are the essential means by which the goals of the training program are achieved and are directly responsible for training and evaluation of a new trainee during an assigned period. CTOs provide on-going conventional instruction as well as utilizing innovative and practical training techniques. CTOs are responsible for providing guidance, direction, counsel, and educational evaluation for trainees.

In that their personal performance is also subject to evaluation, the CTOs professional and personal conduct should be exemplary. CTOs should understand that the effectiveness, image, and future of the Department are substantially decided by the quality of trainees.

CTOs must be knowledgeable of, and subscribe to, the Department's goals and policies and be willing to instruct trainees in the significance of these goals and policies.

The need for CTOs to be abreast of new training and methods is essential, and they are urged to participate in area seminars and other training. CTOs must have requisite skills necessary to become a reliable evaluator of a trainee's performance. CTOs are required to write Weekly Performance Evaluations of a trainee's performance and submit additional documentation as required.

CTOs have two primary roles to fulfill; that of a Communications Dispatcher assuming full dispatching responsibilities and that of a trainer of newly hired personnel.

525 APPLICATION PROCESS FOR COMMUNICATIONS TRAINING OFFICER

525.10 APPLICATION PROCESS FOR COMMUNICATIONS TRAINING OFFICER. Communications Dispatchers shall apply for the position of CTO in writing through a Request for Change of Assignment form.

525.15 At the discretion of the Communications Manager, Supervising Dispatchers, by the City's job description, can be utilized as a CTO to provide training and direction to new dispatchers.

530 SELECTION PROCESS FOR COMMUNICATIONS TRAINING OFFICER

530.10 SELECTION PROCESS FOR COMMUNICATIONS TRAINING OFFICERS. Candidates shall apply for the position of CTO in writing through a Request for Change of assignment form.

The selection process shall consist of an oral interview, a review of the candidate's last annual evaluation, a supervisory rating of qualifications and peer evaluation by current CTOs. Minimum requirements for consideration are:

A. Possession of a California Commission on Peace Officer Standards & Training (POST) Public Safety Dispatcher Certificate.
B. Two years of dispatching experience.
C. Candidate's shall not be on the "Performance Enhancement Plan" and their performance review shall reflect at least a standard rating in all categories.
D. Consensus approval from Field Operations Bureau sworn supervisors and Administrative Services Bureau dispatch supervisors.

E. Consensus approval from current CTOs.

535 APPOINTMENT TO THE COMMUNICATIONS TRAINING OFFICER PROGRAM

535.05 APPOINTMENT TO THE COMMUNICATIONS TRAINING OFFICER PROGRAM. Recommendations for potential appointment to the CTO Program should be made by the Communications Manager through the department chain of command. Openings for the position of CTO shall be filled through appointment by the Chief of Police.

CTOs may be removed from their appointed CTO position for cause.

Regarding CTO compensation – refer to current M.O.U.

535.10 TRAINING REQUIREMENT. Prior to being assigned a trainee, a CTO must have successfully completed a POST certified Communications Training Officer Course.

535.15 TERM OF ASSIGNMENT. See Volume 2, Chapter 600 Section 665.30

540 OPERATION OF THE COMMUNICATIONS DISPATCHER TRAINING PROGRAM

540.10 OPERATION OF THE COMMUNICATION DISPATCHER TRAINING PROGRAM ─ NEW HIRES. The CTO Program consists of thirty-six weeks of structured training by CTOs and Supervising Dispatchers, with individual phases consisting of six-weeks. An additional two-week orientation/classroom training segment may also be provided.

The first week of training is a familiarization period for both the trainee and the CTO, and therefore, the trainee is not formally evaluated. During the remaining thirty-five weeks the trainee is evaluated on their progress by means of a Weekly Performance Evaluation. Standardized Evaluation Guidelines are used to evaluate the trainees' progress by objective observation of the trainees' work performance and abilities. Trainees and CTOs are both provided copies of these guidelines.

At the end of the thirty-sixth week of the training program a recommendation concerning the trainee's ability to perform as a Communications Dispatcher shall be made by the trainee's CTO. If the CTO feels the trainee has gained sufficient skill and knowledge to operate as a solo dispatcher, the CTO will forward this information through channels to the Communications Manager.
With such a recommendation the trainee will be assigned to work in a solo capacity with a Dispatching Supervisor for a one week transition phase.

During the one week transition phase the Dispatching Supervisor will act only as an observer and evaluate the trainee's abilities. The Dispatching Supervisor will avoid interfering with the trainee's dispatching performance in any way, except in emergencies or in situations which have developed beyond the trainee's ability to control.

Following the transition phase, the Dispatching Supervisor will make a recommendation to extend training or release the trainee from the CTO program.

CTOs, the CTO Coordinator and the Communications Manager are charged with the responsibility of recommending termination of a trainee when the trainee does not meet standards and the prospects of retention no longer exist. This may occur at any time during the formal training process

540.20 OPERATION OF THE COMMUNICATIONS DISPATCHER TRAINING PROGRAM ─ LATERALS. The CTO Program for lateral dispatchers is the same as in 740.10, except that a lateral dispatcher may be released early from each phase and/or from the training program when the CTO, the CTO Coordinator and the Communications Manager so recommend and the Chief of Police approves.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 600
K-9 Program

601 OBJECTIVES

601.10 THE CANINE UNITS PRIMARY OBJECTIVES ARE AS FOLLOWS:

A. Reduce injuries to police officers resulting from criminal attacks by timely response to incidents that manifest high police officer hazard.
B. Minimize the total number of burglaries in the city.
C. Minimize the number of commercial burglaries in the city.
D. Reduce the manpower needed to thoroughly search a building or structure.
D. Reduce the time spent conducting a search of a building or structure.
F Increase the number of suspects apprehended while in the process of committing a criminal act. Deter aggression by a suspect against a police officer and thus avoid the use of force during the course of a lawful arrest.

602 ORGANIZATION

602.10 The canine unit shall be an element of the Patrol Division, Field Operations Bureau.

A. A police Lieutenant shall be designated as the canine unit Program Manager.
B. The canine unit shall consist of a police Lieutenant and selected canine handlers under the direction of the Field Operations Bureau Commander. The canine Program Manager supervises the program to ensure consistent training for both officers and dogs.

603 RESPONSIBILITIES OF THE CANINE UNIT

603.10 The canine unit shall operate as a supportive police unit responsible for providing effective general and specialized law enforcement service to the community by:

A. Providing for 24 hour a day emergency call-out service.
B. Conducting building intrusion searches.
C. Conducting searches for lost children or missing adults.
D. Conducting suspect and evidence searches.
E. Conducting preventative burglary and street robbery patrols.
F. Providing for timely response to crimes in progress and officer assistance calls.
G. Rendering assistance to foreign jurisdictions on approval of the canine Program Manager, Watch Commander or Field Sergeant.
H. Searching disaster scenes for victims or evidence.
I. Providing for crowd control.
J. Protecting police officers and citizens from acts of violence.
K. Providing for public relations appearances and demonstrations.
L. Providing police assistance in any situation where the canine unit's capabilities can be effectively utilized.

605 CANINE PROGRAM MANAGER DUTIES AND RESPONSIBILITIES

605.10 A. The canine Program Manager shall be directly responsible to the Field Operations Bureau Commander.

B. The canine Program Manager shall be responsible for the supervision of the unit's operation and staff.

C. The canine Program Manager's primary functions will be the following:

1. The functional supervision of all canine officers assigned to the unit.
2. The procurement of all police service dogs.
3. The development and training of all police officer handlers including the maintenance of a continuous training program as delineated in Section 615 of this manual.
4. The procurement of all equipment necessary for effective canine service, maintenance and training.
5. To ensure that canine vehicles and all related equipment are in good working order and ensure that necessary repairs or replacements are made.
6. To personally inspect the residence of selected canine handlers to insure all gates and fences are serviceable and secure. Inspections will be completed under any of the following circumstances:
   a. When a new canine handler is selected.
   b. When a handler moves to a new residence.
   c. When the handler’s residence has undergone any renovations which may impact the security of the yard.
   d. When a new Program Manager assumes his/her new duties.
   e. When the Program Manager deems an inspection is warranted.
7. Liaison between the canine unit and other agencies requesting specialized canine service from the police department.
8. The preparation and dissemination of all training and factual information pertinent to the use of canines by the police department.
9. The coordination of public relations appearances and demonstrations.
10. Review all dog bite reports and accompanying documentation.
11. Review each canine handler's daily activity logs and monthly canine use report, summarize the reports and submit the summary to the Field Operations Bureau Commander on a monthly basis.
12. Preparation of canine annual report to the Field Operations Bureau Commander analyzing the effectiveness of the canine program. The annual report shall document the following: type and number of hours of training received by the unit, statistics delineating the specific uses of the canine unit, outside department canine assists, canine demonstrations, bites and finds, and narcotic related finds and seizures.
13. Maintain electronic files with the K-9 Activity Tracking Software (KATS) on each canine handler and their canine which shall include all training documentation, monthly canine use reports, and annual reports from the canine Program Manager to the Field Operations Bureau Commander. The canine Program Manager shall also maintain the copies of all canine incident reports and the supporting documents which are more specifically delineated in Sections 630 - 633 of this manual. The files shall be indexed by handler and shall be maintained for a period of 5 years.
14. Maintain a high level of expertise relating to the operation, training and supervision of the canine unit in order to minimize any possible criminal or civil liability.

607 CANINE HANDLERS DUTIES AND RESPONSIBILITIES

607.10 It shall be the responsibility of every police officer handler to perform his duties as required or directed by law, department rule, policy or order, or by order of a superior officer.

A. A canine handler's duties and responsibilities include but are not limited to the following:

1. Respond to all radio calls when and where the unit's presence will further police service objectives.
2. Provide for timely back-up and assistance request from other police units.
3. Maintain required standards of proficiency for their assigned canines through continual training.
4. Maintain 24-hour a day call-out service.
5. Care for and maintain assigned canine in officer's home at the city's expense.
6. Provide for medical care and treatment by the transporting officer's assigned canine to the veterinarian at any time such treatment is required.
7. Maintain his service and training equipment in a clean and orderly manner, and in a manner that conforms to departmental specifications.
8. Prepare and file all appropriate reports and logs pertinent to the canine team's activities as delineated in Sections 630 - 633 of this manual using KATS.

610 CANINE HANDLER QUALIFICATIONS

610.10 The following requirements must be met by officers desirous of becoming a canine handler:

A. Must have completed probation as a police officer with the city.
B. Must be physically fit. (Sick time, past physical record will be considered in selection criteria.)
C. Assume "on-call" assignments.
D. Devote a minimum of five years to the program.
E. Officer must have a sincere interest in the canine program and should possess an aggressive attitude toward becoming a successful, dedicated canine handler.
F. Must maintain a securely fenced yard. Gates and fences will be inspected by the Program Manager to see if they are serviceable and secure.
G. Must maintain a residence where a department approved kennel can be placed in a manner allowing uninterrupted solitude for the dog in its off hours.
H. Must have no pets at home that are capable of adversely affecting the police dog

612 POLICE SERVICE DOG - SELECTION CRITERIA

612.10 Canines providing service for the Police Department shall upon appointment:

A. Be a male or spayed female which is deemed suitable for police service by the canine Program Manager and trainer.
B. Be at least middle-sized as defined by breed standards.
C. Have proportionate lines harmonious with a straight solid back and shoulders.
D. Be a minimum of 18 months of age or a maximum of 4 years of age.
E. Be x-rayed for hip dysplasia with a Schnelle grading of #0 and #1 acceptable, or a rating of excellent or good being acceptable from the Orthopedic Foundation for Animals, or a German "A" stamp rating of "normal" or "fass normal".
F. Have a general physical examination to include a fecal examination and DHL, Rabies and Parvo Boosters.
G. Before any canine is considered for police training, it must be tested and evaluated as to its fitness for service. The purpose of pretesting is to determine if the animal has any undesirable temperament characteristics that would adversely affect his/her serviceability.
H. Pretesting shall measure the following qualities for all canines considered for service with the police department:

1. Temperament (friendliness). NOTE: Under no circumstances will a canine showing a predisposition toward indiscriminate biting, fear of biting or hate biting be considered for police service.
2. Alertness.

3. Courage and Drive.
4. Trainability.
5. Physical fitness.

615 TRAINING

615.10 The following training is recommended for all canine handlers:

A. Monthly - 8 hours.
B. Weekly - 4 hours.
C. Daily - 15 to 20 minutes on working days.
D. As assigned to correct specific problems.
E. Annual retraining and certification through a POST certified canine handler course.

615.15 All training shall be approved by the canine Program Manager.

615.20 Canine teams will be continuously evaluated on their performance.

615.30 Canine unit handlers shall attend all training sessions, as directed by the canine Program Manager unless prior approval is given.

615.35 Canine handlers will report any injury or bite occurring during training to the Watch Commander immediately and file the appropriate injury reports. The handler will notify the canine Program Manager by memo detailing the incident, as soon as possible.

615.40 All training will be documented electronically using KATS.

618 CANINE EQUIPMENT

618.10 Each canine handler will be required to maintain the following equipment:

A. A lead or leash.
B. Choke collar (pinch and fur saver).
C. Grooming equipment.
D. Water and food bowl.
E. Muzzle.
F. Protective sleeve.
G. Bite suit.

620 CANINE VEHICLE SPECIFICATIONS

620.10 The canine vehicle will be of the same color combination as those designed for patrol services, with the following exception:

620.20 The vehicle shall be lettered on the left, right and rear sides designating it as a "POLICE K-9" unit.

623 USE OF CANINE VEHICLE

623.10 A properly equipped vehicle will be assigned to each canine handler, and shall be used by him only in the performance of his duties, or other police related functions such as training, public relations programs, transportation to the veterinarian, obtaining canine supplies, court appearances and 24-hour call-outs. The canine handler shall be responsible for coordinating with the Fleet Maintenance Program Manager to ensure the proper maintenance of his vehicle. The officer is also responsible for keeping his vehicle clean and

monitoring the vehicle's fluid levels and tire pressure.

623.20 While the vehicle is being stored at the officer's residence, it will be garaged or parked in a secured area away from public view to protect it from theft, damage or tampering.

625 HANDLER DUTIES IF CANINE IS INJURED OR ILL

625.10 If a police canine is unfit for duty, due to illness or injury, the assigned handler will inform his Watch Commander and, unless otherwise directed, the handler will report to his respective shift assignment without the dog. The handler will advise the canine Program Manager of the dog's condition and problem, in writing.

627 DOG BITES

627.05 General.

A. In the event of a dog bite, on or off duty, the handler will notify the canine Program Manager as soon as possible. The handler must advise the Watch Commander immediately.
B. The incident shall be reported by the handler in accordance with department policy.
C. Arrangements will be made by the handler to transport the subject to the nearest medical facility.
D. In-custody suspects will be examined and treated in accordance with department policy.

627.10 Bite Reports.

A. The canine handler shall prepare a supplemental report with complete details of the circumstances surrounding the bite. The report will contain the subject's name, date of birth, address, telephone number, extent of injuries, hospital, physician's name, and list all witnesses, including officers.
B. The canine handler shall prepare a supplemental in the event that the handler is not the officer assigned to prepare the narrative arrest report. The supplemental report will contain only those facts necessary to support the crime and arrest.
C. The canine handler shall prepare the K-9 Bite/ Injury Diagram, to be included with the original report.
D. The canine handler shall prepare the Outside Agency Animal Bite Report for the County of Los Angeles Department of Health Services.
E. Photographs of the subject and the injuries shall accompany the foregoing reports. The photographs should show the location of the bite clearly and should be taken after the wound(s) is cleaned by medical personnel and before stitches, if any, are applied.
F. The foregoing reports and photographs, including the narrative arrest report, shall be provided to the canine Program Manager as soon as possible.
G. If the subject refused treatment or transportation for medical attention, this must be included along with the reason for refusal, if it can be obtained. If possible have a supervisor or another officer witness the refusal.
H. The handler and at least one other officer, preferably the Field Supervisor, shall observe the injuries caused by the bite. These injuries shall be carefully documented and witnessed in the supplemental reports submitted by the handler. Use video and audio taping whenever possible.

630 CANINE INCIDENT REPORTING

630.10 CANINE INCIDENT REPORTING: The handler will be responsible for completion of canine incident reporting using KATS in all of the following situations in which a canine is used, in a timely manner:

A. To conduct a search, whether or not a find is made by the canine.
B. To make an arrest, whether or not a bite occurs.
C. To assist in crowd control.

D. Where the dog played a direct role in affecting the arrest of a suspect whether the dog is deployed or not.

633 MONTHLY RECAP REPORTS

633.10 Each handler is responsible for preparing a KATS generated monthly recap report. This report will be routed through the canine Program Manager as soon as possible, who will forward it to the Field Operations Bureau Commander in a timely manner.

635 OPERATIONAL HANDLING

635.10 A police canine may be used under the following circumstances:

A. Searches for felony suspects, or armed misdemeanor suspects, and the circumstances of the situation present a clear danger to police officer personnel who would otherwise conduct a search without a canine.
B. Searches for lost persons and articles, including evidence, weapons, narcotics or other contraband or other property, which may have value as evidence in a criminal case.
C. For the protection of the handler, the police canine, or other officers or citizens where the suspect poses an immediate threat of harm to the safety of the officer or others.

635.20 Restrictions.

A. No persons shall work, train or handle a police canine without proper certification or approval of the canine Program Manager.
B. Police department personnel shall not tease or agitate a police canine nor allow others to do so.
C. Prisoners will not be transported in canine cars without approval of a supervisor.
D. All canine handlers and police officer personnel assisting in the canine searches shall abide by the Department's use of force policy.
E. Use of the canine in field situations will be as follows:

1. The Watch Commander or Field Sergeant shall be advised when the canine unit is deployed.
2. To ensure availability, canine units should not normally be assigned to lengthy investigations unless directly involved in the case.
3. During searches, the canine handler shall report directly to the supervising officer at the scene. The supervising officer shall assume control of the search and direct back-up units to support positions as needed.
4. During field contacts with other officers, a canine handler should function as a "back-up unit." As a "back-up unit," the handler and canine are to prevent or control violent or aggressive acts directed at officers or citizens.
5. During contacts involving "high risk" persons or vehicle stops, the canine handler and canine should generally function as a back-up unit. In the event the canine unit has assumed the position of making the initial contact with a high risk person or in a vehicle stop, the handler should relinquish this role, officer safety permitting, to the first uniformed unit arriving at the scene. The canine unit will remain as a "back-up unit" until the incident is under control.
6. The Watch Commander or Field Sergeant shall make the final decision regarding the assignment of the canine unit to a specific police operation. The decision to deploy a canine in a specific police operation shall remain with the supervising officer and the canine handler at the scene.

638 APPREHENSION OF SUSPECTS

638.05 Police canines are trained to pursue and apprehend persons on command. When a canine is used to pursue, it is essential that each handler adhere to the following guidelines:

A. Before the dog is released, the handler must take every prudent step to ensure that the person to be apprehended is the suspect. The handler shall, when practical, verbally warn the suspect that the dog will be released and the warning shall be substantially in the following form:

"POLICE, STOP OR I'LL/WE WILL SEND A DOG."

"POLICE, STOP OR I'LL/WE WILL SEND A POLICE DOG."

B. When the dog is released, advise the dispatcher, when practicable, that the dog is in pursuit and the distance between the handler and the dog in pursuit. The handler or dispatch should warn all other officers in the area that the handler and the dog are in pursuit of a suspect. The handler will follow the dog until the suspect is apprehended.
C. When the dog finds a suspect, if the suspect is passive, the dog should remain with or near the suspect and bark until the handler can take control of the dog and direct the cover back-up to take control of the suspect. If the suspect attempts to flee or is aggressive toward the dog, the dog should bite and hold on to the suspect until commanded to release by the handler.
D. In case of a bite, the canine handler should immediately take control of the dog and remove the dog from the bite if a back-up officer is available to take the suspect into custody and the suspect is not actively resisting arrest or attempting to evade arrest. The cover officer should be directed to take custody of the suspect and the handler shall take physical control of his dog.
E. In the event that no back-up officer is available during a bite to assist the canine handler in taking the suspect into custody, the dog will be left on the bite until the suspect can be safely taken into custody by the handler. The handler will order the suspect to stop fighting the dog and for the suspect to show his hands to the canine handler. The canine handler will then command the dog to release the bite.

640 CANINE TACTICS

640.10 The tactics and manner in which a police canine is to be utilized in a specific police operation shall be the decision of the handler, within the dog's ability and department policy. If a question of tactics arises, the on-duty Supervisor should be notified immediately.

643 CROWD CONTROL

643.10 Canine teams should remain behind the front line of officers to be used as a psychological advantage.

A. In those instances when a police canine is deployed in riot conditions, police officers will advance to the front line. The rioters will be warned of the intended application of the police dog. The dogs should not be used in the same line as officers.
B. In all like situations, the police canine will be worked on a 6' leash.
C. The canine Program Manager will be on hand prior to deployment of the dogs in a crowd control situation, time permitting.

645 SEARCHING PROCEDURES

645.10 Building and Area Searches: Before conducting any building search, the canine handler shall contact the primary unit at the scene and:

A. Verify perimeter security.
B. Verify entry and method used.
C. Develop intelligence from officers at the scene on the best location to start.
D. Check to see if any officers have entered the building and are still inside.
E. Conduct perimeter survey. Unless tactically necessary, the dog shall be on a lead during the survey.

F. Establish time of occurrence.

645.20 Commercial Buildings: Before entering the building, the canine handler shall:

A. If practical, give the following warning at least two times loudly and clearly:

"THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR WE WILL SEND IN A POLICE DOG.'

"THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR WE WILL SEND IN A POLICE DOG. THIS IS YOUR LAST CHANCE."

B. After allowing a sufficient period of time for a response from the suspect, send in the dog with the command to search.
C. Allow the dog to clear the immediate area before entering.
D. Once inside the building, the back-up officer shall remain behind and with the canine handler.

645.30 Residential Buildings: The handler should use the same procedures for residential searches as in commercial searches, however, the following shall also apply:

A. Before conducting a search of a residence, the handler shall make every effort to ensure the safety of any of the residents and animals who might be present.
B. Residential searches should be conducted on a leash unless the handler can determine there are no residents at home. This can be done through witness or victim statements.

645.40 Open Area Searches: Before conducting a search for a suspect in an open area, the handler shall contact the officer in charge of the scene and determine the following:

A. Nature of the crime.
B. Suspect description.
C. Location at which suspect last seen and direction of travel.
D. Length of time since suspect last seen.
E. If any officers have entered the search area and are still in the search area.
F. Has a perimeter been established and is it still maintained.

645.45 When entering the search area, the handler shall ensure that the following has been accomplished:

A. Assign and brief a back-up officer.
B. Advise communications that a search is going to be conducted with a police canine and the location of the search. Communications shall then advise all officers at the site of the intended canine search.
C. Use proper surveillance position as dictated by the circumstances.
D. If practical, give the following announcement twice with a short pause,

"THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR WE WILL SEND A POLICE DOG."

"THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR WE WILL SEND A POLICE DOG. THIS IS YOUR LAST CHANCE."

1. Allow a sufficient period of time for a response from the suspect before sending the dog.
2. When conducting an open area search, the handler shall make every effort to maintain sight or sound of the dog.
3. The back-up unit shall remain with the canine handler and follow the handler's directions.
4. When the dog finds a passive suspect he should remain with the suspect and bark at the suspect

until the handler arrives. If the suspect attempts to flee or is aggressive toward the dog, the dog should bite and hold on to the suspect until commanded to release by the handler.

5. The back-up officer will be used to make the physical arrest of the suspect. The handler will maintain physical control of the dog.
6. In the case of a bite during an apprehension, follow the procedures outlined in Section 627.
7. If there is only one suspect, the handler will follow the back-up officer and suspect out of the area with the dog on the lead.

645.50 FOOT PURSUITS: In the event a foot pursuit develops, the handler will advise communications immediately.

A. Care must be taken during foot pursuits to avoid injury to bystanders. Handlers should weigh the need for a foot pursuit in residential areas with onlookers and officers present.
B. When beginning a foot pursuit, the handler should, when practical, loudly shout the following warning,

"STOP OR I'LL/WE WILL SEND A POLICE DOG"

"STOP OR I'LL/WE WILL SEND A POLICE DOG."

650 GENERAL SAFETY GUIDELINES

It is necessary to request the full cooperation of all personnel in order to prevent unnecessary accidents and injuries and the following suggestions should be scrutinized by all officers:

A. Do not approach the dog and the handler without the handler knowing of your presence. Do not make any aggressive moves toward the handler because the dog will sense this action and protect his partner.
B. No officer other than the dog's handler should give the dog commands.
C. Do not feed the dog.
D. Do not attempt to get anything out of the canine vehicle if the dog is inside.
E. Do not run away from the dog; avoid eye contact with the dog.
F. In the event you are bitten, do not pull away, but, remain as still as possible until the handler arrives and orders the dog to release his hold.
G. Do not engage in horseplay with the handler.

655 ASSISTANCE TO OTHER AGENCIES

655.10 (See The South Bay Mutual Aid Policy)

A. The Watch Commander or Field Sergeant, is authorized to approve requests by outside agencies for the assistance of the canine unit.
B. In no instance will the normal function of the police department be jeopardized to provide such assistance to an outside agency. In all instances when assistance is rendered, it shall be the responsibility of the assigned canine handler to file an incident report to the canine Program Manager indicating the nature of the assistance, the agency, the Supervisor in charge and the results.

660 INJURED HANDLER - PROCEDURES

660.10 The following course of action shall be considered by all officers in the event that a canine handler is injured and unable to command his canine. If the handler is downed, his canine in all probability will stand guard and prevent anyone from approaching.

A. Do not rush in on the handler or dog.
B. Call to the handler, if he can he will call the dog off.

C. If the handler does not respond, position the canine vehicle near the canine with all windows up and either rear door open. Using an authoritative voice, call the canine by name and command to "kennel" (get into the car). Close the door behind him and wait for another officer to transport the canine to the station.
D. Request the assistance of another canine officer immediately.
E. Notify the canine Program Manager.
F. The canine unit vehicle has protective sleeves and additional leads in the trunk. If the dog cannot be called off, he can be secured by allowing him to attack the protective sleeve. Once he has a grasp, he should not let go. The canine can then be secured in the unit.
G. After the canine is secured, another handler will transport him to the station.
H. In the event a canine is also injured, request that communications contact the veterinarian and advise of the emergency. Request the assistance of another canine unit to transport the dog to the veterinarian.
I. Non-handlers should only command the canine in emergency situations when no handler is present, and only if proper commands are known.
J. The dog and handlers train together, and work together. The dog's attitude will change if the handler is hurt or in danger.

665 CANINE CALL-OUTS

665.10 The Watch Commander and Field Sergeant are authorized to approve requests for calling out canine units:

A. When requests are made and no canine unit is on duty.
B. When the request is made by the Detective Division.

670 PUBLIC RELATIONS AND REQUEST FOR CANINE DEMONSTRATIONS

670.10 All outside requests must be directed by letter to the Chief of Police. Assignments for talks, demonstrations, or public exhibitions will be made by the canine Program Manager, with consideration of departmental manpower needs.

670.15 All canine personnel assigned public relations duties shall prepare themselves, their dogs, and their equipment in such a manner as to present a professional image.

672 VACATION KENNELS

672.10 The canine may be boarded at an authorized kennel while the officer is on vacation. The Department will pay the boarding expense for a period not to exceed 30 days in a 365 day period.

675 VETERINARIAN SERVICES

675.10 HANDLER RESPONSIBILITY: In the event that a canine becomes sick or injured to the extent that professional medical attention is required, it shall be incumbent upon the handler to transport the canine to the veterinarian.

675.15 MEMORANDUM: The handler will direct an inter-office memorandum to the canine Program Manager indicating all of the circumstances surrounding the need for medical attention and the treatment received.

675.20 ROUTINE CARE: Routine medical care should be handled by:

A. Country Hills Animal Clinic
2919 Rolling Hills Road
Torrance, 90501

(310) 539-3851

675.30 EMERGENCY CARE: For medical emergencies, the following facilities may also be used:

A. Emergency Pet Clinic of South Bay, Inc.
2335 Torrance Blvd
Torrance, 90501
(310) 320-8300
B. California Animal Hospital
1742 S. Sepulveda
West Los Angeles, 90025
(310) 478-0545 or after hours 473-1561

678 CANINE KENNELS AND CARE

678.10 KENNEL CARE. Canine handlers are to care for their assigned dog in the following manner:

A. Yards and kennels will be kept clean and in a sanitary condition at all times. (Dog warning signs shall be posted on all gates to premises).
B. When off-duty, canines will be secured in the residence or the yard of their handler, which has been previously inspected by the Program Manager. When not under the direct control or supervision of their handler, canines will be securely kenneled in a department approved enclosure.

678.20 DEFINITION OF DIRECT CONTROL. Direct control is having the dog on leash/lead or in close enough proximity where the handler can control the canine's movements with verbal commands.

678.30 DEFINITION OF SUPERVISION. Supervision is maintaining visual contact with the dog in the handler's yard with the ability to physically respond to the canine if needed.

680 CANINE HANDLER'S FIELD UNIFORM

680.10 All canine handlers shall comply with the Police Department uniform regulations as follows:
A. Regular police service uniform.
B. Washable black jumpsuit with cloth name tag and badge.
C. Black t-shirts and boot blousers authorized.

685 UNATTENDED POLICE CANINES

685.10 UNATTENDED CANINES. As a general rule, police canines are never to be left unattended. When not under the immediate control of their respective handler, the dog is to be secured in a department approved enclosure. There will be instances when it may become necessary to leave the dog unattended for a short period of time. When this becomes necessary, the following rules must be followed:

A. When securing the dog outside the canine vehicle, steps should be taken to ensure that the dog cannot injure himself or others.
B. Ensure that the dog has sufficient shade during warm weather.
C. Ensure that the dog has an adequate supply of water.
D. It is essential that the dog is checked at least every 20 minutes to ensure that it is not in distress.

687 BREEDING OF POLICE CANINES

687.10 A canine handler shall not knowingly permit his canine to breed with any other dog, without the written approval of the Chief of Police.

690 DISPOSITION OF CANINES

690.10 Whenever a canine handler leaves the unit, the canine assigned to him will remain in the unit, unless the canine is unfit for duty.

690.15 Canines considered unfit for duty may be made available to the last handler and that officer may purchase the animal for a nominal fee, upon recommendation of the Chief of Police. If the officer purchases the animal the officer will sign a “hold harmless” agreement releasing the city, the police department, the canine unit and its personnel from anything which concerns the animal from that date forward.

695 INSPECTIONS

695.10 The handler will be subject to a regular inspection process completed by the canine Program Manager. The areas inspected will consist of the handler's personal appearance, dog's appearance, kennel upkeep, vehicle care, and equipment maintenance.

695.20 SATISFACTORY EVALUATIONS. The handler must maintain a satisfactory evaluation. In the case of an unsatisfactory finding, the handler must correct it prior to the next inspection. Failure to comply could result in the handler's removal from the canine unit.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 700
Field Training Officer Program

705 OVERVIEW OF THE FIELD TRAINING OFFICER PROGRAM

705.05 OVERVIEW OF THE FIELD TRAINING OFFICER PROGRAM. The FTO is the essential means by which the goals of the recruit training program are achieved and is directly responsible for the field training and evaluation of the new trainee during the assigned period. The FTO provides on-going conventional instruction as well as utilizing innovative and practical training techniques. The FTO is responsible for producing guidance, direction, counsel, and educational evaluation for the assigned trainee.

In that his/her personal performance is also subject to evaluation, the FTO's professional and personal conduct shall be exemplary. The FTO should understand that the effectiveness, image, and future of the Department is substantially decided by the quality of this recruit.

The FTO must be knowledgeable of and subscribe to the Department's goals and policies and be willing to instruct the trainee in the significance of these goals and policies.

The FTO's need to be abreast of new training and methods is essential, and they are urged to participate in area seminars and other training if they can be spared from regular duties. The FTO's must have requisite skills necessary to become a reliable evaluator of a recruit's performance. The FTO is required to write Daily Observation Reports (DOR's) of the recruit's performance and submit additional documentation as required.

The FTO has two primary roles to fulfill; that of a police officer assuming full beat responsibilities and that of a trainer of recruit personnel.

Written evaluations begin on the second week of training. During the first week only verbal evaluations are given. The first week is a familiarization period for the trainee.

During the transition phase, the trainee will be working in a solo capacity. The FTO will act only as an observer and evaluate the trainee's abilities. The FTO will avoid interfering with the recruit's police performance in any way, except in emergencies or in situations which have developed beyond the recruit's ability to control.

The FTO shall make a recommendation through channels, to the Field Operations Bureau Commander, by the end of the transition phase concerning the trainee's ability to perform as a police officer. The FTO will, at this point, continue to provide training input and feedback to both the Field Sergeant and Probationary Officer in the way of Incident Reports until probation is successfully completed. The Field Sergeant will complete a weekly rating as outlined in 2/661.10 of the GOM.

The FTO is also charged with the responsibility of recommending termination of a recruit when the recruit does not meet standards and the prospects of retention no longer exist. This may occur at any time during the formal training process.

710 SELECTION PROCESS FOR FIELD TRAINING OFFICERS

710.10 SELECTION PROCESS FOR FIELD TRAINING OFFICERS. Openings for the position of FTO shall be filled through appointment by the Chief of Police. Recommendations for potential appointments should be made by the Field Operations Bureau Commander upon completion of the selection process. In order, the selection process shall consist of a supervisory rating of qualifications, a review of the candidate's last annual evalution, a peer evaluation by current FTOs and an oral interview. A candidate will be removed from consideration at any point he or she fails a component of the selection process. Minimum requirements for consideration will be:

A. Possession of a POST Basic Certificate.
B. One year patrol experience.
C. Officers shall not be on the "Performance Enhancement Plan" and their performance appraisal report shall reflect at least a standard rating in all categories.
D. Approval from sworn supervisors. Individual unqualiufied ratings will be vetted by the Field Operations Bureau Commander, the FTO Coordinator and the asssiatcnt FTO Coordinator to determine if an FTO applicant will continue in the selection process.
E. Consensus approval from current FTOs.

Officers shall apply for the position of FTO in writing through a Request for a Change of Assignment form.

FTO's may be removed from their appointed FTO position for cause.

Regarding FTO compensation - refer to current M.O.U.

712 APPOINTMENT TO PROGRAM

712.05 TRAINING REQUIREMENT. Prior to being assigned a trainee, the FTO must have successfully completed a POST certified Field Training Officer Course.

715 CHAIN OF COMMAND FOR FIELD TRAINING OFFICERS

715.10 CHAIN OF COMMAND FOR FIELD TRAINING OFFICER'S.

The FTO Program shall be functionally supervised by the Patrol Division Lieutenant currently assigned to the Field Training Officer Program. The coordinator will conduct the monthly meetings of the FTO's. These meetings provide verbal and written data on recruits to assist in arriving at a comprehensive evaluation of the trainee's performance. During these meetings, decisions will be made concerning any remedial training for recruits exhibiting performance deficiencies. The FTO program coordinator is responsible for the filing of the DOR's and records in a central location for review by the FTO's and department administration.

The coordinator works directly for the Field Operations Bureau Commander and the Chief of Police concerning the operation of the FTO program. The coordinator will keep them abreast of the progress of all trainees. In addition, it is the coordinator's responsibility to keep the FTO Manual updated after approval of the Bureau Commander.

720 CONDUCT

720.10 CONDUCT. All Police FTO's are to conform to the General Rules and Regulations of the El Segundo Police Department, which are found in the Department Manual, starting with 2/101.

725 OPERATION OF THE FIELD TRAINING PROGRAM

725.10 OPERATION OF THE FTO PROGRAM - NEW HIRES. The FTO Program consists of 24 weeks of structured training. This will consist of five (5) four week cycles, a 1 week non-evaluation cycle, and a 3 week transition. The trainee will be assigned to 5 FTO's, 4 weeks each. The trainee will have a non-evaluated cycle during the 21st week. The 22nd through 24th week the trainee should, when scheduling permits, return to the original FTO for final evaluation/observation. During the -3 week period the FTO is merely an observer. The trainee will respond to all field functions as a one-person unit.

During these 24 weeks, the trainees are evaluated on their progress by means of a DOR. The recruit and the FTO both have copies of the Standardized Evaluation Guidelines used to evaluate the trainees' progress by objective observation of the trainees' work performance and abilities.

During the FTO program, DOR's are given to each trainee, except during the pre-transition and transition cycle and the 1st week of Cycle One. The first week of Cycle One is a familiarization period by both the trainee and the FTO. During the transition period, the FTO should be logged on as a one person unit. Verbal evaluations are only made during the orientation/pre-transition period.

725.20 OPERATION OF THE FTO PROGRAM – LATERALS / PRE-SERVICE WITH BASIC POST CERTIFICATE. The FTO Program for lateral officers consists of 20 weeks of structured training. The lateral or pre-service with Basic POST Certificate officer will be assigned to 4 FTO's, 4 weeks each. The 17th through the 20th week the lateral or pre-service with Basic POST Certificate officer should, when scheduling permits, return to the original FTO for the final evaluation/observation. The officer may be released early from each phase and/or from the training program when the FTO, the FTO Coordinator and the Field Operations Bureau Commander so recommend and the Chief of Police approves.

725.25 END OF TRAINING CYCLE EVALUATIONS. At the end of each cycle of training with each FTO (pre-transition cycle excluded), the FTO will complete a cycle summary evaluation on the trainee. This cycle summary will be completed on a DOR. The FTO will write the cycle number on the form and indicate which dates are being evaluated. This cycle summary report is to be a summation of the daily reports; a synopsis of the trainee's abilities at the time of the evaluation. Each of the 30 performance areas should be covered.

When the FTO has completed this evaluation it should be reviewed by the FTO supervisors. The supervisor should review the evaluation as soon as it is received. Additional comments concerning the supervisor's observations should be added if applicable. The supervisor should keep in mind the Standardized Guidelines and added comments should relate to the trainee's ability and job performance, not personal opinions or conjecture. After review and added comments, if applicable, the cycle summary evaluation will be given to the trainee as soon as possible for review, signature, and shall be forwarded to the Field Operations Bureau Commander.

730 SUPERVISOR'S EVALUATIONS

730.10 SUPERVISOR'S EVALUATIONS. Nothing in the FTO Program is intended to circumvent or usurp the authority of the Watch Commander or Field Sergeants. The supervisor's observations, recommendations, and experience are a very valuable portion of the program. Upon successful completion of the training program, the probationary officer shall receive a weekly evaluation (DOR) from the field supervisor assigned to the officer's shift. The weekly evaluation shall be completed for the remainder of the officer's probationary period.

731 FIELD TRAINING OFFICER MANUAL- ESTABLISHED

731.05 FIELD TRAINING OFFICER MANUAL- ESTABLISHED. The El Segundo Police FTO Manual is hereby established, and shall hereinafter be referred to as the FTO Manual. It shall be a composite of the rules, policies, and procedures of the El Segundo Police Department FTO Program.

731.10 CONFORMITY OF RULES. All members of the El Segundo Police Department FTO Program shall conform to all rules and provisions contained herein and where applicable to the manual of rules and regulations for the government of the Department of Police, El Segundo, California. All existing FTO Manuals, orders, regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of the FTO Manual.

731.15 FIELD TRAINING OFFICER MANUAL MAINTENANCE. The FTO Manual shall be maintained by the Field Operations Bureau Commander. All additions, amendments, or other changes in the FTO Manual shall be forwarded to the FTO Coordinator who shall be responsible for the insertion of same into the copies of the FTO Manual.

731.20 AMENDMENT PROCEDURE. Requests for amendments to the FTO Manual shall be prepared, in writing, to the FTO Coordinator who shall review and upon his approval, forward to the Field Operations Bureau Commander. Prior to inclusion into the FTO Manual, all amendments shall receive the ultimate approval of the Chief of Police.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 800
SWAT Program

801 SWAT PROGRAM DEFINED

801.00 HISTORY OF THE EL SEGUNDO POLICE DEPARTMENT SWAT TEAM. The El Segundo SWAT Team was formed in November 1983. It consisted of nine officers and two sergeants who began an extensive training program in preparation for the 1984 Los Angeles Summer Olympics. The Team was activated and put on call in June 1984, after the team members received over one hundred hours of training.

801.01 SWAT PROGRAM DEFINED. A Special Weapons and Tactics (SWAT) Team is any designated group of law enforcement officers who are selected, trained, and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units.

801.02 SWAT PROGRAM PURPOSE. The El Segundo Police Department has organized a special unit of officers to respond to high-risk situations that are beyond the abilities or equipment needs of other department personnel. The emphasis of the SWAT Team is teamwork and controlled discipline with an objective reasonable application of force. All employees are to conform to the rules and procedures herein contained.

801.03 MISSION STATEMENT: The mission of the El Segundo Police Department Special Weapons and Tactics Team (SWAT) is the preservation of life in incidents which are construed to be of a critical or high risk nature. Recognizing that the presence of a highly trained and skilled tactical unit has been shown to substantially reduce the risk of injury or loss of life to citizens, law enforcement officers, and suspects, it is the intent of the El Segundo Police Department to provide a group of trained and skilled sworn personnel to be utilized as a resource to bring such incidents to a successful resolution.

801.04 CONCEPT OF OPERATIONS: The El Segundo Police Department has organized a special unit of officers to respond to high-risk incidents. The group of officers is called the El Segundo Police Department Special Weapons and Tactics (SWAT) Team.

A. CHAIN OF COMMAND: SWAT reports to an assigned Bureau Commander. In the absence of the assigned Bureau Commander, the alternate Bureau Commander or designee shall act in this capacity.
B. SWAT COMMANDER: SWAT has a Lieutenant in charge of the operational aspects of the unit.
C. DUTIES: Officers assigned to the unit have other primary duties within the department, SWAT duties are collateral.
D. ACTIVATION: Authority to activate SWAT for high-risk incidents rests with the Watch Commander in concurrence with a Bureau Commander.
E. DEBRIEFINGS: Mission debriefings should be conducted after every SWAT operation. The information discussed during the debriefings should be documented in the after-action report (see 856.11)
F. CONCEPT: The concept of this unit is to provide an organized, structured response to high-risk situations in order to minimize, whenever possible, the dangers to officers and the public.
G. SPECIAL RESPONSE: There are tactical incidents that may not require the deployment of the entire SWAT Team. In those instances, with the approval of the SWAT Commander and the concurrence of a

Bureau Commander, a SWAT supervisor and designated team members may be activated and respond to the scene of an incident.

1. The minimum deployment is a SWAT supervisor and at least two (2) SWAT Team members.
2. The overall command remains with the Incident Commander or Supervisor.
3. The tactical operation is the responsibility of the SWAT supervisor.
4. An after action report will be completed by the SWAT supervisor.

801.05 "HIGH RISK" DEFINED: "HIGH RISK" would include those incidents where officers are in danger because of some inherent hazard in the situation, i.e.:

- Arrest of armed and dangerous subjects.
- Barricaded subject.
- Hostage situation.
- Any other situation, which by its nature may result in a hostile confrontation with officers: i.e., service of arrest or search warrants where probability of violent response exists.
- Major crowd and riot control situations.
- Executive protection and dignitary protection of VIP's.

801.06 TEAM PHILOSOPHY: It is the philosophy of the SWAT Team to operate in a manner that affords the most protection to the unit members or any other department personnel, in the manner that provides the greatest degree of safety possible to the public and suspects. The intent is to provide an organized, structured response to critical, high-risk situations which are beyond the capabilities of other departmental units, in an effort to minimize the danger posed by such occurrences to officers and the public.

A. POLICY AND PROCEDURE: The team will attempt to neutralize situations involving confrontations commensurate with department policy and procedure.
B. DIRECTION: When deployed, the SWAT Commander directs the SWAT team. In the case of a special response as defined in 801.03G, the SWAT unit is directed by the assigned SWAT supervisor. The Watch Commander or assigned supervisor will assign the SWAT Team or unit its' mission(s). The tactics and strategy employed to accomplish that mission is controlled by the SWAT Commander or SWAT supervisor.
C. PURPOSE: The purpose of the team is to provide the department with a mobile force that is capable of responding to a hazardous situation, with a coordinated effort attained through control and discipline with the goal of neutralizing a situation.

801.10 LEGALITY OF CONTENTS: If any section, subsection, item, clause, or phrase contained in the SWAT Program is found to be illegal or otherwise incorrect or inapplicable or in conflict with departmental orders, or policy, such findings shall not affect the validity of the remaining portions of the SWAT Program. The policies and procedures should be consistent with recommended POST guidelines.

802 TEAM COMPOSITION AND RESPONSIBILITY

802.01 OVERVIEW: The SWAT Team consists of a SWAT Commander (Lieutenant), team leaders (Sergeant(s)), and up to twelve (12) officers. The team is then divided into various components identified by function. Supervisors and team members are interchangeable as situational circumstances occur.

802.02 CHAIN OF COMMAND

1. Bureau Commander
2. Swat Commander (Lieutenant)
3. Team Leader(s) (Sergeant)

802.03 FUNCTIONS, ROLES, AND RESPONSIBILITIES OF SWAT STAFF:

1. SWAT Commander (Lieutenant):

    a. The SWAT Commander is accountable to the Bureau Commander for all SWAT activities.
    b. Ensures that the team is used when appropriate to its mission.
    c. Responsible for the overall goals and functions of the team.
    d. Responsible for managing and administering-assessing the SWAT Program.
    e. Coordinates the regular training and qualifications of team members.
    f. Instills discipline and team spirit.
    g. Oversees the proper selection of personnel.
    h. Approves all tactics and operational orders.
    i. Critiques and analyzes all operations, and directly controls all operations at the scene of a situation.
    j. Coordinates and is the liaison with the Incident Commander and the PIO during tactical situations.
    k. Responsible for conducting frequent meetings with his personnel so that the goals of the program are established and met.
    l. The SWAT Commander shall also at least once every 12 months review and prepare amendments / deletions to the SWAT Program Manual in order to insure that they remain contemporary with industry standards and developments in the arena of legal decisions.

2. Team Leader(s) (Sergeant):

    a. The SWAT Sergeant (s) serves as team leaders of the various components within the SWAT Team.
    b. Responsible for those administrative functions necessary for accountability of the SWAT Team.
    c. The Sergeants are responsible for formulation and implementation of the tactical plan (subject to approval by the Bureau Commander and/or the SWAT Commander).
    d. SWAT Sergeants control and coordinate the actions of individual team members pursuant to the tactical plan.
    e. Sergeants are assigned responsibilities for other functions which are of importance to the team, i.e. training, administrative duties, and equipment.
    f. May serve as second in command of the team or as the SWAT Commander when necessary.
    g. Responsible for recruitment, selection, equipment, and training of the team.
    h. Immediate supervision of assigned team members.
    i. The Team Leader reports directly to the Team Commander. The Team Leader is a member of the entry team and arrest team and is the assistant SWAT Commander.
    j. Inspects team and equipment before team engages in the assigned mission.
    k. Responsible for conducting team debriefings.

802.04 SWAT TEAM ASSIGNMENTS:

1. Entry Team: Consists of any number of personnel depending upon the nature and complexity of the operation. It is the function of an entry team to gain interior access to a locale for the purpose of locating, identifying, and arresting/detaining any suspect(s) while providing for the rescue of any person(s) held hostage. The entry team includes a scout and back-up, a team leader, possibly a fourth and fifth officer, and a rear guard.
2. Arrest/Rescue Team: It is the function of this team to support the entry team by taking control of suspects(s) if called upon to do so by any entry team member. Additionally, this team is responsible for assisting with or providing for the rescue of any downed officer on the entry team.

This team may be deployed in advance of the entry team in order to affect the arrest of a suspect who leaves a locale prior to the entry team being deployed.

3. Marksman Team (2 teams): A cell of this team consists of a marksman and a spotter. This marksman serves as cover for the entry team at the time and point of entry; provides intelligence to the command post concerning the actions and movement of suspect(s); and also provides medium to long-range controlled fire, as directed by the SWAT Commander. The spotter handles communications for the marksman. He will also provide medium range defense for the marksman when necessary; and is cross-trained with the long rifle.
4. Perimeter Team: Establishes an inner perimeter in order to isolate, contain, and prevent the free movement of suspects(s) from a location. This team is inclusive of tear gas deployment cells (gas man and BUG [back-up gas]). The gas man deploys gas on order from the SWAT Commander. The BUG provides defense for the gas man and takes over the gas man duties in his absence.

805 SWAT PROGRAM REPORTS

805.01 ACTIVATION LOG.-The SWAT Commander shall maintain a SWAT activation log. -The log consists of the SWAT Operation Plan which documents the events leading up to the SWAT activation, the utilization of the SWAT team, and how SWAT operations were conducted (After-action report.

805. 02 TRAINING FILE. The SWAT Commander or his designee shall maintain an electronic training file. The training file consists of any and all training conducted by the SWAT team and training classes attended by individual team members. This file is to be kept current and readily available for inspection by the Bureau Commander.

806 TEAM MEMBER SELECTION CRITERIA: It is the intention of this Department to staff the SWAT team with the most capable officers available for this type of specialized assignment. A position as a Team Member on the SWAT Team is open to all department officers who are not under probationary status and are not on a Performance Enhancing Program.

806.01 DESIRABLE ATTRIBUTES FOR SWAT MEMBERS. Due to the nature of SWAT activities, certain attributes are desirable in individual team members. Among these are the following:

A. Agility.
B. Endurance
C. Must have the ability to work harmoniously within a structured team environment and be compatible with existing team personnel.
D. Must demonstrate proficiency with departmental weapons.
E. Must have satisfactory job performance in present and previous assignments and demonstrate productivity, initiative, and motivation in all work assignments.
F. Must demonstrate experience reflecting sound judgement and the ability to function in stressful situations.
G. Must be intelligent, articulate, disciplined, of even temperament and of unquestionable integrity.

806.02 SELECTION PROCESS. Upon announcement of an opening for SWAT, applicants shall submit a memo through channels outlining their interest and qualifications to the Bureau Commander. All applicants must pass an internal department evaluation designed to determine suitability for assignment to SWAT. The evaluation is inclusive of:

A. A physical agility, strength, and endurance test consisting of the following will be conducted in SWAT BDU pants, t-shirt, and boots:

Dummy Drag:

- Operator starts at Washington Street/Sycamore Avenue
- 10 yard dummy drag to cone
- 10 yard dummy drag back to starting line

6 Foot Wall:

- Sprint 30 yards to the 6 ft. wall and stop on mat
- Climb over the 6 ft. wall

Sprint:

- Sprint 60 yards to burpee station

Burpees:

- 10 burpees (must touch chest to ground and hands touch while feet are off the ground)

Sprint:

- Sprint 30 yards to sit-up station

Sit-ups:

- 15 sit-ups

Sprint:

- Sprint 90 yards to squat station

Air Squats:

- 25 air squats (buttocks must touch seat of chair)

Sprint:

- Sprint 120 yards to push-up station

Push-ups:

- 10 push-ups (must touch chest to hand of the monitor and full elbow extension at the top)

Sprint:

- Sprint 30 yards to tunnel station

Tunnel:

- Complete the 5 yard tunnel station

Sprint:

- Sprint 25 yards to chain-link fence and stop

6 ft. Chain-link fence:

- Climb over 6 ft. chain-link fence

Ram-Sprint:

- 30 yard sprint with the ram to the finish line

Course Total: 440 yards

Course Time Limit: 5:30 time limit

B. All applicants successfully completing above shall be scheduled for an oral interview. The oral board will be selected by the Team Commander with the approval of the Bureau Commander.

C. A firearms proficiency exam approved by the Team Commander shall be scheduled for all the applicants.

D. A team evaluation will be conducted.

E. Candidates successfully completing all of the above will be scored numerically in each of the aforementioned categories.

F. Vacancies will be filled by officers who have achieved the highest combined scores.

G. SWAT team operators/supervisors should not be deployed until successful completion of a POST certified basic SWAT course.

807 PHYSICAL FITNESS

807.01 PHYSICAL FITNESS. Once accepted and assigned to the SWAT team, personnel must maintain acceptable standards of performance in the area of physical fitness. The following guidelines establish the SWAT physical fitness Standards.

A. Each team member is required to successfully pass the strength test and endurance test once per year. Failure to qualify is a basis for removal from the team.

808 TRAINING

808.01 TRAINING COORDINATOR: A SWAT Sergeant is the training coordinator.

A. RESPONSIBILITIES: In conjunction with team members, the training coordinator will:

1. Maintain a yearly training schedule.
2. Arrange and implement all training days.
3. Maintain SWAT training records. POST guidelines recommend that SWAT team operators and supervisors attend 24-hours of POST certified SWAT update or refresher training or its equivalent (as determined by agency) every 24 months.
4. Distribute relevant training material.
5. Set and maintain firearms qualifications courses.
6. Set and maintain yearly physical fitness qualifications.

808.02 TRAINING SESSIONS. This Department recognizes that appropriate training is crucial to the maintenance of an effective SWAT Team. It is the responsibilities of the SWAT Commander to schedule and conduct regular training exercises. The SWAT Team will conduct training a minimum of 10 hours (one day) per month. In addition, team members are expected to conduct individual firearms training once a month. The firearms training is conducted with the members issued long gun. The team meetings and training (including firearms training) sessions are scheduled every month and attendance is mandatory. Unexcused absences may result in disqualification of a member from the team, regardless of past performance.

808.03 NOTIFICATIONS. A team member that is unable to attend a scheduled training will notify and be excused by a Team Leader or the SWAT Commander.

A. Any team member failing to attend a team meeting or training session, and who is not excused, may be suspended from the team until the SWAT staff has reviewed the situation and determined if disciplinary action is required.
B. Any team member with three (3) excused absences during the year is evaluated by the SWAT staff to determine any conflicts that may be detrimental to the team's performance.
C. If such conflict exists, the SWAT staff determines the appropriate action to be taken.

808.04 SCHEDULING. Members scheduled for training on their regular workday shall ensure hours are adjusted so as to attend the training on duty.

805.05 WEAPONS TRAINING. The following guidelines should be adhered to when officers of the El Segundo Police Department are involved in training with or utilizing weapons capable of firing live ammunition:

A. All weapons to be used shall be inspected by a supervisor. If a supervisor is not present, then the senior ranking officer will verify that weapons are unloaded prior to starting the exercise.
B. Any officer arriving after the training exercise has commenced will not be allowed to begin until his weapon(s) have been checked, following the above listed guidelines.

809 UNIFORMS AND EQUIPMENT

809.01 UNIFORMS. Uniforms for call-outs, as well as for training, shall consist of the following:

A. Black or green basic duty uniform (BDU).
B. Black knit watch cap and black baseball cap.
C. Black or tan boots.
D. Black web-belt.

809.02 The designated green BDU shall have the identifying markings as follows:

A. Subdued department cloth badge over left breast pocket.
B. Subdued department shoulder patches.
C. Cloth name tag over right breast pocket.
D. Cloth name tag over right rear pants pocket.
E. Subdued American Flag positioned 1" above name tag over right breast pocket.

809.03 ISSUED PERSONAL EQUIPMENT. The following items shall be issued by the El Segundo Police Department and shall be turned in upon terminating from the SWAT Team.

A. Holster for handgun and light
B. Gas Mask with bag
C. Ballistic helmet
D. Eye protection
E. Gloves
F. Ear protection
G. Radio headset
H. Safety belt
I. BDU uniforms
J. Ballistic tactical vest with insignia that clearly identifies members as law enforcement
K. Rain gear
L. Black duty call-out bag

809.04 TEAM EQUIPMENT. The following equipment is not issued to individual team members. Most equipment is stored in the SWAT van with the exception of weapons which shall be stored in the SWAT room weapons locker.

A. Battering ram and pick
B. Ammunition

1. Bullets
2. Impact rounds (12-gauge drag-stabilized beanbag round, 12-gauge fin stabilized round, 37-mm beanbag round, 37-mm stinger round, 37-mm foam baton round, and Sting ball grenades.
3. Chemical agents
4. Door breaching rounds
5. Diversionary devices

C. Additional body armor and ballistic helmets
D. Ballistic shields
E. Public address system
F. Rappelling gear

810 WEAPONS

810.01 WEAPONS. The SWAT Team provides all team and individual weapons and ammunition fulfilling the needs of any function within the SWAT Team. All weapons and ammunition shall conform to Department policy and be subject to approval by the SWAT Staff.

810.02 WEAPONS QUALIFICATION. The following qualification guidelines are established for each SWAT Team member:

A. Each Team Leader is responsible for assuring that team members qualify once a month with the assigned SWAT weapon.
B. Each team member is required to meet all Departmental qualification requirements as listed in the GOM.
C. Any team member failing to meet the above guidelines is subject to disciplinary action.
D. Team members may carry assigned SWAT weapons while on-duty.
E. The required monthly qualification course is determined and maintained by the training coordinator. All records are maintained in a training file.

811 VEHICLES

811.10 VEHICLES. The vehicle assigned to the SWAT Team is a van with a modified interior to facilitate equipment storage and transport to call-out and/or training sites. In addition, the team maintains a modified armored personnel vehicle which can be deployed during SWAT activations. This vehicle is also available to other police agencies for training and use in the event of a tactical emergency.

811.20 OPERATION OF SWAT Vehicles. Officers shall operate vehicles in accordance with the Department's policy as outlined in Section 2/165 of this Manual.

811.30 UNAUTHORIZED USE OF CITY VEHICLES. This order prohibits persons to use, or permit, or allow any person to ride in or upon city-owned vehicles for the purpose other than the execution of the official business of the City of El Segundo without the expressed consent of the SWAT Commander or designee.

811.40 STORAGE OF SWAT VEHICLES. The SWAT van shall be stored in the city maintenance facility.

855 OPERATIONAL POLICY

855.01 RESPONSIBILITIES:

A. CHAIN OF COMMAND: At the scene of a SWAT operation, the SWAT Commander is responsible for the overall team activity and the accomplishment of the mission as assigned by the Incident Commander. Should the SWAT Commander be unavailable, the Team Leader (s) acts in this capacity.
B. TEAM LEADER: The Team Leaders are responsible for implementing the tactical plan and the control and coordination of the individual team members. Upon termination of the operation, the Team Leaders are responsible for the team debriefing and response to concerned department personnel, i.e. Chief of Police, Bureau Commander, Detectives, etc.

855.02 COMMAND RESPONSIBILITIES: When the Watch Commander makes the decision to request SWAT, the Bureau Commander shall be notified per the SWAT Call-out Procedures. When the decision to activate SWAT has been made, the Watch Commander orders all SWAT personnel to be called. A list for this call-out is located in the Watch Commander's office.

A. SPECIAL RESPONSE: Should the decision be made to activate only a portion of the team, the SWAT Supervisor contacted makes those notifications.
B. ON-DUTY MEMBERS: As deployment allows, SWAT personnel working in the field are called into

the situation.

C. COMMAND AND CONTROL: Once SWAT personnel arrive at the scene and are briefed, the SWAT Commander coordinates the accomplishment of the mission assigned to SWAT by the Incident Commander. All SWAT personnel at the scene remain under the control of the SWAT Commander. The Incident Commander, unless relieved by a higher authority, remains in control of the entire operation and uses SWAT as a tactical unit to help control the situation.

855.03 INCIDENT COMMANDER RESPONSIBILITIES: The senior officer at the scene is in charge of the situation until relieved by an officer of higher rank. The officer in charge does not immediately relinquish control to a superior officer, nor does a superior officer assume control until each officer is certain that all available information relating to the incident is thoroughly explained and understood and that all personnel understand that command and control is being passed. The superior officer will not hesitate to take control immediately if that action is deemed necessary or desirable.

A. RESOURCES: The Incident Commander, regardless of rank, may request any of the Department's resources. All division and units will furnish the resources requested if not in violation of a Departmental Order.
B. COMMAND CHANGES: The Incident Commander may change several times during the course of an operation.
C. PASSING OF COMMAND: The passing of command is accomplished by thoroughly briefing the relieving officer by that officer accepting such command. It is not deemed a separate operational phase, but merely a continuation of activity that precedes the transfer.
D. CONTROL OF OPERATION: Regardless of rank, the Incident Commander is responsible for the overall control and coordination of the operation.
E. OPERATIONS: SWAT operates under the direction of the Incident Commander and within Department guidelines.

855.04 FIELD LOCATION CONTROL: Once SWAT personnel are activated, and prior to SWAT arrival, the Field Supervisor or Incident Commander should complete the following steps prior to the SWAT Team arrival at the scene.

A. COMMAND POST: Establish a command post in a readily accessible location.
B. PERIMETER CONTROLS: Establish perimeter control of the area.
   1. Do not allow traffic into the area.
   2. Do not allow onlookers or pedestrians into the area.
   3. Assign officers to specific locations and advise them to remain at those locations until ordered.

C. INTELLIGENCE: Gather as much information as possible about suspect(s).
D. WITNESSES: identify all relevant witnesses.
E. EVACUATION: Where necessary, evacuate without endangering the lives of officers or citizens.

855.05 AFTER SWAT ARRIVAL: SWAT will establish inner perimeter control and accept responsibility for tactics necessary to neutralize the situation.

855.06 SEARCH AND ARREST WARRANT SERVICE: SWAT Team deployment in these cases is usually limited to those situations involving locations that have been barricaded to prevent entry and/or to those individuals whose background or arrest record demonstrates a propensity for violence. These situations are considered "high-risk" in nature.

A. PROCEDURE: Once a request for SWAT assistance has been evaluated and approved, a Team Leader and Scout should meet with the case investigator to obtain available information.
B. PLAN PREPARATION: preparing and formulating a detailed plan is one of the most important factors in achieving operational success. The SWAT Operation Plan is to be completed prior to any operation.

Mission briefings should also be conducted prior to any operation unless circumstances require immediate deployment. When possible, briefings should include the specialized units and supporting resources.

C. SPECIAL RESPONSE (refer to section 801.03[G]): Should a special response be required and approval obtained from the SWAT Command Staff, a SWAT Supervisor will meet with the case investigator to determine appropriate SWAT response.

855.07 BARRICADED SUSPECT DEFINED: Any person armed or believed to be armed with a weapon, explosives, or other destructive or dangerous device, who occupies and/or fortifies a fixed location or vehicle and violently or by threat of violence resists apprehension efforts by law enforcement officers.

855.08 BARRICADED SUSPECT POLICY: When a suspect is barricaded and does not hold a hostage, it is the policy of SWAT to attempt all methods to affect capture by the use of means consistent with the offense and the safety of personnel and bystanders.

A. CONSIDERATIONS: A number of variables should be considered when confronted with the above situations, including:

1. Mental state of the suspect.
2. Stated objectives and motivations of the suspect.
3. Involvement or proximity of bystanders.
4. Type of location.

B. CONTROL: Critical to success in attaining objectives is strong command and control, flexibility and restraining. All personnel must recognize that direct, hasty action against the suspect is ill advised and potentially dangerous.

C. DISCIPLINE: Firearms discipline is absolutely necessary.

D. TIME: Time is a benefit and should be an advantage. Thoughtful coordinated response and effort is essential.

856 DEBRIEFINGS/AFTER ACTION REPORT: It is the policy of the SWAT Team to complete a debriefing and an After-Action Report on every SWAT incident. The debriefing and report should contain an evaluation and analysis of the critical incident in order to obtain an individual and team assessment and to help identify training needs.

The SWAT Team Leader or designee completes the report. It is to be completed no later than 72 hours after termination of the incident and submitted to the SWAT Commander.

857 USE OF FORCE POLICY FOR SWAT

857.01 POLICY: All SWAT members will follow the department Use of Force Policy (Volume 2, Chapter 100, Section 152).

858 INSPECTIONS AND RESPONSIBILITIES

858.05 INSPECTIONS. The SWAT Commander shall inspect all SWAT personnel and equipment monthly to ensure their proper condition, and to maintain a satisfactory inventory.

858.20 RESPONSIBILITIES. SWAT members are responsible for the care and condition of all equipment issued to them for training and operations.

A. Equipment shall be inspected monthly and kept in good working order by each member.
B. The support vehicle is to be kept in good operating order, the responsibility for that condition resting with the SWAT Commander.

859 MEDIA RELATIONS

859.01 MEDIA RELATIONS: In most cases, the Press Information Officer (PIO) or designee handles the media. Any media contacts or press releases regarding a SWAT operation must first be approved by the PIO and SWAT Commander.

A. PUBLICITY: Undue publicity or media contacts are avoided.
B. COMMUNICATIONS: Individual team members do not communicate with the press without prior approval of the SWAT Commander.
C. ASSISTING OTHER DIVISIONS: When assisting another division of the department, publicity of the SWAT operation or assistance is to be avoided.
D. SWAT COMMANDER: The SWAT Commander determines the extent of media contacts with relation to SWAT involvement.

860 REQUESTS BY OTHER AGENCIES:

860.01 REQUESTS BY OTHER AGENCIES: The SWAT Team's primary response is to the City of El Segundo, however, it may respond to assist other Police agencies at their formal request.

A. POLICY: It is the policy of the department to assist other agencies in time of need.

1. The Chief of Police or Bureau Commander of the requesting agency must approve each request.
2. The El Segundo Police Department Chief of Police or Bureau Commander must also approve.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manual

CHAPTER 900
Peer Support Program

910 **PURPOSE**. The El Segundo Police Department's most valuable resource is its employees and it recognizes the value of providing "in-house" peer support to assist personnel with stress created in their personal and / or professional lives.

920 **OBJECTIVES**. Peer Support is a program that offers assistance and appropriate support resources to employees when personal or professional problems negatively affect their work performance, family unit or self. This communication is confidential, providing it does not violate any law or Department regulation. This program is designed to:

A. Provide emotional support during and after times of personal crisis to other employees who need assistance;
B. Promote trust, allow anonymity, and preserve confidentiality for persons using Peer Support;
C. Develop members who can identify personal conflicts and provide guidance or referral to professional/alternative resources as required;
D. Maintain effective peer support training;
E. Check on the well-being of employees off work due to illness, duty-related injuries and to simply provide support where desired and needed.

930 **ACCESSING PEER SUPPORT**. The Peer Support Team is available 24-hours a day for all employees. Applicable support brochures and information will be available in the briefing room, report writing room, break room and the office of the Chief of Police. Members of the Peer Support Team are intended to be a resource available to employees in the event of a critical incident, crisis situation and available to:

A. Listen to another employee's feelings after a critical incident or crisis situation;
B. Facilitate or assist supervisors in defusing critical incidents;
C. Respond to an employee's request for peer support or assistance;
D. Conduct Critical Incident Stress Management debriefings;
E. Provide information on other resources available such as the Employee Assistance Program, Alcoholics Anonymous, financial support, etc;
F. Provide Peer Support orientation to newly hired employees.

Personnel who may be involved in conducting any criminal prosecution or administrative discipline shall avoid any conflict of interest. In addition, Peer Support personnel may be utilized to support the community in critical incidents or any other incident at the discretion of the Chief of Police.

940 **CRITICAL INCIDENTS**. A critical incident is any event that causes an unusually intense stress reaction. The distress people experience after a critical incident limits their ability to cope, impairs their ability to adjust and negatively impacts the work environment. Critical incidents that may require a Peer Support response may include but are not limited to:

A. Officer involved shootings;
B. Where an employee witnesses another employee's death or serious injury;

C. Where an employee is a witness to a suicide;
D. Where an employee is a witness to a violent death or serious injury;
E. Infant or child death;
F. Any incident that is likely to affect the employee's ability to interact with the public and carry out their job functions;
G. Any other incident deemed appropriate by any employee and approved by a supervisor.

950 **CONFIDENTIALITY**. The success of the Peer Support Program will be determined greatly by the observance of confidentiality. It is essential that each member of the Peer Support Team maintain strict confidentiality with regard to information communicated between Department personnel and the Peer Support Team member. Conversations between Peer Support personnel and other employees are not privileged communications under the California Evidence Code. The Department however will respect the confidentiality of conversations between Peer Support Team members and employees with the following exceptions:

A. Information concerning the commission of a crime;
B. The employee or a third party is a danger to themselves or others;
C. The employee discloses acts of misconduct which would result in discipline, as set forth in Department Policy.

Limitations to confidentiality, as outlined above, will be explained to Department personnel prior to any official contact between Peer Support Team members and the employee. The Peer Support Team member will remind Department personnel of these limitations throughout the contact, if needed. The Peer Support Team member will assist Department personnel in obtaining professional resources if additional confidentiality is needed.

960 **TEAM STRUCTURE**. The Peer Support Team shall be structured as follows:

A. Program Manager: A Lieutenant will have management oversight of the program.
B. Program Coordinator(s): Sergeant(s) will be Program Coordinator(s). The Sergeant(s) must first be selected for the team by Department personnel. The Coordinator(s) will be selected by the Program Manager with approval of the Chief of Police or his designee. Coordinator(s) is responsible for the day to day operations of the team, training, budget, coordination with other Department supervisors and maintain anonymous statistical data regarding program usage. The Coordinator(s) will report directly to the Program Manager.
C. Team members will be selected from Department personnel through a nomination process. The size of the team will be determined by the Program Coordinator(s) and Manager.
D. Team members may be deselected from the group at the discretion of the Program Manager and Program Coordinator(s) if any of the following occur:
   1. Breach of confidentiality;
   2. Failure to attend mandatory training and recurring training;
   3. Loss of one's good standing with the department.
E. Psychologist: El Segundo Police Department's contracted psychologist works in a coordinated response to impacted individuals following a critical crime related incident, tragic accident or natural disaster. Additionally, the psychologist is able to provide first responder debriefing which give the employees an opportunity to learn about normal stress reactions to trauma. Upon request, the psychologist will work with the Peer Support Team to provide services such as:

   1. One on one confidential debriefing;
   2. Handouts on normal stress reactions and other topic;
   3. Group debriefings;
   4. Training on crisis response.

970 **ROLE OF PEER SUPPORT TEAM MEMBERS**. Peer Support Team members provide support and assistance in times of stress and crisis. The responsibilities of a Peer Support Team member are as follows:

A. Convey trust and anonymity and assure confidentiality within this policy to Department personnel that seek assistance from the program;
B. Respond at any hour to assist Department personnel and/or their families following a critical incident;
C. Respond to Department personnel's request for peer support or assistance;
D. Act as liaison between Department personnel and mental health resources;
E. Maintain contact with the program Coordinator(s) regarding program activities.

980 MANDATORY TRAINING. The Peer Support Team will receive training in the following areas:

A. Basic peer support;
B. Basic critical incident stress management;
C. Suicide prevention.

990 RECURRING TRAINING. The Peer Support Team should receive recurring training in the following areas:

A. Effective listening;
B. Critical incident stress;
C. Debriefing and defusing techniques;
D. Post-traumatic stress;
E. Relationship termination;
F. Problem solving skills;
G. Grief and loss;
H. Referral follow-up;
I. General assessment skills.

995 PAY AND COMPENSATION. Peer Support Team members are entitled to overtime compensation as set forth in the team member's applicable Memorandum of Understanding (MOU) when engaged in peer support activities. Members of the Peer Support Team are encouraged to meet with Department personnel seeking assistance while on-duty, if possible. Approval to meet with an employee while off-duty must be approved by one of the Peer Support Coordinators.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 4
Program Manuals

CHAPTER 1000
Unmanned Aircraft Systems

1010 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

1020 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

1030 POLICY

Unmanned aerial systems may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

1040 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

1050 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and Department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.

- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

1060 USE OF UAS

Only authorized operators who have completed the required training and obtained an FAA Remote Pilot Part 107 certificate shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS flight operations may be conducted at any time of day/night, so long as the Department's FAA Certificate of Authorization (COA) remains in effect. A UAS should not be flown over populated areas without FAA approval.

1070 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

1080 RETENTION OF UAS DATA

With the exception of training and demonstration purposes, all missions where the UAS is utilized, shall be recorded. The recording shall be downloaded under the related DR number in Mark43 and retained in accordance with the retention schedule established under the BWC policy.

1090 TRAINING

All members within the unit that act as the Remote Pilot in Command (PIC) or the Pilot Manipulating the Controls (PMC), shall be trained and maintain proficiency in their operator/observer abilities. Each PIC shall be certified as

an operator in accordance with current FAA requirements and standards. The PIC will stay proficient in the job function by participating in monthly scheduled department training sessions. During these training sessions the PIC will be required to fly a qualification course with a passing score. This qualification course will include skills, obstacles, and utilizing the UAS in a manner consistent with law enforcement deployments. A PIC who does not have any documented training or flight time within a span of 90 days (due to vacation, court appearance, etc) will have to show proficiency prior to any deployment and the supervisor may suspend his/her duties as flight crew/PIC until the person has had updated training and completed a qualification course. The PIC can also utilize a simulator program (if available and with approval) to stay proficient if there are scheduling issues or a lack of flight training due to weather.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 5
Clerical Operations

CHAPTER 100
General Reporting: Practices And Procedures

110 REPORT PROCEDURE

110.05 DUTY OF OFFICER TO MAKE REPORT. An officer shall complete all reports necessary for the efficient performance of his job.

110.10 REPORT WRITING - LETTERING. All reports shall be printed in black ink.

110.15 OFFICER'S NAME WITHIN BODY OF REPORT. An officer who has occasion to refer to another officer of the Department in a report shall use the name of that officer complete with rank and serial number.

110.25 REPORTING DISTRICT MAPS. This Department employs the technique and use of reporting all police activities by reporting district numbers. The districts have been so selected to conform to the Federal government's census tract areas. The value in the use of RD's is to determine the amount, type, and frequency of police incidents occurring within the defined districts. This information, when fully analyzed, will provide the Department with the necessary ammunition of information to combat crime in our community. For example, rising selective enforcement, saturation technique, or simply to justify the need for additional police personnel to meet rising crime situations.

110.30 REPORTING DISTRICT AND GEOGRAPHIC BEAT BOUNDARIES. For reporting purposes, reporting districts and geographic beat boundaries shall be the center of the dividing streets unless otherwise indicated on reporting district maps.

110.35 DETERMINING REPORTING DISTRICT OF OCCURRENCE. The reporting district of occurrence is the RD in which the incident occurred, except:

A. In missing person reports, the missing person's RD of residence shall be considered the RD of occurrence.
B. In cases of death, unconsciousness, mental incapacity, or in the absence of other proof, the beat in which the victim is found shall be considered the beat of occurrence.

When it is not known definitely in what RD the crime occurred, the RD shall be determined by the following, in the order given:

A. RD in which the crime probably occurred, determined by where the victim was most exposed to the occurrence, such as parking lots, in cases of theft from auto, crowded areas in cases of articles missing from the person.
B. Victim's RD of residence, or a corporation's RD of business, when probability cannot be determined.

110.40 PROPERTY DESCRIPTION. Property and property description included in any report shall be listed and described as follows:

A. Clothing: Give name of article to be described. Indicate size, type, color, kind of material, and value.
B. Jewelry: After giving name of article to be described, include the following when it is part of the

description:

1. Color(s) and kind of metal(s).
2. Number, kind, color, and size of stones.
3. Inscription, dates, engraving, initials, serial numbers, and jeweler's markings.

C. Household articles. Give name of the article being described, inscriptions, and number of pieces stolen.

D. Guns: Show maker's name, caliber, or gauge, color of metal, serial number, types of handles or stocks, any marks, inscriptions or initials. State whether revolver, automatic pistol, rifle, shotgun, etc. If shotgun, give number of barrels. Under description of guns may be shown holsters, cartridge belts, and cartridges.

110.50 INVESTIGATIVE REPORTS: Investigative reports are often utilized by individuals who are not familiar with specialized, law enforcement abbreviations. The use of certain, commonly understood abbreviations (see following listing) in such reports is acceptable.

However, personnel completing said reports must still make every effort to record the facts and statements, relevant to the reportable incident in a manner which permits comprehension by the general public. Therefore abbreviations, such as those listed below, shall only be used when necessary -- due to time and/or space limitations.

110.55 SYMBOLS AND ABBREVIATIONS. The following symbols and abbreviations may be utilized in field or investigative reports:

A. General:

Assault with a Deadly Weapon	ADW
Arresting Officer	A/0
Avenue	Ave.
Absent Without Official Leave	AWOL
Boulevard	Blvd.
Captain	Capt.
Complainant	Compl.
Dead Body Report	DBR
Dead on Arrival	DOA
Date of birth	DOB
Defendant	DEFT.
Field Interview	F.I.
Gone on Arrival	GOA
Grand Theft Auto	GTA
Highway	HWY
Investigating Officer	I/O
Juvenile	JUV
Lieutenant	Lt.
Modus Operandi (Method of Operation)	MO
Misdemeanor	Misd.
No Middle Initial	NMI
No Middle Name	NMN
Non-Sufficient Funds (Checks)	NSF
Own Recognizance	OR
Photograph Identification	"Photo ID"
Point of Impact	POI
Point of Rest	POR

Special Weapons and Tactics	SWAT
Sergeant	Sgt.
Street	St.
Traffic Collision	TC
Vehicle Identification Number	VIN

B. Descriptive.

Location	Direction		
North	N	Northbound	N/B
South	S	Southbound	S/B
East	E	Eastbound	E/B
West	W	Westbound	W/B
Northwest	NW		
Northeast	NE		
Southeast	SE		
Southwest	SW		

C. In addition, commonly accepted abbreviations for the proper names of entities (i.e. USC for the University of Southern California; LAPD for the Los Angeles Police Department; FBI for the Federal Bureau of Investigation; H&S for the Health and Safety Code; EAP for the Los Angeles County Emergency Aid Plan; Inv. Div. for Investigative Division) are also acceptable, so long as the proper name is spelled out completely upon initial reference in said reports.

110.60 HOW TO SIGN REPORTS. Every officer signing a report shall use his payroll signature. The signature shall be accompanied by his employee serial number.

110.65 APPROVAL OF REPORTS: All reports which require approval shall be checked and approved by a concerned Supervisor for propriety, essential information, clarity, and legibility.

A. The Supervisor who checks the report shall indicate their approval in the proper space on the face of the report.

110.85 COURTESY REPORTS. A DR number shall be obtained and used on all reports where the incident of occurrence is outside the city of El Segundo, but where the incident was handled by the El Segundo Police Department. A copy of the report shall be mailed to the agency in which the crime occurred. Courtesy reports will be taken for El Segundo residents, or people working in the city of El Segundo.

NOTE: Courtesy reports will not be taken for T/C's, or for any crime in which the crime is serious in nature, and there is major investigation.

110.90 REPORTS FOR PERSONAL USE. Under no circumstances shall any officer be given a copy of any report, photograph, or fingerprint card for his own personal use, nor shall any blank forms be furnished to non-members of this Department, except:

A. The Investigative Division Commander may authorize the release of blank crime report forms to businesses requesting them for the purpose of reporting thefts, etc, with the approval of the Field Operations Bureau Commander.
B. The Administrative and Services Bureau Commander may authorize the release of departmental forms for the purpose of research, or other use.

112 ONLINE CRIME REPORTING

112.05 INTRODUCTION. The intent of the online reporting system is to provide a simple and convenient method for the public to report certain pre-designated crimes. The online reporting system "CopLogic" provides a service for the community and permits police personnel to be more proactive in other areas.

The online reporting system is intended for documenting crimes or circumstances that are minor in nature, may lack suspect information, and/or individuals needing a report for documentation purposes only. While use of this system should be encouraged when appropriate, it is voluntary and all reporting parties will have the option to speak to an officer in person if that is their preference.

112.10 APPLICATIONS. The public can be referred to the online reporting system by front desk and/or dispatch personnel when one of the below listed crimes occurred within the City of El Segundo, or the victim resides or is employed in El Segundo, and there is no suspect information or items of evidentiary value.

A. Thefts with a loss less than $5,000.
B. Vandalism not related to a hate crime.
C. Threatening/annoying telephone calls.
D. Identity theft.
E. Lost property.
F. Misdemeanor Hit and Run traffic collisions.
G. Child Custody- Court Order Violations

112.20 FRONT DESK PROCEDURES. When front desk personnel receive information from a citizen wishing to report an incident, they will determine if the facts or circumstances fall within the scope of an online report. If so, front desk personnel shall:

A. Inform the reporting party that using the online reporting system allows them to file the report immediately and they can receive a printed copy upon completion.
B. Should the reporting party choose not to, or is unable to utilize the online reporting system, or if front desk personnel determine the report is not suitable for online reporting based on the listed criteria, front desk personnel will request dispatch to send the appropriate personnel to investigate the incident.
C. If the reporting party needs additional instructions or assistance in using the online reporting system, the reporting party shall be assisted by the PSO or records personnel.

112.30 DISPATCH PROCEDURES. When dispatch personnel receive information from a citizen wishing to report an incident, they will determine if the facts or circumstances fall within the scope of an online report. If so, the Dispatcher shall:

A. Follow the procedures for recommending use of the online reporting system set forth in the dispatch training manual.
B. Should the reporting party choose not to, or is unable to utilize the online reporting system, the appropriate personnel shall be dispatched to investigate the incident.
C. If the reporting party requires assistance or instruction in the operation of the online reporting system, they will be referred to front desk personnel.

112.40 ACCEPTING AND APPROVING ONLINE REPORTS. A Police Service Officer (PSO) shall review and approve all online reports that are submitted during their shift.

A. If the online report is misclassified, the reviewing PSO will classify the report according to the elements of the offense described by the reporting party.
B. The reviewing PSO should refrain from making grammatical corrections to online reports unless they are minor in nature and do not change the intended facts.

C. If there is a question as to the reports content, the reviewer should attempt to contact the reporting citizen by telephone prior to rejecting the report and make appropriate corrections to the online report.
D. If the citizen is reporting an incident that occurred in another jurisdiction but is a resident or is employed in El Segundo, the report should be classified as a courtesy report.
E. If the reviewing PSO rejects a report, the reason for rejection must be noted in the rejection box.
F. In the event a report is filed without prior police contact and the initial reviewer recognizes police response is appropriate, the reviewer will reject the report and refer the facts to dispatch to arrange appropriate police personnel respond to the location of the victim.
G. If the report submitted falls within the criteria and is approved, standard operating Records Section procedures apply.

112.50 FOLLOW-UP INVESTIGATIONS TO ONLINE REPORTS. It is the responsibility of an Investigative Division supervisor to review approved online reports to determine if they require follow up investigation by a detective. If further follow-up is warranted, the report will be assigned to a detective at the discretion of the Investigative Division supervisor.

120 DAILY REPORT (DR) NUMBERS

120.10 DR NUMBERS - GENERAL. The Daily Report Number is the official file number of the Department, and may be referred to as a DR number. DR numbers shall consist of the last two digits of the year reported, followed by a hyphen and a series of digits. The last series of digits shall run chronologically, starting with 001, for the first number assigned on Jan 01 of each year.

EXAMPLE: The first report taken by the Department on January 1, 1985 shall bear the DR Number 85-001, the second report 85-002, etc.

120.20 DR NUMBERS - WHERE TO OBTAIN. All DR Numbers are obtained from The Communications Center. ALL DR Numbers are assigned by the Communications Center computer, and are assigned chronologically. All reports are filed by the DR Number, and shall be assigned a DR Number - (Arrest, Crime, Property) Reports.

130 NAMES OF PERSONS APPEARING ON REPORTS

130.10 NAMES - SUSPECT, WITNESSES, INFORMANTS. Whenever a name of a suspect, witness, informant, etc., appears on a Department report form, the name shall be written in the following form:

A. ROWE, James William
B. ROWE, James (NMI)
C. ROWE, James William, Jr.

140 DATES - HOW ENTERED

140.10 DATES - HOW ENTERED. Unless otherwise prescribed, dates entered on any official report form of the El Segundo Police Department shall be entered with the two numbers of the month/ followed by the number date/followed by the last two digits of the year.

EXAMPLE: 01/01/65; 06/23/65; etc.

150 CORRESPONDENCE

150.05 CORRESPONDENCE - GENERAL. The following is the procedure to be used when writing any communication except those communications limited to within the Department (intra-department correspondence):

A. No initials of the person dictating the letter or the clerk typist (or stenographer) shall appear on the original letter. However, the initials of the Commanding Officer of the Division, those of the dictating officer, and those of the stenographer shall appear on all correspondence which are retained as file copies: i.e., ABC/DEF/GH

B. The name, serial number, and detail of the Investigating Officer shall be typed in the lower left corner of all carbon copies, beneath the initials. The Chief of Police may open all mail directed to this Department except that marked "Personal". Mail may be opened to ascertain the intended recipient of the correspondence.

150.10 CRIMINAL CORRESPONDENCE. Letters concerning criminal matters, except those addressed to the Narcotic Section, shall be forwarded to the Records Division for processing. The Records Division shall perform necessary file searches and prepare replies on all such correspondence not requiring further action shall be forwarded by the Records Division, to the concerned investigative division.

NOTE: All letters addressed to the Narcotics Detail shall be forwarded directly to that division.

150.46 PERSONNEL CORRESPONDENCE - FORM LETTERS. Activities concerning the back-ground investigation of persons seeking employment with the Department require the use of form letters. The signature of the Chief of Police is not required on such form letters; however, they shall always bear the signature of the Administrative and Services Bureau Commander.

150.60 INTRA-DEPARTMENT CORRESPONDENCE. All correspondence between the different bureaus, division, and sections of the Department shall be prepared on Intra-Department Correspondence. Such communications shall always be subscribed by the Division or Bureau Commander or one acting in such capacity. The officer of a lesser position may initiate the correspondence; however, his Division Commander must appear as correspondent. Division Commanders shall forward such communications to their Bureau Commander who, in turn, shall forward to the Commander of the concerned Bureau.

A. Bureau Commanders shall forward all communications received on Intra-Department Correspondence to the concerned Division within their Bureau.

B. All communications prepared by a Division Commander that affect the operation of his Division or concern any other Division of the Department in any manner shall include a copy to be forwarded to the Bureau Commander.

155 USE OF DEPARTMENT LETTERHEAD

155.10 LETTERHEAD: Letterhead is city property which is intended for use in the course and scope of an employee carrying out his/her assigned duties and responsibilities:

A. Letterhead shall not be utilized to address issues, events or individuals not directly related to the employee's assigned duties and responsibilities. Letters that provide written positions that impact other agencies, departments or personnel must be forwarded through department chain of command for review and approval prior to distribution.

B. Violation of this policy by a city employee is grounds for appropriate disciplinary action, up to and including termination and reflects both Section 2.28.050(4) of the El Segundo Municipal Code, which states that "Tenure of Employees covered by this chapter shall be subject to satisfactory performance of work, behavior consistent with the interests of the city, and the availability of funds" and applicable portions of Section 2.28.160 of the El Segundo Municipal Code, "Grounds for Demotion, Suspension and Discharge".

160 DEPARTMENT GENERAL ORDERS

160.10 DEPARTMENT GENERAL ORDERS: Those which relate to a specific policy and/or procedure which affects the entire department. They are of a permanent nature (do not automatically expire) and the information within shall subsequently be prepared as amendments to the Department Manual. General orders shall always include information as to that portion of the Department Manual that is affected by the information contained in the order.

160.15 DEPARTMENT STAFF ORDERS: Those which relate to some specific policy or procedure usually of a minor nature, and which may or may not be permanent (does not automatically expire). Staff orders may or may not affect the entire department and shall not affect the Department Manual.

160.20 DEPARTMENT NOTICES: Those official reminders, communications, notifications, or requests which are initiated for general use. Department Notices are of a temporary nature, but will remain in effect until invalid on the face of the notice or preempted by a subsequent notice, and are not assigned a number. Subjects which may be covered by a Department Notice are Department events, meetings, schedules, reminders, requests, notifications, temporary assignments, and other information that is not of a permanent nature.

160.30 DEPARTMENT MANUAL ORDERS: Those which specify the insertion of amendments or additions to the Department Manual.

160.35 DEPARTMENT RE-ASSIGNMENT ORDERS: Those orders which affect changes of personnel, by assignment within Bureaus, or by promotion or demotion.

160.40 BUREAU ORDERS: Those orders which may set policy or procedure within a Bureau, providing that such an order does not supersede or conflict with Department Orders or regulations. Bureau Orders are assigned a number, and do not automatically expire.

160.45 BUREAU NOTICES: Those official reminders, notifications, or information requested within a Bureau. Bureau Notices shall be of a minor nature, are not numbered, and are of a temporary nature (expire after 30 days).

160.50 DIVISION ORDERS: Those orders which may set policy and/or procedure within a Division, providing that such order does not conflict with other Department or Bureau Orders or regulations. Division Orders are assigned a number, and do not automatically expire.

160.55 DIVISION NOTICES: Those official reminders, notifications, information requests, or changes of assignment within a Division. Division Notices shall be of a minor nature, are not numbered, and are of a temporary nature (expire after 30 days).

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 5
Clerical Operations

CHAPTER 200
Repair Reports

201 EMERGENCY AND POTENTIAL HAZARD REPORTS

201.10 EMERGENCY AND POTENTIAL HAZARD REPORT. The Emergency and Potential Hazard report is used by department personnel for the purpose of providing a quick, informal note of minor, non-emergency repairs needed to city property.

201.20 EMERGENCY AND POTENTIAL HAZARD REPORT - COMPLETION. The Emergency and Potential Hazard Report shall be completed by the employee first observing the repair need in the following manner:

A. The front of the form is to be completed, including the proper department to which the report should be referred (as per the list on the front side of the form), location of the repair need, and a brief description of the condition being reported.
B. The initiating employee shall apply his signature and indicate that he is assigned to the police department.
C. The lower portion of the form is for the use of the city department to which the report is forwarded for action.

201.30 EMERGENCY AND POTENTIAL HAZARD REPORT - DISTRIBUTION. The Emergency and Potential Hazard Report, upon completion, is forwarded to the proper city department through channels.

205 RADIO REPAIR REPORTS

205.10 RADIO REPAIR REPORTS. The Communications Center supplied Service Request form shall be used for all repairs of radio equipment, and MDT/ADM repair.

The person first discovering any needed repair of a radio or MDT unit shall complete the Service Request form and submit the form to the Watch Commander, who will advise radio repair of the service request.

After radio repair has completed the repair, a copy of the service request order shall be sent to the Communications Supervisor, who shall be responsible for keeping a control on the service request orders.

210 BUILDING MAINTENANCE REQUESTS

210.10 BUILDING MAINTENANCE REQUESTS. All requests for building maintenance shall be submitted to the Administrative Division, Administrative Services Bureau, on a pink Request Supplies, Equipment or Station Repair form. The Administrative Division is responsible for contacting the proper department or contracting company to repair the item. For emergency repairs (after hours/weekends, etc.) the Watch Commander, or their designee, can contact the proper department through an emergency 24-hour call-out list located in the Watch Commander's office and at the PSO desk.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 5
Clerical Operations

CHAPTER 300
Field, Arrest & Booking Reports

305 FIELD REPORT FORMS - GENERAL

305.20 FIELD REPORTS - COMPLETION. All Field Report forms shall be completed as specified.

305.30 FIELD REPORT FORMS - DISTRIBUTION. All Field Report forms, upon completion and after approval by a Supervisor, shall be forwarded to the Records Division for duplication and necessary distribution. The original report shall always be retained by the Records Division and filed in the Numerical File, by DR Number. Additional distribution shall be governed by the particular crime or incident involved, as well as, the disposition taken in the field, as per records procedure.

310 RELEASE OF INFORMATION

310.10 FIELD REPORTS. RELEASE OF INFORMATION. In general, all reports, records, and written documents received, handled, or maintained by this Department are confidential in nature and the contents thereof should not be disseminated or divulged to persons from outside the police department. There are, of course, exceptions to the general rule, a few of which are discussed below. In all other cases, good judgement and discretion should govern the release of such information.

310.20 ARREST REPORTS. The contents of arrest records shall not be discussed with or divulged to anyone except the defense attorney, a bondsman, the district attorney, or such other persons who have an official interest in the case. Under no circumstances should information be released to family, friends, employer, or other persons without the consent of the arrestee. When the arrestee is unconscious or physically unable to give his consent, the Watch Commander may attempt to notify members of the immediate family of the person's arrest if he deems it absolutely necessary.

310.25 CRIME REPORTS. From time to time, persons will request this Department to provide them with copies of reports of crimes in which they were a victim in order that this might furnish the necessary information for their insurance carrier for restitution. All such requests shall be referred to the Records Supervisor who shall make available appropriate and necessary information.

All other requests for information from members of other law enforcement agencies having an official interest in the case, shall be referred to the investigator assigned to the case or to the Commander of the Investigative Division.

315 CRIME REPORTS

315.10 CRIME AND INCIDENT REPORTS, USE OF:

The Crime Report shall be used for the purpose of recording necessary information pertaining to:

A. Any crime which requires follow-up investigation by the Department’s Investigative Division.
B. Crimes or incidents that do not require follow-up due to lack of workable information (indicated by

reporting officer), but may reflect crime trends, patterns or information that should be made available to an investigative unit of the Department.

C. For the purpose of recording non-criminal incidents, the current crime report form will also be used. The "Code Section" field will be left blank and reporting officers may leave the "MO Factors" and "Suspect Information Descriptor" fields blank. All other appropriate fields will be completed if possible. Incident reporting shall be used for the purpose of recording information pertaining to:

1. Incidents which are non-criminal in nature but require documentation.
2. Incidents which do not require follow-up investigation.

D. Note: When there is no report taken and the person reporting requires some type of documentation, the incident number and date or a copy of the computer printout should suffice.

320 ARREST REPORTS

320.10 ARREST REPORT - USE. With the exception of the Driving under the influence arrest report, all other arrest reports shall be completed on a Continuation/ Supplemental Report.

330 FIELD INTERVIEW CARD

335.10 FIELD INTERVIEW CARD - USE OF. The Field Interview Card shall be used by officers in the field for the purpose of recording certain information concerning suspicious persons contacted in the field and shall be completed in an appropriate manner.

335.30 FIELD INTERVIEW CARD - DISTRIBUTION OF. The Field Interview Card shall be distributed by the Records Division, in the following manner:

A. Original to Detective Bureau then to Records for Data Processing. Original will then be filed in Records alphabetically by year.

340 DEATH/INJURED PERSONS REPORT

340.10 DEATH/INJURED PERSONS REPORT - USE OF. The Death/Injured Persons Report shall be used for the purpose of:

A. Recording necessary information regarding any death that occurs within the City of El Segundo, and

B. Recording of the following type of injuries:

1. Injuries which occur on City property such as sidewalks, streets, City buildings, parks, or any premises where civil action could result against the City.
2. Injuries which occur on private property such as factories, businesses, private residences, etc., where the possibility exists that the injury was caused by negligence or by the commission of a crime.
3. All suspected suicide attempts.

NOTE: In the cases of an injury only, the Injury Report need not be completed if the necessary information has been included on another report such as a Crime Report or Traffic Accident Report.

350 REQUEST FOR PSYCHIATRIC EVALUATION REPORTS

When subjects come under purview of Section 5150 WIC and are transported to a County facility for examination, officers shall complete the State of California Department of Mental Hygiene, form 1111-1533

in duplicate. This is the application for 72 hour detention for evaluation and treatment form. The original remains with the medical facility and the duplicate shall be forwarded to the Records Division for filing after the officer affixes the assigned DR number to the upper right hand corner. An Incident Report will also be completed if no crime report is made.

In the event the subject being transported for medical observation is in custody for any offense in addition to 5150 WIC, the appropriate forms (Crime Report, Booking Data, etc.) shall also be completed and forwarded in the prescribed manner.

355 TRAFFIC COLLISION REPORT

355.10 TRAFFIC COLLISION REPORT. (555.03) is a "Property Damage Only" (PDO) report and the back of the first page may be used for a continuation report or narrative.

355.20 ADDITIONAL PARTIES: Form (555.03) shall not be used when more than two parties are involved, in the event of injuries, in cases of extensive property damage requiring an investigation or a more complete report, or if criminal prosecution may occur as a result of the collision.

355.30 TRAFFIC COLLISION REPORT (Form 555.03) COMPLETION. The short form PDO Traffic Collision Report (Form 555.03) shall be completed in all minor collisions not covered by Form 555/556.

355.50 TRAFFIC COLLISION REPORT (Form 555.03) DISTRIBUTION. The two NCR copies of the Traffic Collision Report (Form 555.03) shall be given to the involved parties at the collision scene. The original shall be forwarded to the Field Sergeant for preliminary approval.

360 REQUEST FOR RE-EXAMINATION OF DRIVER FORM

360.01 REQUEST FOR RE-EXAMINATION OF DRIVER FORM - USE OF. The Request for Re-examination of Driver form shall be used by department field personnel for the purpose of recording necessary information to be forwarded to the Driver Improvement Analyst Division of the Department of Motor Vehicles of a suspected operational deficiency (vehicle) on the part of a licensed driver.

This form should be completed whenever a field officer suspects, for cause, that a motor vehicle operator should be re-examined. The suspicions may result from the investigation of a traffic accident or the observation of vehicle operation on the roadway.

370 JUVENILE DETENTION REPORT

370.10 JUVENILE DETENTION REPORT - USE OF. The Juvenile Report shall be used by department personnel for the purpose of recording pertinent information regarding all juvenile arrests and detainments.

A. When a juvenile is brought to the station, the report shall be treated as a "booking".
B. When the juvenile is released in the field to a responsible parent or guardian, as the incident was minor, the report shall be treated as a "contact".

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 5
Clerical Operations

CHAPTER 400
Support Services Reports

405 NOTICE OF REPOSSESSION OF VEHICLE

405.10 NOTICE OF REPOSSESSION OF VEHICLE REPORT - USE OF. The Notice of Repossession of Vehicle Report form shall be used by personnel assigned to the Records Division, for the purpose of recording necessary information incidental to the legal repossession of any vehicle within the City of El Segundo (Section 28 - California Vehicle Code).

405.20 NOTICE OF REPOSSESSION OF VEHICLE REPORT - COMPLETION. The Notice of Repossession of Vehicle Report form shall be completed, by the person reporting the repossession, after the repossessor has taken possession of the listed vehicle.

405.30 NOTICE OF REPOSSESSION OF VEHICLE REPORT - DISTRIBUTION. The Notice of Repossession of Vehicle Report shall be kept on the Repossession Log on the PSO desk, along with the appropriate teletype.

410 PROPERTY REPORT

410.10 PROPERTY REPORT, USE OF. The Property Report shall be used for the purpose of recording necessary information concerning property taken into custody by this Department. This report shall be used for:

A. Evidence - All property taken of an evidential value in a case for which an arrest or crime report has been made.
B. Found Evidence - Property which is, or may be, of evidential value, but has not been connected with any specific arrest or crime report or property, which has been found by a private person or an officer.
C. Safekeeping - Property, other than defined above, which is booked for temporary protection on behalf of the owner.
D. Prisoner Property - Property booked to prisoner that does not fit in a jail property locker.

410.20 PROPERTY REPORT, COMPLETION OF. The Property Report shall be completed with special attention to:

A. Person Property Booked To - Should indicate the person that had possession of the property prior to the possession by the Department. In the case of Found Evidence, it should be booked to the police officer.
B. Victim or Owner's Name - Indicate if the true victim or owner be known. Include address and telephone numbers.
C. Person Reporting to Police Department - Indicate name, address, and phone numbers of persons reporting Found Property under observation.
D. Itemize and Describe All Property - List only one article on a line, use more than one line per item if necessary.
E. Cross Reference - Narrative should include all report numbers related to the booked property (i.e. citation number and related DR numbers different from the booked property.

410.30 PROPERTY REPORT - DISTRIBUTION OF. Upon completion the property report shall be distributed as follows:

A. Original - kept with the Property.
B. Copy with copies of the arrest or crime reports.
C. Copy to finder, person turning in property or person property was obtained from.

EL SEGUNDO POLICE DEPARTMENT
POLICY MANUAL

VOLUME 5
Clerical Operations

CHAPTER 500
Health Insurance Portability and Accountabilty Act ("HIPAA")

505 DESIGNATION OF HEALTH CARE COMPONENTS.

In accordance with 45 C.F.R. § 164.105(a)(2)(C), the city of El Segundo designates the Wellness Program, as operated by the Department, as a health care component. Accordingly, the Department must comply with applicable provisions of the Health Insurance Portability and Accountability Act ("HIPAA").

510 ADOPTION, BY REFERENCE, OF HIPAA DOCUMENTATION.

A review of the City's administrative policies and procedures ("AP&P") shows that the El Segundo Fire Department previously promulgated HIPAA AP&P for the City's health care component of paramedic services (ESFD AP&P No. VIII-2, et seq. issued April 13, 2003; collectively "HIPAA AP&P"). To avoid unnecessary redundancy, the Department adopts by reference the HIPAA AP&P for purposes of documenting the Department's Wellness Program. All references in the HIPAA AP&P to "ESFD," also includes the Department; any references to the "Chief" or "Fire Chief," includes the Police Chief.