ROCKLIN POLICE DEPARTMENT

PROCEDURES MANUAL

We are committed to serve, protect and promote a safe community

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Mark J. Siemens
Chief of Police

November 2010 version

ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

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A101 Procedures Manual

A101.1 PURPOSE AND SCOPE

The Procedures Manual of the Rocklin Police Department is hereby established and shall be referred to as “The Procedures Manual.” This Procedure Manual is designed to work in concert with the Rocklin Police Department Policy Manual. In some cases, the Policy Manual refers to the Procedure Manual regarding details of operation. The Procedures Manual contains written descriptions of processes we employ. This is a living document and should be updated as we improve our processes. Where a unit, position or individual is designated as having responsibility to perform a duty, that designee is accountable for completion unless officially relieved of that duty.

Except where otherwise expressly stated, the provisions of this manual are considered as guidelines. It is recognized that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

A101.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA Standards: N/A

A101.3 RESPONSIBILITIES

The ultimate responsibility for the contents of the manual rests with the Chief of Police. Since it is not practical for the Chief of Police to prepare and maintain the manual, the following delegations have been made:

A101.31 CHIEF OF POLICE

The Chief of Police or the person acting in this role shall be considered the ultimate authority for the provisions of this manual and shall issue Departmental Directives which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual. Any new release of this Manual shall be certified by the Chief of Police.

A101.32 STAFF

Staff shall consist of the following:

- Chief of Police
- The Captain from each division

The staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

A101.33 OTHER PERSONNEL

All Department employees suggesting revisions to the contents of the Procedure Manual shall forward their suggestion, in writing, to their Division Commander who will consider the recommendation and forward it to staff.

A101.4 FORMATTING CONVENTIONS FOR THE PROCEDURES MANUAL

The purpose of this section is to provide consistency in this manual. Staff should review edited or newly adopted procedures with these conventions in mind.

(a) Abbreviations and definitions used in this manual
(b) Location of Accreditation Standard references in each procedure
(c) Location of ENACTED Subsections for each procedure

A101.41 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

• Departmental Directives may be abbreviated as “DD”
• Policy or Procedure Manual sections may be abbreviated as “Section 106.X” or “§ 106.X”

A101.42 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult Shall mean any person 18 years of age or older

CALEA refers to the Commission on Accreditation of Law Enforcement Agencies, Inc.

CHP Shall refer to the California Highway Patrol

City Shall mean the City of Rocklin

Department/RPD Shall mean the Rocklin Police Department

DMV Shall mean the Department of Motor Vehicles

Employee/Personnel Shall apply to any person employed by the Department

Juvenile Shall mean any person under the age of 18 years

Manual Shall refer to the Rocklin Police Department Policy Manual

Member Term applied to all persons who are employed by the Police Department and shall include sworn officers and civilian employees. This includes reserve officers and volunteers.

Officer/Sworn Applies to those employees, regardless of rank, who are sworn employees of the Rocklin Police Department.

On Duty
Employee status during the period when he/she is actually engaged in the performance of his or her assigned duties

Order An instruction either written or verbal issued by a superior

POST Shall mean the California Commission on Peace Officer Standards and Training

Rank Shall mean the title of the classification held by an officer

RPD Shall mean Rocklin Police Department

Shall Indicates a mandatory action
Should (or may) Indicates a permissive or discretionary action

A101.43 ACCREDITATION STANDARDS SUBSECTION LOCATION
Each Section of this Manual that pertains to an Accreditation Standard shall contain a Subsection as seen in §106.11. The Accreditation Standard Subsection should be located as the first available subsection under Purpose and Scope. The Accreditation Standards should be listed horizontally and separated by a comma and space.

A101.44 ENACTED DATES AND SECTION LOCATION
The last section of each procedure shall be titled "ENACTED". The first entry of any newly drafted policy in the ENACTED Section shall be "Enacted" followed by the date. The next and subsequent entries shall be "Revised" followed by date. The entries shall be made horizontally and separated by a semicolon.

The date format is as follows: May 1, 2007

Each time a procedure is ENACTED or a revision is made to a section of this manual after May 1, 2007, the ENACTED procedure or revision shall be logged in the ENACTED Subsection and a description of the ENACTED procedure or revision shall be placed in the Version Release Notes.

A101.5 DISTRIBUTION OF MANUAL
It is the intent that this procedures manual and the referenced policy manual will be distributed broadly in an electronic format. A computerized version of the Procedures Manual will be made available on the Department network for access by all employees. The computerized version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization from the Chief of Police or his or her designee. In addition to the Department computer network, the Policy Manual and Procedure Manual shall be made available in each patrol vehicle with a capable mobile computer. The Technical Assets Coordinator is responsible causing this distribution upon each new manual release.

Printed copies of the Procedure Manual shall be distributed to the following:
(a) Chief of Police
(b) Captains
(c) Patrol Lieutenants
(d) Administrative Sergeant
(e) Professional Standards Unit
(f) Patrol Sergeant’s Office
(g) Investigations Unit
(h) Officer’s Report Room
(i) Library Conference

Upon initial hire, a new fulltime employee shall be provided a copy of the Policy Manual and Procedure Manual on digital media.

A101.51 RELEASE OF NEW VERSIONS AND ARCHIVE OF OLD VERSIONS

The release of new versions of this manual shall occur no more frequently than once per quarter and no less frequently than once per year. The release of any new version shall be accompanied by a release notes document outlining, in detail, the changes in the newest version of the manual. All employees shall be notified of each release in a method that requires the employee to acknowledge receipt and confirm understanding of the release.

RPD's standard practice for distributing Department Directives, policies, procedures, and any ENACTEDs thereto occurs as follows:

- The Office of the Chief of Police shall send an email containing an electronically attached version of the directive to all affected employees with instructions to acknowledge receipt and confirm understanding by utilizing the appropriate acknowledgement button
- Within 14 days, the Office of the Chief of Police shall run a report to identify employees who have acknowledged receipt of the directive and those who have not yet acknowledged receipt
- For those who have not yet acknowledged receipt, the Office of the Chief of Police shall resend the original email requesting a response within 14 days. If after the second 14 day period, the employee has not acknowledged receipt, the Office of the Chief of Police shall notify the appropriate Division Commander

All ENACTEDs of this manual shall be recorded. Each outdated manual shall be archived in a suitable manner to assure long term reference. At minimum, a printed and two digital versions shall be stored. The two digital copies shall be stored in separate locations.

A101.6 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

A103 General Management

A103.1 PURPOSE AND SCOPE

This procedure establishes guidelines for managing the Department's administrative reporting program. The reports identified in this section provide information concerning the Department's day-to-day operations and provide a mechanism to report activities occurring outside the immediate structure of the Department.

A103.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 11.4.1, 11.4.2, 43.1.3, 45.1.1, 45.2.4, 46.1.8, 46.1.9, 52.1.5, 55.1.2

A103.3 REPORT AND ACTIVITY MANAGEMENT

Within each office the assigned supervisory staff shall complete the administrative report(s) the Department requires to record and track activity within their respective area of responsibility. For purposes of this procedure, administrative reports include, daily, weekly, twice monthly, monthly, quarterly and annual reports. This procedure refers to the following list of administrative reports:

REPORT	FREQUENCY	PURPOSE	RESPONSIBLE	DISTRIBUTION
Management Dashboard	Monthly	Accountability	Office of the Chief	Police Management
Rocklin PD Newsletter	Monthly	Information	Office of the Chief	All Employees, City Council, RUSD, Chamber of Commerce, RPD Website
Management Report	Monthly	Information	Office of the Chief	City Council, Public
Accounting System (Dashboard)	Monthly	Accountability	Office of the Chief	Police Management
Detention of Minors report	Monthly	Accountability	Operations	Chief of Police
EOC Operational Readiness	Quarterly	Preparedness	Support Services	City Department Heads
Temporary Holding Facility Checklist	Quarterly	Accountability	Operations	Chief of Police
Accounting of agency cash activities	Quarterly	Accountability	Office of the Chief	Finance
Evaluation of Probationary Employees	Quarterly	Accountability	Division Commanders	Human Resources
Community Involvement Report to CEO	Quarterly	Accountability	Community Programs	Chief of Police
Alternate Power Source - Test	Semi-Annually	Preparedness	Support Services	Professional Standards
Inspection to determine adherence to procedures for the control of property	Semi-Annually	Accountability	Support Services	Professional Standards
Inventory by unit to verify equipment	Annually	Accountability	Support Services	Professional Standards
Bias Based Profiling	Annually	Accountability	Office of the Chief	Professional Standards
Lethal & Electronic Weapons Proficiency	Annually	Preparedness	Operations	Professional Standards

Analyze Reports from 1.3.6 (Firearm	Annually	Accountability	Support Services	Professional Standards
REPORT	**FREQUENCY**	**PURPOSE**	**RESPONSIBLE**	**DISTRIBUTION**
Update/Goals and Objectives	Annually	Preparedness	Office of the Chief	All Police
Review of Specialized Assignments	Annually	Accountability	Office of the Chief	Human Resources
Div budget recommendations to Chief	Annually	Preparedness	Division Commanders	Office of the Chief
Grievance Analysis	Annually	Accountability	Support Services	Professional Standards
Legal Update Training	Annually	Preparedness	Support Services	Professional Standards
Performance Evaluations Completed	Annually	Accountability	Division Commanders	Human Resources
Evaluation of Personnel Early Warning System	Annually	Accountability	Support Services	Professional Standards
Documented Analysis of Previous Year's Pursuit Reports	Annually	Accountability	Operations	Professional Standards
Juvenile Enforcement/Prevention Program Review and Evaluation	Annually	Preparedness	Operations	Chief of Police
All Hazard Plan Documented Training	Annually	Preparedness	Support Services	Professional Standards
Summaries - Public Availability - IA Investigations Statistical Summary	Annually	Accountability	Support Services	Professional Standards
RMS password audit	Annually	Accountability	Support Services	Professional Standards
Audit of property & evidence by a supervisor not connected to evidence	Annually	Accountability	Support Services	Professional Standards
Unannounced inspections of property storage areas directed by the CEO	Annually	Accountability	Support Services	Professional Standards
RPD Strategic Plan	Triennial	Preparedness	Office of the Chief	All Police
Initiate Citizen Survey	Triennial	Information	Office of the Chief	All Police, City Council
Citation Audit	Annually	Accountability	Support Services	Professional Standards
Records Retention Schedule review	Annually	Preparedness	Support Services	Professional Standards
Temporary Detention area inspection	Annually	Accountability	Operations	Chief of Police
Alternate Power Source - Test	Biannually	Preparedness	Support Services	Professional Standards
Less than Lethal & Weaponless Proficiency	Biennial	Preparedness	Operations	Professional Standards
Workload Assessments	Triennial	Information	Office of the Chief	Office of the Chief
5150 Refresher Training	Triennial	Preparedness	Support Services	Professional Standards
Staff Inspection	Triennial	Accountability	Division Commanders	Professional Standards
Documented review of victim/witness assistance needs & available services	Triennial	Accountability	Support Services	Support Services
Temporary Detention Room Training	Triennial	Preparedness	Support Services	Professional Standards
Inspection of the temporary area/room and administrative review of temporary detention areas	Triennial	Accountability	Operations	Professional Standards
Crime Prevention Program Evaluation	Triennial	Accountability	Community	Chief of Police

			Programs	

Periodically, the Accreditation Manager will coordinate a review of the report(s) for content and to ensure they meet CALEA and organizational standards. If a report fails to meet standards, the Accreditation Manager will send the report back to the originator with a note explaining the deficiency.

A103.4 POLICE REPORT AND ACTIVITY MONITORING

Weekly, a Records Clerk reviews the crime, arrest or incident report log to ensure receipt of all necessary reports and/or documentation.

When one of the Records Clerks or the Record and Communications Manager determines a crime, incident or arrest report is seven (7) days late, he/she initiates a written reminder to the appropriate Division Commander and Shift Supervisor requesting follow-up on the report and an estimated time the report will be forwarded to Records for processing. When a report is more than thirty (30) days late, the Support Services Commander shall notify the Chief of Police in writing, advising him/her of the situation. Completed reports are stored in RIMS.

A103.5 ACCOUNTABILITY OF AGENCY FORMS

When a supervisor or employee develops a new form or consolidation of forms, he/she submits the form or change to his/her Division Commander, via the chain of command. If the Division Commander decides the form is unnecessary or inappropriate for use, he/she returns the form to his/her subordinate. When the Division Commander approves a form, the form is then presented at the next scheduled staff meeting. Staff reviews the form for:

- Duplication
- Completeness
- Conflict with existing forms or procedures
- Compatibility with records components

If staff rejects the form, it is returned to the originator with an explanation or request for correction of deficiencies. If the Chief of Police and Staff approve a form for use, the Records and Communications Manager initiates the process to order and use the form. If the Chief of Police and Staff reject the form, the Records and Communications Manager returns the form to the originator.

Each Department form will be labeled with an identifier number (RPD Form 06-01, RPD Form 06-02, etc). The first two numbers represent the year the form is created and the subsequent numbers represent the sequence of the forms created in any given year. The Records and Communications Manager is responsible for assigning form numbers. An index is maintained that contains the form number and a description of the form. The Enacted date will be included on the form control log and the form.

Every three (3) years the Support Services Commander will assemble a group of employees to review and audit, consolidate and eliminate unnecessary forms.

A103.6 ENACTED

Enacted: June 1, 2007
Revised: January 21, 2008
Revised: June 1, 2009

A105 Administrative Practices & Procedures

A105.1 PURPOSE AND SCOPE
The procedure describes the Rocklin Police Department processes for allocating personnel and administering personnel, administration, and managerial functions.

A105.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 16.1.1, 16.1.2, 21.1.1, 82.3.5

A105.3 ALLOCATION AND DISTRIBUTION OF PERSONNEL

A105.31 PERSONNEL MANAGEMENT SYSTEM
The Police Department fills and vacates agency positions according to the City's annual budget authorization included in the Authorized Positions List. The Authorized Positions List provides the number and type of each position authorized in the Police Department budget. This ensures Council approved personnel allocations are maintained throughout the fiscal year. This process is also coordinated with the City Human Resources Division.

The Police Departments Office of the Chief of Police provides a Position Control Listing that contains the authorized positions and their locations within the organizational structure, personnel assigned to the positions, and budget assignments. Throughout the year, the analyst assigned to the Office of the Chief of Police distributes the Authorized Personnel List, Organizational Chart, and the Position Control Listing to the Division Commanders and Chief of Police for review. These reports include both actual and authorized personnel strength and the number of personnel, by rank or job classification, within each unit. The reports also contain position status information, whether filled or vacant, for each authorized position in the Department.

The Chief and the administrative staff reference the Authorized Personnel List when creating schedules and filling vacant positions.

A105.32 DISTRIBUTION AND ALLOCATION OF PERSONNEL
The distribution of personnel is based on workload and need. Overtime, the number of police incidents, traffic issues, calls for service or community priority may change. A comprehensive study should be completed by the administrative staff at least once every three (3) years regarding workload and staffing. The Study shall include at minimum:

- Number of calls for service per beat
- Day and hour distribution of calls for service
- Duration of CFS, by day by hour
- Response time, by call category, by beat
- Staffing levels correlated by day, by shift block
- Committed time of patrol staff, by shift, by day
- Uncommitted Patrol Time, by shift, by day

The study should also include components for the investigation, dispatch and traffic functions using the appropriate measures to assure the proper number of personnel are assigned at the proper times and the workload in being handled.

The Analyst assigned to the Office of the Chief is responsible for establishing a process and schedule for the completion of these studies. The overall study may be the compilation of smaller studies completed over the three-year period.

A105.4 JOB TASK ANALYSIS AND CLASSIFICATION PLAN

A105.41 JOB TASK ANALYSIS OBJECTIVES

The City Human Resource Division maintains a Job Task Analysis for all positions, or functions that employees fill within the Department. This includes a written analysis that:

- Outlines the expectations of each position, identifies and explains the duties, responsibilities, functions, tasks, and
- Explains the frequency that these duties, responsibilities, functions and tasks occur.
- Explains how critical the job-related skills, knowledge, and abilities are to successfully complete these tasks.

The Department considers Job Task Analysis statistics when:

- Determining appropriate position compensation.
- Collecting position and occupation information.
- Writing classification specifications.
- Providing guidance to employees and supervisors concerning the duties and responsibilities of an individual position.
- Identifying and defining the roles and responsibilities of employees regarding the overall classification plan.
- Helping in the establishment of agency training needs.

A105.42 CLASSIFICATION PLAN AND JOB DESCRIPTIONS

The City maintains a written job classification plan, as outlined in the City Personnel Rules. The plan includes:

- Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements
- Class specifications
- Provisions for relating compensations to classes
- Provisions for reclassification

The Professional Standards Unit maintains a written job description of each position or function within the Department. Copies of job descriptions are also on file in the City's Human Resources Office and on the City's website available to all personnel and the public.

A105.5 PERSONNEL ORDERS

Personnel Orders are issued on the authority of the Chief of Police. Personnel Orders will be issued to announce or authorize new appointments, assignments, transfers, commendations, awards, promotions, suspensions, dismissals, FMLA, disability, restorations to duty, resignations and retirements, etc. Each order will contain the effective date and all pertinent detail. For example, *"Effective xx/xx/xxxx John Name begins as a new police officer"* or *"John Name is off on a non-work related injury."*

Personnel Orders and Memorandums will be distributed via email to all employees with a courtesy copy to the City's Human Resources Department. Each order is stored electronically and a print out is kept in a binder maintained by the Office of the Chief of Police.

A105.6 ADMINISTRATIVE RECORDS

Most reports that Police Department personnel generate are maintained in the Records Unit. Certain records are maintained solely by that Division or Unit. General records/reports such as Incident/Offense Reports and related official reports are routed to and maintained by the Records Unit. Examples of other records/reports, both official and unofficial, which are maintained by the various operational units of the agency include but are not limited to the following:

RECORD / REPORT	DIVISION OR UNIT	STORAGE LOCATION
Annual Report	Office of the Chief	Analyst Files
Budget and Finance Records	Office of the Chief	Analyst Files
Purchase Orders	Office of the Chief	Clerk File Cabinet
Statistical Data	Office of the Chief	Analyst Files
Overtime and Payroll Information	Office of the Chief	Clerk File Cabinet
Policies and Procedures	Office of the Chief	Policy and Procedures Folder
Grants	Office of the Chief	Analyst Files
City Council Staff Reports & Resolutions	Office of the Chief	City Doc Mgmt System
Contracts	Office of the Chief	City Doc Mgmt System
MOUs	Office of the Chief	City Doc Mgmt System
Surveys	Office of the Chief	Analyst Files
Personnel Work Schedules	Office of the Chief	Scheduling Software (ISIS)
Vendor Files	Office of the Chief	Clerk File Cabinet
Dictaphone Recordings	Office of the Chief	Secure Storage Room & IA PRO
Personnel Information	Office of the Chief	Secure Storage Room
Litigation Files	Office of the Chief	Secure Storage Room
Background Files	Office of the Chief	Secure Storage Room
Training Schedules	Support Services	Professional Standards (TMS)
Training Records	Support Services	Professional Standards (TMS)
Training and Assignments	Support Services	Professional Standards (TMS)
Administrative Inquiry Files	Support Services	IA PRO
Awards and Recognition	Support Services	Secure Storage Room
Discovery Requests (Pitches Motion)	Office of the Chief	Secure Storage Room
Accreditation Files	Support Services	Accreditation File Cabinet
Press Releases	Support Services	Shared Drive & Dept Website
Grievances	Support Services	City Human Resources Division
Internal Operational Readiness Reviews	Support Services	Professional Standards Files
External Audits	Office of the Chief	Secure Storage Room

Weapons Log	Support Services	Range Control Room
RIMS Incident Logs	Support Services	Records Management System
Vehicle Maintenance History	Support Services	City's Fleet Operations Division
Mobile Audio Video	Support Services	Evidence Room Files
Crime Prevention Information	Support Services	Community Program Coord Files
Crime Analysis	Support Services	Crime Analysis Shared Folder
Property and Evidence Logs	Support Services	Property and Evidence Files
Operational Readiness Inventory	Support Services	Equipment Inventory (PTAC)
Canine Records	Operations Division	CATS Software
Range Log	Operations Division	Range Control Room
Detention Logs	Office of the Chief	Secure Storage Room
Speedometer Calibration Report	Operations Division	Traffic Unit Files
Radar / Lidar Calibration Report	Operations Division	Traffic Unit Files

All records and reports should be maintained and retained according to the Rocklin Police Department Schedule of Records Retention and Disposition.

A105.7 ACCREDITATION REVIEW SYSTEM

The Accreditation Manager is responsible for the ensuring all time sensitive reports are completed as listed in CACE-L and the RPD Time Sensitive Review Matrix. Accreditation Manager and RPD Management will review progress on time sensitive requirement on a monthly basis to ensure compliance. In the event that one or more report is delinquent, the Chief of Police may order its completion within 10 days.

A105.8 ENACTED

Enacted: June 1, 2007

A106 City Council Agenda Process / Staff Work

A106.1 PURPOSE AND SCOPE

This procedure provides guidelines for preparing written material for City Council, including resolutions, ordinances, forms, and staff reports.

A106.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: None

A106.3 SCHEDULING

- Council meetings held the 2nd and 4th Tuesday of the month.

- Two weeks (on Tuesdays) prior to City Council meeting, draft agenda items (staff report, resolutions, ordinances, agreements, etc.) due to City Manager, Assistant City Manager, City Attorney, and City Clerk for review.

- One week (on Tuesdays) prior to City Council meeting, agenda meeting held and final agenda titles due to City Clerk.

- Wednesday by **NOON** prior to City Council meeting, final agenda packet items due to City Clerk.

- Thursday afternoon/Friday morning at the latest prior to City Council meeting, agenda packets delivered to City Council.

A106.4 RESOLUTIONS

A106.41 PRIOR TO COUNCIL MEETING

1. Create resolution using the SIRE Legal Forms/Templates/city council reso.doc template.

The template is broken into SECTIONS. Sections allow the use of different headers and footers so that the resolution and its exhibits can be contained within one document. The first section contains the resolution page(s) with council approvals, etc. The following sections are exhibits to the resolution. If the resolution contains many exhibits, you will need to create separate sections for each exhibit. To create sections, follow this procedure:

SECTIONS

Use the mouse to select the following items: INSERT Menu Break…

Section Break (Next Page)

NOTE: The section break (next page) line should not be deleted even if the resolution contains no exhibits.

2. Add exhibit designations into the header/footer in each section:

HEADER/FOOTER

Move the cursor to section (exhibit) that you are changing:
VIEW Menu
Header/Footer…
Select Footer

In the bottom half of the screen, the template defaults to the following footer designation:
Example:
Page 1 of Exhibit A
to Reso. No.

If there is an exhibit to an exhibit, use the following designation:
Example:

Page 1 of Exhibit A
to [document name of Exhibit A, i.e., Flood and Drainage Agreement]
Reso. No.

When there are multiple exhibits, the Header/Footer "Same as Previous" designation in the Header/Footer box should be turned off so that the Header/Footers are not linked to the previous exhibit.

3. When exhibits are not attachable in word, such as a map or outside document, place the description of the exhibit in each exhibit section.
   Example:

Exhibit A

Map on file in City Clerk's Office.

<u>TYPE FOOTER INFORMATION ON EACH PAGE AS DESCRIBED ABOVE</u>.

4. Type the resolution and exhibit documents maintaining the formats contained within the original resolution, i.e., do not change margins, fonts, etc.

5. Place the name of the document and location with **INITIALS** at the end of the resolution section: t:\clerk\reso(document name)\(**INITIALS**)

   Example: t:\clerk\reso\smith agr\rjb

6. Save document to the T: drive in the \CLERK\RESO directory.

A106.41 AFTER COUNCIL MEETING [RESOLUTIONS]

1. If changes are required on the Resolution, open the document on the T: drive in the \CLERK\RESO directory.

2. Make the necessary changes and notify the City Clerk that the document is ready.

A106.5 ORDINANCES

- To create a new ordinance, open the ordinance **template** located at Legal Forms/Templates/ordinance.doc.

- Follow steps above for resolutions, except save the document to T:\clerk\ord\(document name)\(**INITIALS**).

A106.6 FORM DOCUMENTS

- City form documents are located in SIRE. **Always download form documents from the legal drive as revisions are made on a continuous basis.**

A106.6 STAFF REPORTS

- To create a new staff report, open the staff report **template** located at Legal Forms/Templates/staff rpt.doc.

- Save staff reports to t:\clerk\staff rpt\(document name)\(**INITIALS**).

A106.7 RECORDED DOCUMENTS

- All recorded documents should have the following information on the first page, top left hand corner:

  Example:

  Recording Requested by
  and Return to:

  City Clerk
  City of Rocklin
  3970 Rocklin Road
  Rocklin, CA 95677

- All documents **MUST** have at least a ½ inch margin on all four sides of the page, with a 2 ½ inch space at the top right corner of the first sheet for recording information.

- Signature lines should have typed name and title and must be **NOTARIZED**.

A106.8 FINALIZATION OF DOCUMENTS

- Original and twelve copies to City Clerk.

- Staff report first, followed by resolution or ordinance.

- Signature lines should have ample space for City Clerk certification.

- All agreements should have signature block for City Attorney.

    Example:

    APPROVED AS TO FORM

    By:_________________________________
    [name], City Attorney

- Each department is responsible for obtaining non-City signatures **PRIOR** to City Council meeting.

- Scan entire item and save on the public drive at clerk\PDF Agenda Items.

A106.9 ENACTED
Enacted: June 1, 2007

A107 Fiscal Management

A107.1 PURPOSE AND SCOPE

This procedure provides guidelines managing department finances within its budget allocation and ensuring adequate supplies are available to support law enforcement activities. This procedure is consistent with, and expands upon, the City of Rocklin's financial policies and procedures.

The Chief of Police has overall responsibility for the fiscal management of the Police Department with the authority to manage resource allocations delegated to the Analyst within the Office of the Chief. Specific budget areas are delegated to the division commanders to manage those resources in a responsible manner and with in the budget limitations. Fiscal resources include monies appropriated in the department budget, awarded by grants, state and federal forfeiture funds and contracts with other government or local agencies.

A107.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 17.1.1, 17.2.1, 17.2.2, 17.3.1, 17.4.1, 17.4.2, 17.4.3, 17.5.3, 43.1.3

A107.3 INDEPENDENT AUDIT

The City's Finance Division maintains all original financial records and is subject to annual audits in accordance with City, State, and Federal laws, rules and regulations. These audits are conducted by an independent outside auditor. The responsibility of facilitating the audit rests with the City of Rocklin Finance Division.

A107.4 BUDGET

City of Rocklin budgets are prepared every other year, with a mid-period adjustment in May of the non-budget year. Adjustments to the two-year budget are made periodically.

A107.41 DEFINITIONS

For purposes of this section, the following definitions apply:

- **Requisition:** 1) the process through which the Department orders goods and services; 2) the form used to order goods and services through the Procurement Department.
- **Purchase Order:** The contract produced as a result of a requisition that provides the legal authority for a vendor to deliver a good or service to the Police Department in return for an agreed upon payment.
- **Inventory:** Equipment items valued at $500 or more with a life span exceeding one year for which the department maintains records.
- **Petty Cash:** Funds used for purchases of $30 or less (excluding taxes) which cannot be acquired through the City's stores.
- **Emergency Purchase:** The process for acquiring goods or services needed immediately and cannot be ordered through the normal procurement process. In general, the need for the good or service will have been unforeseeable.
- **Encumbrance:** A financial commitment in the form of a purchase order, contract, salary, *etc.* that will be payable upon the delivery of a good or service.

- **Unencumbered Balance:** The portion of the budget that has not been committed (expended or encumbered) and is available.

A107.42 BUDGET PREPARATION PROCESS

The City of Rocklin Finance Division is responsible for developing the forms and format, time frames for submission and computerized programs for management and tracking of the Departmental budgets that comprise the City's budget. The Rocklin Police Department should prepare its annual budget requests in accordance with the guidelines that are provided by the Finance Division.

Every two years, on a schedule determined by the City Manager and the City's Chief Financial Officer, the Division Commanders should prepare written budget recommendations, based on the functional goals and objectives of their respective units. The budget preparation and the Department's budget proposal are coordinated by the Analyst within the Office of the Chief. The Police Department will use forms assigned by the City's Finance Division.

During the budget preparation process, each Division Commander should submit written budgetary recommendations and projections regarding his/her Division for the upcoming budget period to the Analyst in the Office of the Chief. The report includes projections for capital improvements and equipment needs based on the department's goals and objectives, legislative requirements, depreciation of existing equipment, and the need for improvements in the quality and level of public service.

Once the final budget has been approved by the City Council, each Division Commander is responsible for the maintenance of that portion of the budget that impacts their division.

A107.43 MID-TERM AND OUT OF CYCLE ADJUSTMENTS

The City of Rocklin uses mid-period adjustments, typically in May of non-budget years, to periodically adjust department budgets for unexpected expenses.

In the event the department experiences unanticipated operating expenses that exceed the budgeted amount for a budget category (i.e., compensation, operating, capital) prior to the next mid-period adjustment, the following actions should occur:

- The Chief of Police should send a memo to the City Manager and Chief Financial Officer notifying them of the department's spending plan. The spending plan should remain within the department's overall budget allocation authorized by City Council.
- If the department experiences a need to spend above the amount authorized by City Council, the proposal should be coordinated with the City's Finance Division and authorized by the City Council.

A107.5 ACCOUNTABILITY

The Police Administrative Analyst is responsible for tracking the status of all accounts assigned to the Police Department. This shall include weekly reports which reflect at a minimum, the following:

1. Initial appropriation and approval of each account
2. The account balances at least monthly

3. Expenditures and encumbrances made during the period
4. The unencumbered balance of each account
5. The percent of budget year remaining versus the percent of funds available for each account

Accounts include:

1. Police Department budget in City's General Fund
2. State Asset Forfeiture Fund
3. Federal Asset Forfeiture Fund
4. Traffic Safety Trust Fund
5. Explorer Post 150
6. Supplemental Law Enforcement Services
7. Special Investigations Fund

A107.6 ACQUISITION OF GOODS AND SERVICES

A107.61 GENERAL

The Department can acquire goods and services through several processes including purchase requisitions for outside vendors, city credit cards, petty cash, *etc.* The Department will acquire these goods and services in accordance with the policies, procedures, or ordinances established by the City.

The Finance Division is the only City entity that can obligate the City or a Department to a particular vendor. The only exceptions are petty cash and emergency purchases that must be fully justified for reimbursement.

A107.62 REQUISITIONS

The Police Department *Purchase Order Requisition Form* is the primary document utilized to commit approved budgeted resources for goods and services requiring procurement actions. The requesting individual will determine the number of items needed, develop the specifications, and recommend a vendor utilizing the *Purchase Order Requisition Form*. The individual will send the request through the chain of command to the Office of the Chief of Police to determine if budget capacity exists and for processing. The request must include an approval by a supervisor before it reaches the Office of the Chief of Police. The Office of the Chief of Police will prepare the requisition and send it to the appropriate Division Commander for approval.

Upon electronic approval from the Division Commander, the City's finance system automatically sends the requisition to Finance for final approval and processing.

A107.63 PURCHASE ORDER

The City's Finance Division creates a purchase order after processing the initial requisition which causes funds to be encumbered. Finance sends the purchase order number, through the City's electronic finance system, to the Police Office of the Chief of Police and to the individual making the purchase. The individual uses this purchase order number to order the goods or services from the vendor. The vendor will provide the goods or services to the requesting unit and send an invoice to the Police Office of the Chief of Police. The individual receiving the goods or services will compare quantities and descriptions of items listed on the purchase order and receiving documents to verify the Department is in receipt of all items. The Office of the Chief of Police will then stamp "received" on the purchase order and in the electronic finance system triggering the City's Finance Division to issue the check to the vendor and liquidate the encumbrance.

A107.64 BIDDING PROCEDURES
The City of Rocklin Purchasing and Accounts Payable Policy provides for competitive bidding or competitive negotiation in certain circumstances as outlined in § 3.04.050 of City Ordinance Number 912 (Purchasing).

$1 - $10,000	Direct Purchase (No Bid Required)
$10,001 - $75,000	Informal Bid Required
$75,001 – above	Formal Bid Required

No bid is required under the following conditions:

- Emergencies defined as "a great public calamity, an immediate need to prepare for national or local defense, a breakdown in machinery or an essential service which requires the immediate purchase of supplies for services to protect the public health, welfare and safety, or an essential departmental operation affecting public health, welfare and safety would be greatly hampered if the prescribed purchasing procedure would cause an undue delay in procurement of the needed item or service, per municipal code 3.04.050
- When the total amount involved is $10,000 or less
- A sole source purchase. When the commodity can be obtained from only one vendor. Sole source purchases require written justification.

Purchases of an estimated value of more than $10,000, but less than $75,000, require at least three independent informal bids. Bids may be solicited in written request, phone, advertisement, or public notice.

Purchases of an estimated value of $75,000 or more must be by written contract. The purchase will need to be formally written as a Request for Proposal and be approved by the City Council.

Commodities and services which can be obtained from only one vendor are exempt from competitive bidding. Sole sources purchases may include proprietary items sold directly form the manufacturer, items that have only one distributor authorized to sell in this area, or a certain product has been proven to be the only one acceptable. Sole source specifications are to be avoided whenever possible, as they minimize or eliminate competition. All sole source purchases shall be supported by written documentation signed by the appropriate department head and must accompany the purchase order to the Finance Division.

A107.65 EMERGENCY PURCHASES
The procedures for acquiring items under emergency conditions fall into two separate categories - during normal business hours and after hours.

- During Normal Business Hours
  - Call the Police Budget Office
  - Explain the problem
  - State the good or service required
  - Indicate the cost and
  - Name the vendor

The Office of the Chief of Police will follow the required steps to obtain a purchase order number and explain any further procedures to the requestor. The requestor may then acquire the item or service and obtain a receipt and forward the receipt to the Office of the Chief of Police with a memorandum explaining what happened.

- After Normal Business Hours
  - Acquire the item
  - Obtain the receipt for the item
  - Prepare a memorandum to Office of the Chief of Police explaining what happened
  - Provide the memorandum and the receipt to Police Office of the Chief of Police

The Office of the Chief of Police will take steps necessary to get the information through the Finance Division and prepare the necessary documents for reimbursement of the employee. Retaining receipts in these instances is critical.

In case of an emergency which requires immediate purchase of supplies, materials, equipment or services, the city manager may authorize the purchasing officer to secure, by informal procedure, as prescribed in § 3.04.150 of the Rocklin Municipal Code, at the lowest obtainable price, any supplies, materials, equipment or services regardless of the amount of the expenditure.

A107.66 PURCHASE CARDS

The City issues credit/purchase cards to selected employees as an alternative method of paying for goods provided to the City in accordance with the City's Municipal Code relating to Purchasing (Ord. 912 § 1 (part), 2006 – as amended from time to time) with an overall objective to reduce processing time and the number of checks issued to vendors.

a. Issuance of Credit/Purchase Cards:
   - Prior to card issuance, employees receiving City credit/purchase cards are required to complete and submit the following:
     i. Complete the On-Line Cardholder Training (submit certificate)
     ii. Sign the "Cardholder Agreement", Exhibit 1
   - The Department Head is designated by the City Manager and has the authority to set credit/purchase card limits at the time of card request, dependent upon anticipated use by the Cardholder. The limits include, but are not limited to, monthly card limits and single transaction limits.
   - Changes to credit/purchase card limits are made by request (form Exhibit 2) and approval of the Department Head.
   - Credit/purchase cards include the City of Rocklin name and logo. Cards are issued in each individual Cardholder's name. Cards are to be used only by the Cardholder whose name appears on the card.
   - The City of Rocklin reserves the right in its sole discretion to refuse to issue to and/or withdraw authorization to use a City-issued credit/purchase card from any Cardholder. Use of the credit/purchase card for any purpose after its surrender is prohibited.
   - Department Heads are designated by the City Manager with responsibility for immediately retrieving any card they have issued to a Cardholder for any reason including:

i. inappropriate use of the credit/purchase card;
ii. separation from City.

- All cards surrendered to the City shall be forwarded to the Program Administrator.

b. <u>Use of Credit/Purchase Cards:</u>

- Credit/purchase cards shall be used for City-business only.
- Credit/purchase cards shall only be used by the Cardholder whose name appears on the card and in strict compliance with the Cardholder Agreement.
- Credit/purchase cards shall be used in compliance with the City's purchasing procedures (Ord. 912 § 1 (part), 2006).
  i. Credit/purchase cards shall not be used to circumvent established competitive purchasing procedures.
- Credit/purchase cards shall not be used for payment to service providers (i.e. independent contractors requiring TIN information and 1099's)
- Purchases may not be split between two or more Cardholders to circumvent individual card limits.
- Credit/purchase cards shall not be used for personal expenses, even if the intent is to reimburse the City later. Charging personal expenses on City credit/purchase cards is an inappropriate use of City funds and a serious breach of public service ethics.
- Inappropriate use of the City credit/purchase cards may result in suspension of Cardholder privileges or result in disciplinary actions up to and including termination of City employment.

c. <u>Responsibilities:</u>

- **Cardholder –**
  i. Each Cardholder is responsible for safeguarding their credit/purchase card.
  ii. If the credit/purchase card is lost or stolen, the cardholder is responsible for reporting the loss immediately to:
    - The issuing bank; and
    - The City of Rocklin – Approving Official **<u>AND</u>** Program Administrator.
  iii. Each Cardholder is responsible for using the credit/purchase card for official City business only and in compliance with the City of Rocklin Municipal Code (Ord. 912 § 1 (part), 2006).
  iv. Each Cardholder is responsible for verifying that applicable sales tax is charged for each non-exempt purchase and that use tax is accrued for out-of-state purchases (Cardholders will receive procedures/training on sales & use tax verification).
  v. Each Cardholder is responsible for initial transaction approval, maintaining all receipts for card purchases, reconciling the monthly card statement and forwarding the statement package to the Billing Official within the timeframes as designated by the Administrative Services Department.
    - Continued failure to provide appropriate receipts for charges will result in the loss of card privileges.
  vi. Each Cardholder is responsible for reporting and resolution of disputed card transactions.

A107.7 ACCOUNTABILITY OF CASH FUNDS

The Rocklin Police Department maintains three types of cash funds:

- Revenue Funds
- Petty Cash
- Special Investigations Fund

A107.71 REVENUE FUNDS

The Records Unit receives specified revenues for services provided to the public, such as:

- Copies of police reports
- Fingerprinting
- Various permits
- Vehicle releases

All funds collected should be stored in a locked box. Funds are identified within the City's automated finance system and a receipt for monies collected shall be given to the individual who pays for service. The Records Unit should deliver all monies to the Finance Division on the next business day for the prior day's receipts.

The Records Unit should ensure all cash funds or accounts where department personnel receive, maintain or disburse cash include:

- A ledger that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand
- Receipts or documentation of cash received
- The Records and Communications Manager should maintain a record of persons or positions authorized to disburse or accept cash. A monthly accounting of department cash activities is also required.

Disbursement of any amount must be authorized by a supervisor and is to include documentation or an invoice for any cash expenditures. The Chief of Police shall authorize expenses in excess of the petty cash fund.

The Analyst in the Office of the Chief of Police will audit the cash fund accounts quarterly, using the following procedures.

1. Cash accounts are maintained in offices as specified in the RPD Procedure Manual.
2. Use the RPD Cash Fund Audit form. Enter the office location, current date and time that the audit is conducted.
3. Count all cash in the petty cash account. List by denomination on the audit form.
4. Total all denominations and enter on the “Cash on Hand” line.
5. Total all cash vouchers that have been submitted for reimbursement and enter the total in the “Cash Paid Out” line. (It is possible that this line could be blank.)
6. Total the two lines and enter the amount on the Total line. The total should agree to the total amount of the authorized petty cash account.
7. The auditor will sign and date

ROCKLIN POLICE DEPARTMENT
CASH FUND ACCOUNT AUDIT

FUND____

DATE_____________________________________ TIME__________________

CATEGORY	AMOUNT
CASH PAID OUT (VOUCHER) TOTAL	
CASH ON HAND	
CASH TOTAL	

AUDITOR
SIGNATURE_____________________________DATE____________________

WITNESSED/VERIFIED_____________________________DATE________________
___

CASH COUNT WORKSHEET

COIN			________
$1	_____	**=**	________
$5	_____	**=**	________
$10	_____	**=**	________
$20	_____	**=**	________
$50	_____	**=**	________
$100	_____	**=**	________

TOTAL CASH ON HAND________________

A107.72 PETTY CASH

The petty cash fund is used to reimburse City employees for minor job related expenses paid out-of-pocket not exceeding $30 per day excluding taxes. If the amount exceeds $30, the employee will fill out a purchase request form per § A107.62.

Petty cash is stored in a locked box and expenditures must be approved by the Chief of Police, Division Commander, Records and Communications Manager or Administrative Analyst. A ledger shall be maintained with the Petty Cash file that includes opening balance, cash dispersed and received and current ending balance.

Petty cash can be either advanced to an employee or reimbursed after a purchase has occurred. A petty cash reimbursement form is completed indicating the date, amount, reason for reimbursement and the account to which the reimbursement is to be charged. Cash reimbursement is then provided to the employee.

The reimbursement form is taken to the Finance Division by department personnel and funds returned to the petty cash fund. A copy of the petty cash form and invoice is retained by the Police Department.

A107.73 DISBURSEMENT OF SPECIAL INVESTIGATIONS FUND

The Support Services Commander is responsible for maintaining a Special Investigations Fund to pay for specialized investigative expenses incurred in active organized crime, drug and vice operations consistent with this procedure and § 607.4 “Confidential Funds,” of the RPD Policy Manual. The Special Investigation Funds will be utilized to pay informants, purchase contraband, or otherwise maintain and finance undercover or investigative operations approved by the Chief of Police

A107.74 FUND CUSTODIAN

The Support Services Commander will serve as the fund custodian and the Operations Division Commander will be the secondary custodian. The custodian is responsible for initiating warrant requests or expenditure claims charged against the account. Officers from Investigations and Patrol will have access to the use of funds, as needed. The safe containing the funds will be kept in the Support Services Division Commander’s office.

A107.75 CASH OPERATING BASE FOR SPECIAL INVESTIGATIONS FUND

The Chief of Police will establish a cash-operating base for the Special Investigations Funds, and will approve any increase, which will be drawn from the Special Department Expense account (through the Finance Department) of the Police Department Budget.

All fund disbursements require the expressed approval of the Support Services Division Commander. The Support Services Division Commander must pre-approve any use of special investigative fund exceeding $50.00.

A107.76 FUND DISBURSEMENT

The Support Services Division Commander should maintain a fund disbursement journal. The cash disbursement journal is designed to record the dollar amount of the cash operating base that is currently on hand and an accounting of how past funds were spent. Additionally, all fund disbursements will be recorded on the Special Investigations Expenditure form and maintained by the Support Services Division Commander for audit purposes.

The Support Services Division Commander will be responsible for keeping the journal up-to-date and will list the following information in the document:

a. Date of transaction.
b. Name of investigator/officer disbursing the funds.
c. Reason for the expenditure, to whom and for what purpose. All related case
numbers must be included.

Officers receiving funds will sign for and be issued a receipt. The Support Services Division Commander will maintain the original receipt and the officer will receive a copy. Any unused funds will be returned to the Investigations Commander and will be reconciled on the Special Investigations Fund journal and Expenditure form.

Officers disbursing funds from the Special Investigations Fund will issue receipts for all expenditures, including informant expenditures, which will be signed by the informant. All receipts will be submitted to the Support Division Commander for audit purpose. Operations/Evidence form #99-03 will be completed on each funds advance.

The Use of Special Investigations Fund Expenditures Guide his guide will be utilized to record and document expenditures of Special Investigations funds paid to non-police informants for information and/or services rendered.

The following information should be documented on the Rocklin Police Department Undercover Operator/Informant Worksheet.

a. Date funds paid
b. Amount paid
c. Informant number – no funds will be expended to informants until an
Informant Identification Record has been filed and a confidential number has been assigned
d. Purpose of expenditure, i.e., narcotic buy, purchase of stolen property, information received, etc.
e. Case numbers
f. Persons arrested, amount of drugs and/or cash seized
g. The SIU officer and officer witness sign receipt to verify informant received the funds
h. Submit all receipts to Investigations commander for audit purposes

A107.77 REQUIRED REPORTING AND REPLENISHING OF THE SPECIAL INVESTIGATIONS FUND

Semi-annually, or whenever the fund falls below the amount of $500, the Support Services Division Commander will prepare a cash expenditure report. The report will include copies of the expenditure journal and all supporting receipts. A request to replenish the fund will be submitted to the Chief of Police for approval and then forwarded to the City Finance Division to establish the fund’s operating level. The Administrative Analyst will maintain a master ledger of the investigations fund to include cash requests by date and disbursements to the Support Services Division Commander. The Support Services Division Commander will maintain an up-to-date expenditure ledger of funds received, disbursed, and on hand.

The Chief of Police or his/her designee will audit the Expenditure Journal, receipts and count on-hand funds on the following occasions:

- Semi-annually with the Support Services Commander
- When personnel responsible for these funds move from one unit to another

After reconciling the expenditures the reviewing participants will sign the audit form. A copy of the audit form will be given to the Support Services Division Commander and the Administrative Analyst will keep the audit form on file.

A representative of the City's Finance Department will audit the Expenditure Journal and all supporting documents at the end of each fiscal year and will prepare a report of their findings.

A107.8 GRANTS

The Office of the Chief of Police coordinates the Department's grant management program to include the initial application process for grants, provides necessary information to the Mayor and Council during the approval cycle, and is responsible for financial administration of grants, and insuring the final evaluation is complete.

A107.81 GENERAL

The four step RPD grant management program provides an organized process and structure for finding and applying for outside grants, as well as managing and reporting the expenditure of funds and the impact of the grant funds in accomplishing pre-defined goals.

Step 1: Identify Internal Department and Public Safety Need – The Rocklin Police Department will identify and prioritize funding needs through an annual strategic planning process. The planning process should identify specific goals, measures and targets to gauge the success of the Department in meeting the goals, and specific strategies and actions necessary to reach the goals. These strategies and actions require funding for personnel, programs, or equipment, and become the basis for grant requests. This process should ensure that money is directed to solve the highest priority needs within the Department and project goals are tied explicitly to the goals of the strategic plan.

Step 2: Identify Grant Sources – The Federal Government, the State of California, as well as private and non-profit organizations offer law enforcement-related grants. Department employees are encouraged to actively search for grants to match specific needs identified during the annual strategic planning process. When personnel discover that grant funds are available, they should inform the appropriate Commander of the opportunity to apply for the monies and provide any materials that are available.

After receiving chain of command approval to apply for the grant, the Division Commander, or his/her designee, should write the proposal, with advice and assistance from the Analyst in the Office of the Chief. In general, the Commander writing the grant proposal will also have operational responsibility for grant administration.

Step 3: Grant Administration – Assuming that the grantor approves the application, the Police Administrative Analyst will receive the contract, inform the City's Finance

Division, and schedule the agreement on the Council Agenda. After Mayor and Council approval, the Office of the Chief of Police should ensure that all necessary signatures are obtained and that appropriate distribution occurs.

During the course of the grant, the operational Commander should:

- Control grant operations
- Initiate and maintain contacts with grantor to insure that the program runs smoothly
- Prepare required operational reports and evaluations

The Analyst in the Office of the Chief should administer the overall portfolio of grants in an efficient manner that allows ready access to easily understood performance, compliance, and financial information. To achieve such efficiency, the Analyst should manage and report the expenditure of funds, making certain that all grantee cost reports are entered timely into the City's financial system, and measure the impact of the grant funds in accomplishing pre-defined goals.

Step 4: Grant Closing: The Department will prepare final reports, as required to the granting organization. Copies of these reports should be forwarded to the City's Finance Division and the granting organizations and a copy should be maintained by the Office of the Chief.

A107.9 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

A108 Inventory Issue and Return

A108.1 PURPOSE AND SCOPE

This Section describes the responsibilities of agency personnel for ensuring adequate supplies are available to support law enforcement activities and return of these items occurs promptly and efficiently upon separation of employment.

A108.2 ACCREDITATION

This section pertains to the following CALEA standards: 46.1.8, 17.5.1, 17.5.2

A108.3 PROCEDURE OVERVIEW

The Police Technical Assets Coordinator is responsible for maintaining inventory and assisting the Department in the control and acquisition of equipment. The Coordinator is responsible for tracking and maintaining records for all agency owned/issued equipment with the exception of vehicles and vehicle-mounted equipment maintained by the City Fleet Services Division controls. The Technical Assets Coordinator will maintain the records identifying the type of equipment, its location and assignment.

Supervisors and Management are responsible for securing property and computer integrity after an employee separates their employment under any circumstances. This procedure will aid in performing this duty.

A108.31 ISSUING AND RETURNING OF AGENCY PROPERTY

The Technical Assets Coordinator will maintain an inventory list of all Department property to be issued to personnel, or maintained in storage for emergency use. All Department property should be listed on the control inventory list using at least one of the following identifiers:

- Inventory tag
- Serial number
- Description of the item

When the Department hires an employee who is required to wear a uniform, the City of Rocklin will issue the initial set of uniforms and all necessary and authorized equipment, consistent with the RPOA MOU. The Technical Assets Coordinator will provide the employee with a Department purchase order for only those items needed and not in Police inventory.

Safety equipment authorized and issued by the Department should be maintained in a ready state by the employee to whom it is issued. Defective, broken or lost issued safety equipment should be replaced immediately if available. The responsible employee will prepare a memorandum describing the loss or damaged item and forward it through the appropriate chain of command for approval. After approval, the item may then be removed from the Department's inventory.

The Technical Assets Coordinator is responsible for conducting an operational readiness inspection on all un-issued equipment remaining in inventory under his/her responsibility.

A108.4 CHECKLIST FOR EXITING AN EMPLOYEE BY A SUPERVISOR

1. Print employees "Officer Assigned Inventory" list from RIMS. Open a session of RIMS, click on Administration and then on Asset Management.

2. A large spreadsheet will appear. Using the dropdown field under "ISSUED TO". Check the employees name and only that employee's assigned inventory will display. If an employee's name appears more than once click on each of the names for a complete list. Press PRINT.

3. Check that all property is returned. If the employee is unable to return it at the time of release, make arrangement to have it returned by either sending somebody to his/her home, or an estimated time that it can be returned. It is imperative that the employees building access card be taken immediately!

If the employee is unable to provide the building access card before they are escorted out of the building, immediately contact the Technical Assets Coordinator so that it can be remotely disabled.

4. Prepare a memorandum to your Captain CCing Records & Communications Manager, Tech Asset Coordinator, and Chief's Secretary advising the circumstances of release, (Retirement, probation, emergency suspension) and attach the employees Officer Assigned Inventory list to the memo. Note on the memo any items returned that may have not been on the employees assigned inventory list.

5. Send an e-mail to "help desk" CCing your Captain, Records & Communications Manager, Tech Asset Coordinator, and Chief's Secretary addressed to Information systems to revoke the exiting employees e-mail and network access. If it is after hours, contact Communications to page Information Systems to disable the network accounts.

6. Place all items returned by the employee in a locked office and direct the Technical Assets Coordinator to the location of the equipment. A lock may be borrowed from PSU to secure any items in a locker if necessary.

TECHNICAL ASSETS COORDINATOR RESPONSIBILITY:

1. Revoke exiting employee's RIMS access.
2. Inventory all items and confirm all property has been returned.
3. Update the RIMS asset tracking system to reflect all property has been returned.
4. Inspect all property, clean and prepare it for re-issue and place back into storage.
5. Confirm Information Systems received help desk ticket removing Network Access.

A108.5 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

Revised: January 1, 2010

A109 Operational Readiness

A109.1 PURPOSE AND SCOPE

This Section describes the responsibilities of agency personnel and units for maintaining operational readiness.

A109.2 ACCREDITATION

This section pertains to the following CALEA standards: 17.5.1, 17.5.2, 17.5.3, 41.1.3, 41.3.1, 41.3.2, 46.1.8, 53.1.1

A109.3 PROCEDURE

RPD maintains all systems, facilities, and assets in a condition to be immediately accessed and deployed for the purpose they are intended. Division commanders are responsible to ensure equipment is inspected at regular intervals, according to the Department's Operational Readiness Table shown below.

Individual equipment inventory and inspection lists are maintained within the sub-unit where the equipment is assigned. Unit supervisors should ensure equipment inventory for their units do not fall below the minimum levels identified by each unit.

All completed inspections should be documented in a memorandum notifying the Professional Standards unit, through the chain of command that the inspection is complete. If during the inspection items are found to need replacement or repair, they should be replaced immediately if available, or by request through the chain of command. Inspections occurring daily do not require written documentation.

OPERATIONAL READINESS TABLE

Item/ System	Div	Unit	Freq	J	F	M	A	M	J	J	A	S	O	N	D
Munitions	Ops	Armorer	Semi-Annual					X						X	
Marked Patrol Veh	Ops	Patrol	Quarterly	X			X			X			X		
Management Veh	Ops	Patrol	Quarterly	X			X			X			X		
Unmarked Patrol Veh	Ops	Patrol	Quarterly	X			X			X			X		
CSO Vehicles	Ops	Patrol	Quarterly	X			X			X			X		
ACO Vehicles	Ops	Patrol	Quarterly	X			X			X			X		
Taser's	Ops	Patrol	Quarterly	X			X			X			X		
PAS / Intoxilyzer	Ops	Patrol	Quarterly	X			X			X			X		
Spec. Patrol Equip	Ops	Patrol	Quarterly	X			X			X			X		
In-car video	Ops	PTAC	Quarterly		X			X			X			X	
SWAT Van	Ops	SWAT	Monthly	X			X			X			X		
Distraction Devices	Ops	SWAT	Quarterly	X			X			X			X		
Tactical Response Veh	Ops	SWAT	Monthly	X			X			X			X		
CINT Equipment	Ops	SWAT	Quarterly	X			X			X			X		
SWAT Trailer	Ops	SWAT	Annual								X				
Patrol Motorcycles	Ops	Traffic	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Off-Road Motorcycles	Ops	Traffic	Quarterly			X			X			X			X
DUI Trailer	Ops	Traffic	Semi-Annual					X						X	
Radar Cart	Ops	Traffic	Semi-Annual					X						X	
Specialized Traffic Equipment	Ops	Traffic	Annual	X											
HH Speed Meas. Dev	Ops	Traffic	Triennial	X											

Item/ System	Div	Unit	Freq	J	F	M	A	M	J	J	A	S	O	N	D
Audio Recording Systems	SS	Disp	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
EOC Call Out List testing	SS	Disp	Bi-Annually	X						X					
Mutual Aid Req. System	SS	Disp	Bi-Annually	X						X					
Reverse 9-1-1 (warn)	SS	Disp	Quarterly	X			X			X			X		
CommLink	SS	Disp	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Roseville Cutover Switch	SS	Disp	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
CSI Van/Equipment/	SS	Inv	Semi-Annually						X						X
Bait Cars	SS	Inv	Quarterly	X			X			X			X		
VARDA Portable Alarm	SS	Inv	Quarterly	X			X			X			X		
Body Wire Equip	SS	Inv	Quarterly	X			X			X			X		
ETS Bait System	SS	Inv	Quarterly	X			X			X			X		
Evidence Lab	SS	Inv	Semi-Annually	X						X					
Property Storage Rooms	SS	Inv	Semi-Annually	X	X					X					
Fire Suppression System	SS	PTAC	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Facility Video System	SS	PTAC	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
OP Stored Inventory	SS	PTAC	Quarterly		X			X			X			X	
EOC	SS	PTAC	Quarterly	X			X			X			X		
Audio Visual	SS	PTAC	Quarterly		X			X			X			X	
Command Trailer	SS	PTAC	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Backup Generator	SS	PTAC	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Portable Radios	SS	PTAC	Annually									X			
Mobile Radios	SS	PTAC	Annually									X			
Radio Infrastructure	SS	PTAC	Annually									X			
Report Forms	SS	Rec	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Office Supply	SS	Rec	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Live Scan	SS	Rec	Monthly	X	X	X	X	X	X	X	X	X	X	X	X

A109.4 LINE INSPECTIONS

Inspections are one of the most important tools for leaders at all levels to communicate, reinforce, and gauge progress in attaining the departments vision and ensuring operational readiness. Line inspections are designed to ensure that staff and equipment is in a state of operational readiness.

Supervisors should inspect their teams and equipment no less than once a quarter and record their finding on the unit operational readiness inspection form. If equipment is found damaged, inoperable or missing, the supervisor will ensure the item is replaced or returned to a ready state. Leaders at all levels are encouraged to exercise creativity and innovation in developing new ways to sustain the operational readiness and high standards of excellence set by the department. Employee's found deficient in one or more components during the inspection should be reinspected with-in 10 working days to ensure compliance is met.

A109.5 STAFF INSPECTION

Staff inspections ensure objective reviews of personnel, operating procedures, equipment and facilities within all units. The Rocklin Police Department staff inspection process is intended to identify both positive aspects of the areas being inspected as well as deficiencies needing improvement.

Staff inspections of each unit will be conducted by an inspection team consisting of one non-sworn employee, one sworn line officer, one Sergeant/Supervisor, and one Lieutenant/Manager. This team will be chosen and assigned by the division commanders, at least 45 days prior to the inspection date.

The staff inspection team should notify all affected unit supervisors at least thirty (30) days prior to the inspection. This notice will include a listing of the areas, materials, files, facilities and equipment to be inspected.

Staff inspectors should develop and use the most appropriate methods (i.e. interviews, observation, audit, etc.) to assess and report on at least one aspect of each of the following areas:

- Personnel
- Operating Procedures
- Equipment and Facilities

Staff inspectors take no corrective or disciplinary action. Unit supervisors are responsible for follow-up on any deficiencies noted in the staff inspection report. Their written response and plans for correction should be sent to their division commander within thirty (30) days following the receipt of the report. Division commanders will compile and forward an overall staff inspection report to the Chief of Police.

The following units/areas should be inspected, at least triennially.

- Support Services
  - Records
  - Communications
  - Investigations
  - Evidence
  - Technical Assets
  - General Facilities
    - General Building Conditions (interior and exterior)
    - Emergency Operations Center
    - Gym
    - Break Room Areas
    - Parking Lot (general appearance, gates, photovoltaic system, etc)
- Operations
  - Patrol
  - Traffic
  - SWAT
  - General Facilities
    - Holding facility
    - Armory
    - Range
    - Locker Room
    - ACO Kennel

A109.6 ENACTED

Enacted: December 1, 2007
Revised: June 1, 2009

A111 Planning and Research

A111.1 PURPOSE AND SCOPE

The procedure establishes the guidelines for planning and research activities. Planning and research activities include:

- Development and tracking of department policies, procedures, rules and regulations
- Measuring performance and reporting progress against goals and objectives
- Anticipating future demands for service and estimating the impact of City revenue on police services
- Providing clear and insightful research and analysis to support planning and operational decisions and actions
- Identifying operational alternatives and planning future programs.

Research and analysis should provide a clear, comprehensive and up-to-date framework to plan police operations.

A111.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 15.1.1, 15.1.2, 15.1.3, 15.2.1, 15.2.2, 15.3.1, 45.2.4, 45.2.5

A111.3 PLANNING AND RESEARCH ACTIVITIES

The Analyst in the Office of the Chief coordinates department-wide planning and research efforts with Division Commanders and other staff.

Each Division Commander, under the direction of the Chief of Police, as part of the planning and research function, has responsibility for the following objectives and functions:

- Developing and implementing plans to improve the delivery of law enforcement services in the community and further the long-term goals and operational objectives of the department.
- Reviewing existing agency plans to evaluate their suitability, identify their deficiencies, and, if necessary, update or recommend improvements.
- Gathering and organizing information necessary for agency planning, to include workload and population trends.

A111.4 RESPONSIBILITIES OF PLANNING AND RESEARCH

The Analyst in the Office of the Chief should collect performance data concerning all aspects of the Police Department's operations, summarize relevant information and report this information. The Analyst should disseminate these reports to the Department's Command Staff and other employees for use in developing and recommending plans and operations for the agency.

The Division Commanders and Administrative Analyst report directly to the Chief of Police.

A111.5 REGIONAL PLANNING EFFORTS

Regional Planning is critical to the organizations' participation in a regional coordinated planning effort. The Department works with the following associations and organizations, as well as others, in establishing a regional planning effort to include social service type diversion programs.

- Placer County Law Enforcement Executives Agency (PLEA)
- California Chiefs of Police Association (CPCA)
- Regional Intelligence Organizations
- Neighborhood and Business Watch Groups

By collaborating with these agencies and others, agency personnel maintain an active role in developing and improving criminal justice and social service programs within the county and or State.

A111.6 MULTI-YEAR STRATEGIC PLAN

The Analyst in the Office of the Chief, working with the employees throughout the department, should develop and implement a multi-year strategic plan that is updated every three years. The plan should include Mission, Vision, Values, long-term goals and operational objectives. The plan should also include goals and objectives for each division and be available to all personnel. Division commanders are responsible for formulating plans and accomplishing the goals and objectives for their respective units.

A111.7 ROCKSTAT

RPD uses a management process known locally as ROCKSTAT to continuously monitor performance and progress toward the attainment of goals and objectives throughout the department. ROCKSTAT is designed to accomplish the following objectives:

- Strengthen communication channels between police supervisors and command staff
- Jointly solve problems and improve quality of life issues
- Develop leadership skills
- Evaluate the effectiveness of RPD efforts to reach our goals
- Determine if changes to programs will improve effectiveness

ROCKSTAT is a process utilized to manage department activities based on performance measures and crime statistics. Staff collects, analyzes and maps performance measures on a regular basis and should hold managers and officers accountable for performance.

Collaborative Problem Solving

The core of the system comprises of meetings with supervisors and managers to evaluate the effectiveness of department efforts toward accomplishing the mission and reaching department goals. At these meetings, unit leaders and managers will review crime, traffic, and performance data, share information and experience, and develop practices that seek successes and prevent failures. Emphasis is placed on answers to the following questions:

- What has your team/unit done to accomplish our goals and objectives?
- What new actions will your team take to work toward achieving them?

- What actions can other units take to support your teams/ Unit achievement of the mission?

- Looking forward, what goals should the Rocklin Police Department change, set or adjust to continue toward the accomplishment of our mission?

Team or unit supervisors will discuss current trends and performance information for their shifts to the command staff. The command staff may ask clarifying questions about activity, recognize accomplishments, and work with supervisors to solve problems or develop alternative strategies for dealing with difficult issues.

Using Technology to Understand Data
The ROCKSTAT process is designed to improve performance at the department and unit level by setting clear goals and identifying measures to track progress toward their attainment. Staff tracks crime, operational performance measures, budget status, and personnel indicators, summarizing how the department is functioning in all areas. Managers and supervisors can view different data, from an overview of the entire department compared year to year and month to month.

A111.8 NEIGHBORHOOD SATISFACTION SURVEY
At least once every three years, the City of Rocklin conducts a city-wide survey to identify citizen concern about crime, police services, and how the City can best serve community needs. The Police Department uses the survey to:

- Assess overall agency performance
- Assess the competency of its employees, as viewed by the community
- Assess community perception of employee attitude and behavior toward
- citizens
- Assess community concerns over safety and security
- Solicit recommendations and suggestions for improving agency practices

The Administrative Analyst in the Office of the Chief is responsible for administering and analyzing the survey and should adhere to the following guidelines:

Task	Time Frame
Develop Survey Instrument	August
Develop / Refresh Survey Database	August
Develop Sample of Survey Recipients	August
Mail / Administer Survey	September
Process Incoming Surveys	October
Analyze Surveys	November
Produce Report	November
Present Report to City Council	December
Publish Report on Website	December

All survey files should be saved on the Police shared drive in the Neighborhood Survey folder.

The Analyst in the Office of the Chief shall compile a written summary of the survey results and share them with all agency personnel to include the Chief of Police. The survey results should form the basis for reviewing revising and implementing community involvement programs and policies. The results of the survey may also be used, in part, to update, modify, and develop the department's strategic plan.

A111.9 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009
Revised: January 1, 2010
Revised: November 1, 2010

A113 Line-of-Duty Deaths or Serious Injury

A113.1 PURPOSE AND SCOPE

The Rocklin Police Department is committed to each employee and his/her family in the event of a line-of-duty death or serious injury.

A113.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 22.2.4

A113.3 EMERGENCY NOTIFICATION INFORMATION

Every employee will complete an “In the Line-of-Duty Death” packet, which will be used by the Department in the event that family notifications are necessary. Every employee has the responsibility to keep this notification form current. This form will be kept confidential and is kept by the Chief’s secretary.

A113.4 EMERGENCY RESPONSE TEAM

The Department’s Emergency Response Team that will be activated upon the notification of a line-of-duty death or serious injury consists of:

a) **Notification Team – Serious Injury:** Notification of the serious injury of an employee will be done by a member(s) of the staff assigned by the Watch Commander through the Chief of Police or his/her designee. This team will preferably be comprised of two people, but this will be dependant upon the severity of the circumstances.

b) **Notification Team – Death:** The Chief of Police or his/her designee representing the Department’s Command Staff should be a member of the Notification Team. Other Notification Team members will generally be comprised of a Chaplain and/or other department representative.

c) **Hospital Liaison Officer:** The on-duty Sergeant or his/her designee will facilitate activities of employees, medical personnel, and the media at the hospital.

d) **Department Benefits Coordinator:** A Command Staff Member of the Department who helps the family access all benefits due them. The Department Benefits Coordinator will seek assistance of the City of Rocklin’s Personnel Department and any other applicable agencies/associations**.**

e) **Family Liaison Officer:** Appointed by the Chief of Police and will be responsible for knowing the information supplied by the employee in the “In the Line-of-Duty Death” packet, assisting with family needs, providing information between the Department and the family, screening visitors when appropriate, and ensuring the family’s privacy.

f) **Police Chaplain:** May be requested to assist in the notification process. Members of the Chaplain Program can also provide non-denominational spiritual support to department personnel.

g) **Department Psychological Services:** The Department's psychologist can assist the family and departmental personnel. He/she should be consulted regarding appropriate counseling with family members and department personnel. He/she may also be contacted for including Critical Incident Stress Debriefing. This should be coordinated through the Department's Peer Support Team.

The Department's psychologist is not on staff but is contracted through the city with the support of the Peer Support Team. The Peer Support Team or a Department Captain should be the point of contact to the psychologist after a critical incident.

A113.5 NOTIFICATION PROCEDURE

There are several essential notifications to be made upon the death or serious injury of a department employee:

a) Departmental Notification

1. The Watch Commander or Patrol Supervisor must immediately notify the Chief of Police via the appropriate chain of command. Notifications should not be made via radio unless unavoidable and, if that is the case, the notification should only be made as a "no names" broadcast.
2. The Chief of Police or his/her designee will access the "In the Line-of-Duty Death" packet to obtain the employee's emergency information.
3. The Chief of Police or his/her designee will assemble the Emergency Response Team.

b) Notification Team

1. The Emergency Response Team will direct the Notification Team to the employee's requested emergency contact.
2. If there is knowledge of a medical problem with the requested emergency contact, medical personnel should be available at the residence to coincide with the notification.
3. Notification must be made while inside of the family residence and not on the doorstep and should not be delayed. In the event of a life-threatening injury, if there is an opportunity to get the family to the hospital prior to the demise of the employee, every effort will be made to do so. In the event of death, the family should learn of the death from the Department first, not from the press or other sources.
4. Inform family members slowly and clearly of the information available and if specifics of the incident are known they should be relayed family as much as possible. Be sure to use the employee's first name during the notification and if the employee has died relay that information as well. Do not give the family a false sense of hope. Use words such as "died" and "dead" rather than "lost" or "passed away".

5. If the family requests to visit the hospital, they should be transported by police vehicle, preferably one without a "cage." It is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, an officer should accompany them in the family car. Transportation from the hospital must be arranged as well.
6. If young children are at home, the Notification Team must arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement.
7. Prior to departing for the hospital, the Notification Team should notify the Hospital Liaison Officer that a member or members of the family are en route.
8. The Notification Team will also be responsible for notifying any additional family members as requested by the family.
9. If immediate survivors live a significant distance beyond this Department's jurisdiction, a call to the other jurisdiction by telephone to request a personal notification will be made. The Notification Team will ensure that the Communications Center sends a teletype message to the person contacted at the appropriate jurisdiction confirming the request for a personal notification. Attempt to have the notifying agency follow this Department's protocol. In the event of a life-threatening injury, and in the instance where time and distance are factors, consideration may be made for the allied agency to provide transportation to the hospital for the family. Otherwise, have them assure the family member(s) that a representative of our Department will be contacting them as soon as possible.
10. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the employee's name, they should be advised to withhold the information, pending notification of next-of-kin.
11. If notification is made at a worksite, the Notification Team should make prior arrangements with a supervisor at the worksite for an area where the family member can be informed.

A113.6 ASSISTANCE AT THE HOSPITAL

The Hospital Liaison Officer coordinates the efforts or concerns of many different people and groups at the hospital. He/she generally will arrive at the hospital with the injured or deceased employee.

The **Hospital Liaison** Officer should:

1. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Team and those others requested by the family.
2. Arrange a separate area for fellow employees and friends to assemble.
3. Establish a press staging area.
4. Ensure that medical personnel relay pertinent information regarding an employee's condition to the family before such information is released to others.
5. Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased employee are directed to the City of Rocklin.

6. If it is possible for the family to visit the injured employee, the Hospital Liaison Officer will work with the Family Liaison Officer and/or Notification Team for accompanying the family into the emergency room for the visit. It is the duty of medical personnel to be responsible for advising the family of visitation policies and, in the event of death, explain why an autopsy is necessary.

The **Notification Team** should remain at the hospital while the family is present.

A113.7 ASSISTANCE FOR AFFECTED EMPLOYEES

Employees who were on the scene or who arrived moments after an employee was critically injured or killed should be relieved as quickly as possible. The Peer Support Team is trained for such incidents and the on-call Critical Incident Response Team member should be telephoned by a dispatcher immediately.

Employees of the Department who were on scene or who were working as dispatchers are required to attend a Critical Incident Stress Debriefing (CISD). Other Public Safety witnesses who may have been emotionally affected by the serious injury or death of a Department employee may be encouraged to attend as well. The debriefing will be structured according to the Mitchell Model or similar model. Some Peer Support Team members have attended the Critical Incident Response Team (CIRT) training and are qualified to lead a CISD. However, the Department's psychologist is generally the best CISD option in a death or serious injury incident.

A113.8 FAMILY ASSISTANCE, LEGAL, AND BENEFIT MATTERS

The Department Benefits Coordinator is the link between the complexities of legal benefits and the family.

The **Department Benefits Coordinator**:

1. Provides the family with a summary of benefits provided by the Personnel Department and any other applicable agencies and associations.
2. Must keep current on laws and provisions relating to death benefits as they are subject to change.
3. Inform beneficiaries to consult competent legal or professional counsel before collecting benefits if they desire.
4. Will ensure that all necessary paperwork is filed for the family so that they may receive benefits they are entitled to.
5. Continue to communicate with the family as long as necessary to make sure the family receives all benefits.

A113.9 FAMILY WISHES AND LONG-TERM SUPPORT

The Family Liaison Officer must meet the needs of the family in the event of an employee's serious injury or death.

The **Family Liaison Officer**:

1. In the event of death, will determine the family's wishes regarding the funeral after advising them of the employee's desires from the "In the Line-of-Duty Death" packet. The funeral may be a full honor service involving a multi-agency

response or a private and personal one. The Department is interested in assisting the family during this difficult time no matter what is desired.

2. Will arrange for the delivery of the employee's personal belongings to the family.
3. Will arrange routine visits to the home of the employee's family on a regular basis immediately following the critical incident and following the funeral or while the employee is recovering at home or in the hospital.
4. Should ensure the family is invited to appropriate police and Rocklin Police Officer Association functions.
5. Keep the family updated with new developments prior to press releases.
6. Keep the family informed of legal and parole proceedings if criminal violations surround the employee's death or injury.
7. Introduce the family to the Victim/Witness specialists of the court and the District Attorney's office.
8. Arrange for detectives or other investigators to meet with the family, if appropriate.
9. In the event of a trial, accompany the family to court.

The Office of the Chief of Police will commemorate the anniversary of the employee's death with a note to the family and/or flowers at the employee's grave. It would be appropriate for the Rocklin Police Officers Association representatives to also participate in this memorial.

The Office of the Chief of Police will maintain an ongoing relationship with the family and support/recognize important family events (weddings, graduations, etc.).

A113.10 ENACTED
Enacted: June 1, 2007

A115 Homeland Security

A115.1 PURPOSE AND SCOPE

The procedure establishes guidelines for reporting and relaying terrorism related information and provides employees with awareness level guidelines for events involving chemical, biological, radiological, nuclear and explosive attacks.

A115.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 46.3.1, 46.3.2, 46.3.3, 46.3.4

A115.3 PROCEDURES

A115.31 LIAISON WITH EXTERNAL ORGANIZATIONS

The Rocklin Police Department should maintain a liaison with other organizations for the exchange of information related to terrorism. This liaison may be in the form of direct contact with specific departments and/or through such organizations as the Regional Terrorism Threat Assessment Center, Western States Information Network, California Office of Homeland Security, and United States Department of Homeland Security. The Terrorism Liaison Officer (TLO) is responsible maintaining liaison with other organizations and dissemination of terrorist related information within the department.

A115.32 REPORTING TERRORISM RELATED INFORMATION

Any officer receiving information concerning possible terrorism activities will immediately notify the Watch Commander and complete a police report. The Watch Commander will determine the validity of the information and the appropriate response from the department. This may include notification of the Operations Division Commander, Investigation Sergeant, TLO, other local law enforcement agencies, or the appropriate state and federal agencies.

Patrol Officers, detectives, and other police employees should look for and report the following and other suspicious items or events that may link a subject to terrorism:

- Unusual items in vehicles or residences
- Suspicious identification characteristics such as fraudulent or altered license, multiple IDs with names spelled differently
- Thefts, purchases or discovery of weapons, explosive materials or other tactical equipment
- Testing of security systems and responder behavior
- Advanced payments for apartment or vehicle rentals, payments in cash
- Credit card fraud, money laundering, counterfeit cigarette tax stamps
- Links between gangs and international organizations

A115.33 PROVIDING AWARENESS INFORMATION

The Rocklin Police Department's website provides terrorism awareness information and methods for reporting suspicious activity that may be related to terrorism.

A115.4 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVE (CBRNE)

A115.41 CBRNE DEFINED
CBRNE refers to chemical, biological, radiological, nuclear, or explosive attacks.

Chemical Weapons
Chemical agents can enter the body by inhalation of the chemical agents, absorption through the skin or eyes, injection into the body by flying glass or shrapnel, or by ingesting with food or water. A likely delivery method is in the form of a gas or as an aerosol spray. There are numerous chemical agents each with different symptoms and effects. The most common families of chemical agents are:

- **Nerve Agents**: Nerve agents attack the victim's nervous system. Most belong to the family of chemicals known as organophosphates. Many common pesticides belong to this family of chemicals.
- **Blister Agents**: Blister agents also known as vesicants attack the skin of the victim resulting in blisters and skin burns. Mustard gas and Lewisite are common blister agents.
- **Blood Agents**: Blood agents attack the ability of the blood to hold and deliver oxygen. The victim suffocates. Cyanide gases and compounds are the most common types of these agents.
- **Choking Agents**: These chemicals attack the lungs causing them to fill with fluid. Chlorine gas and phosgene are typical choking agents.
- **Incapacitating Agents**: These agents usually irritate the skin, mucous membranes, eyes, nose, lips and mouth. They may cause vomiting or intolerable pain. While they may lead to serious medical situations such as seizures or heart attacks, they are not designed to kill or cause permanent harm. Used alone, the intention is to temporarily incapacitate or harass the target, or force them to evacuate the area. However, incapacitating agents may be used in combination with other agents to force responders to remove their gas masks and other protective gear, so that they will be exposed to lethal doses of the other agent. Examples of incapacitating agents are pepper spray, tear gas, riot control agents and several military chemicals from different nations.

Biological Weapons
Biological weapons present a serious challenge for response planning. There is risk that a biological attack may not be detected until days or even weeks after it happens. First responder resources, therefore, may be of little use at a bioterrorism incident unless it is detected promptly. There are two types of biological weapons:

- **Pathogens**: These are disease-causing organisms, some of which can reproduce and keep spreading long after the attack. The potential for many thousands of casualties is possible but the more likely number is much less because of the difficulty of efficiently delivering the pathogenic agents to large numbers of people.
    - Pathogens can be bacteria such as anthrax, viruses such as smallpox, or fungi like yeast and molds, mycoplasmas that cause pneumonia and similar problems, or rickettsiae. Plague, smallpox, anthrax, hemorrhagic fever, and rabbit fever are known to be probable biological weapons.
    - Not all diseases are contagious, and many have a low mortality rate when properly treated.

- **Toxins**: Toxins are poisonous substances produced by living things. Many toxins are extremely lethal and small quantities can kill very large numbers of people. In many ways a toxin attack is more like a chemical attack than a biological one. Some possible toxin weapons are ricin, botulism toxin, and aflatoxin. Again, the difficulty for the terrorist is in finding an effective way to disperse or distribute the toxin.

Radiological Dispersion Devices (RDD)
An RDD or “dirty bomb” is an explosive intended to spread radioactive material from the detonation of conventional explosives. Radiation comes from the decay of radioactive isotopes of certain elements and compounds. Radiation can be in the form of alpha, beta, or gamma rays. All three are odorless and colorless and can be detected only with radiation detectors. The primary hazard will be from dust contaminated with radioactive sources. It will be very important for the first responder to use respiratory protection to avoid breathing in the radioactive dust.

Explosives
Terrorists make lethal explosives from readily available materials, many of which are uncontrolled and attract little attention. The availability of may of these materials, along with the widespread proliferation of techniques for making homemade explosive (HME) mixtures and improvised explosive devices (IEDs), enables terrorists to assemble weapons even when deprived of commercial or military explosives.

- HMEs are packaged into IEDs of various shapes and sizes (e.g. pipe bombs and vehicle-borne IEDs (VBIEDs)
- The effectiveness of most HME mixtures dissipates over time, so they must be deployed as an explosive device soon after their manufacture
- HMEs and their chemical precursors should be noted during searches of persons, vehicles and residences as suggestive of bomb-making and other pre-attack activity

A115.42 CBRNE INDICATORS
Patrol Officers, detectives, and other police employees should look for and report the following and other suspicious CBRNE-related indicators:

- Theft of large quantities of baby formula (may be used to grow specific cultures)
- Theft or solicitation of live agents, toxins or diseases from medical supply companies or testing and experimentation facilities
- Multiple cases of unexplained human or animal deaths
- Thefts of agricultural sprayers, crop-dusting aircraft, foggers or other dispensing systems
- Suspicious inquiries regarding local chemical or biological sales, storage or transportation points and facilities
- Inappropriate inquiries regarding heating and ventilation systems for buildings or facilities by persons not associated with service agencies

A115.43 CBRNE AWARENESS LEVELS
In the event of a CBRNE attack, Rocklin Police Department’s primary objective is to secure and isolate the target area and assist the FBI in the criminal investigation of the incident. Department response to incidents involving CBRNE or other hazardous materials will be accomplished in accordance with the RPD Policy 412. The City

Emergency Operations Plan and the U.S. Department of Homeland Security's Science and Technology Division standards for first responder CBRNE equipment – http://www.dhs.gov/files/programs/gc1218226975457

In the event of a terrorist attack, officers should use caution if the explosion seems to do little damage. A small explosive device might be used to disperse chemical, biological or even radioactive agents. Another purpose of a small device might be to bring large numbers of first responders, who are then subjected to a larger secondary device.

Another immediate problem for responders and victims is the potential for asbestos exposure. Older buildings may contain asbestos as insulation, pipe coverings, siding or roofing, flooring, adhesives, floor or ceiling tile and wall panels. Any explosion or collapse may cause this asbestos to become airborne in hazardous levels.

Immediately, the primary inhalation threat and decontamination problem will be dust. Any expedient breathing protection should be used--masks, wet towels, handkerchiefs, etc.--while exiting the area immediately.

A115.44 CBRNE EQUIPMENT

All equipment utilized by the Rocklin Police Department will meet the standard for the U.S. Department of Homeland Security's Science and Technology Division standards for first responder CBRNE equipment.

Current issued personal protective equipment (first responders):

- Air Purifying Respirator (APR)
- One (1) CBRN canister filter
- Antibacterial hand soap
- Tyvek "F" protective suite
- Hazmat booties
- String knit gloves
- Nitrile gloves
- Heavy duty butyle glove for extended chemical protection
- Personal hygiene kit gloves
- Sani-dex wipes
- Towels

A115.5 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009
Revised: November 1, 2010

A117 Criminal Intelligence

A117.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish guidelines for the collection, analysis, storage, and dissemination of criminal intelligence information related to suspicious, criminal and homeland security activities in accordance with 28 CFR, Part 23 http://www.iir.com/28CFR/guideline1.htm and RPD procedure A115.3.

A117.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 42.1.6

A117.3 DEFINITIONS

Criminal Intelligence Data evaluated to determine its relevance to the identification of criminal activity engaged in by an individual or organization.

Multi-Jurisdictional Criminal Intelligence Criminal intelligence relating to criminal activity occurring across two or more jurisdictional lines.

Reasonable Suspicion/ Criminal Predicate Information exists which establishes sufficient facts to give a trained law enforcement or criminal investigative agency officer, investigator, or an employee, a basis to believe that there is a reasonable possibility that an individual or organization is involved in definable criminal activity or enterprise (28 CFR, Part 23, Section 23.3 c).

Right to Know Having the legal authority to obtain or receive criminal offender records pursuant to court order, statue, or decisional law.

Kneed to Know The necessity to obtain or receive criminal offender record information in order to execute official responsibilities as a law enforcement or criminal justice authority.

Lead Agency The organization that operates on behalf of a group of participating agencies and becomes the lead responsible agency in an operation or investigation.

A117.4 PROCEDURE

Information gathering is a fundamental and essential element of any law enforcement agency. While “criminal intelligence” is assigned to the Investigations Criminal Intelligence Unit, all members of this agency are responsible for reporting any information that may seem suspicious or could help identify criminal conspirators and perpetrators. Periodically the Training Unit will ensure that members are trained in accordance with these procedures, department polices and best practices in criminal intelligence gathering.

Information that implicates, suggests implication or complicity of any public official in criminal activity or corruption shall be immediately reported to Chief of Police or his/her designee.

A117.41 MISSION

It is the mission of the Rocklin Police Department to gather information from a variety of sources in a manner consistent with the law. Analyzed intelligence information is provided on the existence, identities, and capabilities of criminal suspects and enterprises to further crime prevention and enforcement objectives.

A117.42 ORGANIZATIONAL STRUCTURE

Primary responsibility for the direction of intelligence operations; coordination, collection, and dissemination of intelligence information is assigned by the Chief of Police to the Support Services Division Commander who ensures compliance with the policies, procedures, mission, and goals of the agency.

Day-to-day criminal intelligence is assigned to the Criminal Intelligence Unit under the direct supervision of the Investigations Unit Supervisor.

The Criminal Intelligence Unit is assigned to Investigations as one of the Department's Terrorism Liaison Officer (TLO) (as defined in A115.31) as well as other duties assigned.

A117.43 COMPILING INTELLIGENCE

Intelligence collection is often confronted with the need to balance information gathering requirements for law enforcement with the rights of individuals. To this end, members of this agency shall adhere to the following:

1. Information gathering for intelligence purposes shall be premised on circumstances that provide a reasonable suspicion that specific individuals or organizations may be planning or engaging in criminal activity or present a potential threat to this jurisdiction. Criminal intelligence shall not be collected or maintained regarding the political, religious, social views, associations, corporation, business, partnership or other organization unless such information directly relates to criminal conduct or activity.

2. Investigative techniques employed shall be lawful and only so intrusive as to gather sufficient information to prevent criminal conduct or the planning of criminal conduct.

3. The intelligence function shall make every effort to ensure that information added to any criminal intelligence database is relevant to a current or on-going investigation and gleaned from dependable and trustworthy sources of information. Information not meeting 28 CFR, Part 23 will be returned to the originating employee and or purged. Logs should be kept listing the source of all information received and maintained by the intelligence function.

A117.44 STANDARDS

Intelligence investigations/files may be opened by the Criminal Intelligence Unit with sufficient justification and information. Employees shall not retain official intelligence documentation for personal reference or other purposes but shall submit such reports and information directly to the Criminal Intelligence Unit for evaluation. Information gathering using confidential informants as well as electronic, photographic, and related surveillance devices shall be performed in a legally accepted manner.

A117.45 RECEIPT AND EVALUATION OF INFORMATION
Upon receipt of information in any form, the Criminal Intelligence Unit shall ensure that the following steps are taken:

1. Where possible, information shall be evaluated with respect to reliability of source and validity of content. While evaluation may not be precise, this assessment must be made to the degree possible in order to guide others in using the information. A record shall be kept of the source of all information where known.

2. Reports and other investigative material and information received by this agency shall remain the property of the originating agency but may be retained by this agency. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given to another agency except with the consent of the originating agency.

3. Information having relevance to active cases or requiring immediate attention shall be forwarded to the investigating officer or other personnel as soon as possible.

4. Analytic material shall be compiled and provided to authorized sources as soon as possible where meaningful trends, patterns, methods, characteristics, or intentions of criminal enterprises or figures emerge.

A117.46 CLASSIFICATION/SECURITY OF INTELLIGENCE (
Intelligence files are classified in order to protect sources, investigations, and individual's rights to privacy, as well as to provide a structure that will enable this agency to control access to intelligence. Each file classification type should be reevaluated whenever new information is added to an existing file.

Restricted - "Restricted" intelligence files include those that contain information that could adversely affect an on-going investigation, create safety hazards for officers, informants, or others and/or compromise their identities. Restricted intelligence may only be released by approval of the Support Services Division Commander or Chief, to authorized law enforcement agencies with a need and a right to know.

Confidential - "Confidential" intelligence is less sensitive than restricted intelligence. It may be released when a need and a right to know have been established and with the approval of the investigations unit supervisor.

Unclassified -"Unclassified" intelligence contains information from the news media, public records, and other sources of a topical nature. Access is limited to officers conducting authorized investigations that necessitate this information.

A117.47 FILE AND INFORMATION STORAGE
The California Department of Justice, in Conjunction with Alaska, Hawaii, Oregon, and Washington maintain the Western States Information Network (WISN), a division of the

United States Department of Justices Regional Information Sharing System (RISS), for the storage and dissemination of non terrorism related classified intelligence information. As a California Law Enforcement agency Rocklin is a member of this intelligence network and as such, all intelligence information gathered in compliance with 28 CFR, Part 23 and evaluated by the Criminal Intelligence unit shall be stored with WISN.

Terrorism Related information, in compliance with Rocklin PD Procedure A115, shall be evaluated by a Terrorism Liaison Officer (TLO) and sent to the Sacramento Regional Terrorism Threat Assessment Center RTTAC

A117.49 ANNUAL AUDIT AND PURGING FILES

All Intelligence information is stored and purged by the Western States Information Network, (WSIN) in compliance with 28 CFR, Part 23.

If it is determined through an Investigation that a Criminal Intelligence file has no further informational value, no longer meets the criteria of any applicable law or is found to be out of date or incorrect, WISN shall be notified so that the file can be destroyed. A record of files requested to be purged shall be maintained by the Criminal Intelligence Unit

The Support Services Division Commander is responsible for ensuring that logs are maintained in accordance with the goals and objectives of the intelligence authority and that they contain information that is both timely and relevant.

Annually, the Support Services Division Commander or his/her designee shall conduct a review of the criminal intelligence procedures and processes, recommending changes as necessary.

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A117.5 ENACTED

Enacted: June 1, 2007
Revised: September 30, 2010

A119 Project Home Safe

A119.1 PURPOSE AND SCOPE

This procedure establishes the necessary steps and guidelines for registering an eligible citizen in the Project Home Safe program.

A119.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: None

A119.3 DEFINITIONS

As used in this procedure:

Alzheimer's A form of dementia, it is the neurodegenerative disease characterized by progressive cognitive deterioration together with declining activities of daily living.

Dementia The progressive decline in cognitive function due to damage or disease in the brain beyond what might be expected from normal aging.

Dependant Adult A person 18 years of age or older who is unable to protect the person's own interests or unable to perform adequately or obtain services necessary to meet essential human needs, as a result of a physical or mental condition which requires assistance from another.

Developmental Disability A mental or physical disability, such as cerebral palsy, autism, or mental retardation, arising before adulthood and usually lasting throughout life.

Down Syndrome A genetic disorder causing a person to have a lower than average cognitive ability.

Mental Illness One of many mental health conditions characterized by distress, impaired cognitive functioning, atypical behavior, emotional deregulation, and/or maladaptive behavior.

A119.4 PROCEDURE

A119.41 MISSION

It is the mission of the Project Home Safe to effectively help citizens, who have lost their way due to a mental condition, return home safely.

1. Facilitating the registration of a qualifying citizen in this program is the responsibility of each member of this agency.

A119.42 ELIGIBLE CITIZENS

This program is not limited to Rocklin residents only; however, the citizen should have some nexus to Rocklin that will make their registration with this agency beneficial. Any person who is a dependant adult or suffers from one of the following conditions (or similar condition) is eligible for this program.

Alzheimer's
Dementia
Developmental Disability
Down Syndrome
Mental Illness

A119.43 REGISTERING ELIGIBLE CITIZENS

Any employee of this agency contacted by a citizen wishing to register a dependant adult, or a family member or other dependant meeting one of the criteria listed in A119.42 in this program should take the necessary outlined steps to facilitate that request. Any employee of this agency encountering an eligible citizen in the field should take the necessary outlined steps to register that citizen in this program.

1. The employee will take the citizens digital photograph. The photograph should be a close up of the citizen's face from the shoulders up. Additional photographs (profile, full length photograph) are not required but desirable.
2. The employee will fill out a Project Home Safe form. The form can be found in report writing and at the front counter. The form provides fields for crucial information such as the citizen's name, date of birth, physical address, medical information, and emergency contact information. Every effort should be made to obtain as much information for the form as possible.
3. The employee will forward the photograph (via e-mail) and completed form to the Project Home Safe Coordinator.

A119.44 PROJECT HOME SAFE BOOK

The Project Home Safe books will be maintained by the Project Home Safe Coordinator. One book is to be kept in dispatch and the other will be in the Watch Commanders office. The book will contain an image gallery of registered citizens in the front. The citizen's name will be listed under their respective photograph. The registration forms will be listed in the book, after the image gallery, in alphabetical order by last name. The registration form will also contain the registrant's photograph.

A119.45 UTILIZING THE PROGRAM IN THE FIELD

Any employee encountering a citizen in the field, who has lost their way due to a condition listed in A119.42 of this procedure, may utilize the Project Home Safe book to ascertain if the citizen is registered in the program. If the citizen is registered, the employee should try to facilitate the citizen's safe return home. If no responsible person is able to take physical care of that citizen, a welfare and institutions code section (W&I) 5150 evaluation should be considered.

The employee should verify that the citizen's personal information is up to date in RIMS and the Project Home Safe book. The field contact, as well as the location where the citizen was found, should be documented in a CAD event and this information should be forwarded to the Project Home Safe Coordinator. The Project Home Safe Coordinator will update the citizen's information page as necessary.

If the citizen is not yet registered in this program, the employee should begin the registration process or advise the coordinator who will make the necessary contacts.

A119.5 ENACTED

Enacted: June 1, 2007

A221 Facility Security

A221.1 PURPOSE AND SCOPE

This procedure establishes access level authority for secure and non-secure areas.

A221.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 84.1.3, 82.1.6, 82.1.2, 81.3.1, 82.1.1.

A221.3 ACCESS LEVEL AUTHORITY

Access to the Police Department Public, Non-Public, Secured and Restricted areas are designated by “Access Level Authority,” and definitions of these areas are described in RPD policy§ 215 (Facility security).

Public Areas: The Access Level Authority to public areas is open to individuals during normal business hours for that specific area.

Non-Public Areas: The Access Level Authority for non-public areas is open to all police employees 24-hours a day, and to visitors during normal business hours unless specified for maintenance or other temporary circumstances. Visitors must receive authorization to access non-public areas and will be issued a visitor identification card by the Records Unit Manager or designee, which shall be visibly worn at all times.

Secured Areas: The Access Level Authority for secured areas is limited to normal operating hours for those areas and only to those personnel with authority (i.e., those individuals assigned to work in that area) and supervisory personnel.

Restricted Areas: The Access Level Authority for restricted areas is highly controlled, and strictly limited to personnel with authority from the Chief of Police or his/her designee, regardless of supervisory status.

A221.4 IDENTIFICATION

Police personnel shall wear a visible badge or an identification card while in the police building or on department property. Police employee ID cards are issued by the Technical Assets Coordinator.

Visitors shall be required to wear a visitor ID card visible at all times while in the police facility. Visitor ID cards are issued by and returned to the Records Unit manager, or designee who will maintain a ledger of issued visitor ID cards indicating the name, date, time and reason for the visit.

Escorted Visitors: Visitor ID cards will be designated by the word VISITOR across the front. Visitors should be escorted at all times by a Rocklin Police employee.

Non-Escorted Visitors: Non-Escorted Visitor ID cards will be designated by the words VISITOR/NON-ESCORTED across the front. These visitors do not need to be escorted, but must have met the requirements for "non-escorted visitors" described in this procedure (SEE "Non-Escorted Visitors").

Non-Escorted Law Enforcement Visitors: Non-Escorted Visitors from outside Law Enforcement agencies who are in plain-clothes and armed will wear a Law Enforcement Visitor ID card, which will be designated as VISITOR/LAW ENFORCEMENT. Law enforcement officers who are in full uniform need not wear a Visitor ID card, but should have their badge visible at all times.

Non-Police City Employees: City employees from other Departments shall wear their City ID card visible at all times. If they are not in possession of their City ID card, they should be issued a Visitor ID card by the Records Unit manager or designee to be visibly worn. Non-police City employees should be escorted unless they meet the requirements for "non-escorted visitors" in this procedure (SEE "Non-Escorted Visitors).

A221.5 NON-ESCORTED VISITORS AND POLICE VOLUNTEERS

All persons having non-escorted access to the police facility, building(s) or property, shall have permission to be unescorted by the Chief of Police, or Division Commander, and should have passed a full-background check or minimally have successfully completed a "Less Than Full" background. The "Less-Than-Full" background will include:

- Personal History Statement (PHS)
- Release of Information Waiver Form signed (for background authorization)
- Employment Eligibility Verification form (I-9) (if employed by the City)
- DOJ Live-Scan Fingerprint Clearance
- DOJ Subsequent Arrest Notification ("Rap-Back")
- Valid Drivers License Printout
- Cleared Wants and Warrants

In addition to the above, Rocklin Police Volunteers will successfully complete a volunteer background as outlined in the Volunteer Manual (see RPD Procedure § S297, and RPD policy § 815).

The Records Unit manager shall maintain a list of all persons with authorized "non-escorted visitor" status, and will review this list at least once annually. Individuals removed from "non-escorted visitor" list shall be done at the discretion of the Chief of Police or a Division Commander.

A221.6 EMERGENCY OPERATIONS CENTER ACTIVATION

During an activation of the Emergency Operations Center, as soon as practical, an individual should be assigned to the duties of "Check-In" and are responsible for identifying and logging all persons entering and leaving the E.O.C., to include the date/times. The Check-In individual(s) is responsible for the issuance of temporary access cards to personnel authorized to enter the E.O.C. during emergencies, and should not admit those who are not authorized to enter (i.e., members of the public, media, or people not directly related to the management of the emergency).

The Technical Assets Coordinator is responsible to ensure there are activation cards readily available to assign to personnel needing access to the E.O.C., and these access cards will only allow access to the E.O.C. portion of the facility.

A221.7 OFF-SITE LOCATION SECURITY

The Department maintains several secure offsite locations.

A221.71 RADIO TOWERS

The Rocklin Police Department utilizes a repeater system for Police Communications. The system consists of one transmitter and 5 remote receivers strategically located in the City.

The Rocklin Fire and Public Works Departments utilize stand alone repeater systems. These repeaters are located throughout the area.

All off-site radio tower systems are located in a secure alarmed facility, accessible only to qualified technicians and authorized personnel.

A221.72 OFFSITE VEHICLE STORAGE

The Police Evidence vehicle storage area is located off site in a secure yard. Only supervisory and evidence technicians are issued keys to the facility. Police personnel must request a supervisor to open the facility to have a vehicle stored.

A221.8 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

A223 Uniform and Equipment Specifications

A223.1 PURPOSE AND SCOPE

The uniform and equipment specifications of the Rocklin Police Department amplify RPD Policy §1046 to ensure that uniformed officers are readily identifiable to the public through the proper use and wearing of Department uniforms.

A223.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA Standards: 17.5.2, 22.2.7, 41.3.4

A223.3 SWORN OFFICER UNIFORM SPECIFICATIONS

SWORN BADGE

1. The badge shall be a silver shield and shall denote rank in horizontal writing across the top. The badge number shall be placed above the rank rocker. The word "ROCKLIN" shall appear in a rocker below the rank and the California State seal. The word "POLICE" will appear in an inverted rocker at the bottom of the badge.

2. The badge shall be worn on the outermost garment, attached to the uniform in the provided eyelets or holder on the left breast area, clearly visible at all times.
3. A cloth facsimile of the badge, rank appropriate, may be affixed to jackets, other than the Eisenhower type, in lieu of a metal badge. The cloth facsimile may also be substituted on utility uniforms such as BDU's, bicycle uniforms, polo-style uniform shirts, SWAT uniforms, and other similar garments as approved by the Chief of Police.
4. Flat badges, commonly referred to as wallet badges, may be carried and will be issued to sworn officers.
5. All badges shall be the property of the Rocklin Police Department and will be returned upon separation from the department.

Uniform Shirt - Current LAPD Specification uniform shirt short or long sleeve, dark blue (LAPD Blue) without pleated pockets, 100% wool or polyester blend.

Uniform Pants - Trouser meeting current LAPD Uniform Specification, dark blue (LAPD Blue) or equivalent.

Shorts - LAPD blue uniform shorts are authorized for field personnel working day time hours and shall be worn with an LAPD style blue short-sleeved uniform shirt. (Brand: Alitta by Fechheimer or equivalent). Personnel working during the hours of darkness can wear black BDU style shorts with a black BDU style shirt.

Uniform Necktie - The tie shall be black in color, of plain cloth material, pre-tied and shall be equipped with a clip-on breakaway device.

Tie Bar - Either a silver color tie bar or the City service award pin, described in City Personnel Rules, shall be utilized. For sergeants and above, the tie bar will be gold in color and shall be worn on the tie when wearing a uniform requiring a tie. The tie bar or City service award pin shall be worn centered on the tie, positioned in a horizontal line with two breast pocket flap buttons, secure to the shirt front.

Uniform Trouser Belt - Black leather, basket-weave with silver colored buckle, single tongue, 1½ or 1¾ inches in width. A brass buckle will be substituted for the rank of sergeant and above.

Optional Trouser Belt - A black nylon or Velcro trouser belt may be worn in lieu of the leather belt when the optional nylon or Velcro duty belt is worn.

Uniform Duty Jacket - Ultra type (LAPD style) foul weather, black in color, waist length, with a removable fur collar (optional). The optional duty jacket may be purchased in lieu of this style.

Optional Duty Jacket - Convertible style jacket, black in color, removable liner, waist length, removable fur collar (optional).

Optional Light Weight Duty Jacket - A lightweight, black windbreaker type jacket (Brand: Windbreaker by Fechheimer or equivalent) may be worn at the option of the officer, at his or her cost.

Raid Jackets - Black with shoulder patches, cloth badge (shield), and 6x12"" "POLICE" patch centered between the shoulder blades on back.

Optional Jacket Nameplate - The officer's first initial and last name or first and last name may be embroidered directly on the jacket in 3/8" lettering above the right breast pocket flap in lieu of the required name plate. The embroidery will be silver or gold depending upon rank. The name may also be embroidered in 3/8" lettering on a separate cloth name tape of identical jacket color, no more then 1" in width and sewn to the jacket above the right breast pocket flap.

Footwear

1. Boots shall be black leather, plain, round-toed high-top, receptive to maintaining a high-gloss shine.
2. Shoes shall be black leather, plain, round-toed center lace-style, receptive to maintaining a high-gloss shine, worn with black socks.

3. Bicycle uniform/ optional Shorts: shoes shall be black leather oxford-style athletic shoes without contrasting stripes or prominent contrasting logos. White crew or ankle height socks shall be worn.

Name

1. Gold or silver-colored metal, depending upon rank, with black lettering, size 3/8 inch by 2½ inches, with first initial and last name or first and last name shall be worn with Class A and B uniforms.
2. Alternatively the officer's first initial and last name or first and last name may be embroidered directly onto the shirt in 3/8" lettering above the right breast pocket flap. The name tag or embroidery will be silver or gold depending upon rank.
3. The name shall be worn on the outermost garment, clearly visible at all times affixed to the uniform shirt and dress jacket centered above the right breast pocket.

Departmental Shoulder Patches

1. Full size official Rocklin Police Department patches shall be worn on all classes of uniform shirts.

2. The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. They shall be centered on the sleeve crease, ¾ inches below the head sleeve seam.

Uniform Service Stripe

1. The service stripe(s) shall be 2 inches long by 3/8 inches wide. The center shall be royal blue, bordered by gold on a black felt backing. The backing shall have a mitered border. The service stripe(s) shall be attached on the left sleeve at a 45-degree angle, at a point ¾ of an inch above the end of the cuff and in front of the center press crease of the sleeve, in block form, e.g., two (2) or three (3) stripes or more shall be attached in unit, as opposed to each stripe being attached singularly.
2. The service stripe(s) shall be worn on the left sleeve of the long-sleeved shirt, the duty jacket, and the dress jacket, if applicable.
3. One strip may be worn for each four (4) years of service as a sworn California Peace Officer. Officers are authorized to display their next earned strip six (6) months prior to their law enforcement anniversary date.

Rain Gear - Rain gear, generally black and yellow reversible, shall have the department issued metal badge affixed to the front.

Optional Uniform Cap - Baseball type, department issued. The cap is part of the department's official uniform and shall be worn in an official capacity only.

Optional cold-weather Uniform Cap – Fur Troopers Style cap, black in color with nylon or leather and a department issued, rank appropriate, hat badge (metal) affixed to the front.

Sunglasses - Dark blue or black non-mirrored sunglasses can be used during daylight hours by officers, at their own discretion, for sun and U.V. protection.

Sam Browne Duty Belt - The Sam Browne shall be manufactured of high quality leather, 2 ¼ inches wide, with basket-weave pattern or of black nylon. All visible hardware affixed to, or suspended from, or otherwise attached to the belt, shall be silver or gold depending upon rank or black. The use and color of snaps or Velcro closers shall also be standardized on each individual officer's duty belt All additional equipment on the Sam Brown shall be carried in black basket-weave holders.

Optional Nylon Duty Belt – The black nylon belt shall be manufactured of nylon, 2 ¼ inches wide. All visible hardware shall be black in color or Velcro. The use and color of snaps or Velcro closers shall also be standardized. All additional equipment on the nylon belt shall be carried in black nylon holders.

Optional Duty Belt Equipment – Knife or multipurpose tool, auto rescue tool, mini flashlight, extra handcuffs.

Optional Impact Weapons – The following weapons may be carried with the approval and certification by the Department's Impact Weapons Supervisory Instructor: Ywara stick (may carry in addition to primary impact weapon), wooden baton, double corded baton.

CLASS "A" FOR SUPERVISORS WILL CONSIST OF THE FOLLOWING:

1. Dress Jacket (Class A) The dress jacket for Sergeant and above shall be of the Eisenhower type, navy blue in color with gold "P" buttons on the pockets, epaulets and waist adjustment tabs, detailed in accordance with specifications set forth by the California Highway Patrol dress jacket. Department shoulder patches, rank insignias, and service stripes shall be affixed in the designated places.
2. Badge and nameplate shall be worn on the dress jacket at all times when the jacket is worn. For the rank of Lieutenant and above, dress jackets shall have a ½ inch gold stripe on each sleeve, three (3) inches above the cuff and gold buttons on the pockets, epaulets, and waist adjustment tab. Long-sleeved shirt with tie, tie bar, or city service award pin, and shoulder patches. For Sergeants the gold stripe on each sleeve is not applicable.
3. Long-sleeved shirt with badge, nameplate (or embroidery), required accessories, tie, tie bar or city of service award pin, and shoulder patches may be worn in lieu of the jacket at the direction the Chief of Police.
4. Regulation trousers and belt.
5. Regulation footwear highly polished.
6. Leather duty belt with holster, handcuff case, and magazine holder.
7. Visor hat, having black plastic high-gloss visor, 45 degree angle, being two inches long. Open basket-weave or smooth summer style headband. Cover shall be navy blue fabric, with a round crown, a stiff wire grommet, and gold or silver colored "P" buttons depending on rank. A Rank appropriate cap badge is to be affixed to all Class A style hats. For Sergeant and above, the chin strap shall be gold in color. For Captain's and above, rank appropriate oak leafs shall be embroidered on the visor.

CLASS "A" FOR OFFICERS WILL CONSIST OF THE FOLLOWING:

1. Same as for Sergeant and above except no Eisenhower style jacket is required.
2. The above gold colored items shall be replaced with silver.

CLASS "B" FOR OFFICERS WILL CONSIST OF THE FOLLOWING:

1. Long or short sleeved shirt with badge, nameplate (or embroidery) and shoulder patches.
2. Name plate

   The officer's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap in lieu of the required name plate. The embroidery will be silver or gold depending upon rank.
3. Regulation trousers and belt.
4. Regulation footwear.
5. Fully equipped Sam Browne or nylon duty belt.
6. Pants belt, leather basket weave or nylon if applicable.
7. A crew neck type white or black tee shirt shall be worn under the uniform shirt.
8. A mock turtleneck, black in color, may be worn with the long-sleeved shirt in lieu of a tee shirt during cold weather. Optionally, "RPD" may be embroidered on the collar in silver or gold depending upon rank.
9. Wearing the jacket is optional, as needed.

CLASS "C" FOR OFFICERS WILL CONSIST OF THE FOLLOWING:

1. Black uniform BDU style uniform shirt (long or short sleeve), trousers or shorts, plain pocket shirt. (Example: 5.11 Tactical Gear TDU or equivalent). Highly colorfast material with Cloth badge, rank appropriate.

2. Approved 1 X 1 ¼" American flag patch. The flag patch shall be centered and placed ¾" above the embroidered officer's name.
3. The officer's first initial and last name or first and last name may be embroidered directly onto the shirt in 3/8" lettering above the right breast pocket flap in lieu of the required name plate. The embroidery will be silver or gold depending upon rank. The name may also be embroidered in 3/8" lettering on a separate cloth name tape of identical shirt color, no more then 1" in width and sewn to the shirt above the right breast pocket flap.
4. Regulation footwear.
5. Fully equipped Sam Browne duty belt or nylon belt.
6. Black pants belt.
7. A crew neck type black tee-shirt.

8. A mock turtleneck, black in color may be worn in lieu of a tee shirt. Optionally, "RPD" may be embroidered on the collar in silver or gold depending upon rank.
9. Wearing of jacket is optional, as needed.
10. No blousing of pants with BDU uniform.
11. Specialty pins and single highest departmental awards may be embroidered in ¼" lettering, color to match embroidered name.

A223.4 SWORN OFFICER INSIGNIA OF RANK

CHIEF OF POLICE

1. The insignia for the Chief of Police shall be four (4) gold stars.
2. Shirt: Four (4) gold stars shall be worn on each side of the shirt collar.
3. Dress Jacket: Four (4) gold stars shall be worn on each shoulder of the jacket. The stars will be evenly spaced between the shoulder strap button and sleeve seam. The stars shall be centered between the front and rear edge of the strap.
4. Duty Jacket: Four (4) gold stars shall be worn on each shoulder of the duty jacket other then the light weight jacket.

POLICE CAPTAIN

1. The insignia for the rank of Captain shall be two (2) connected gold bars.
2. Shirt: Two (2) connected gold bars shall be worn on each side of the shirt collar. The front edge of the front bar shall be ¼ inch from the parallel with the front edge of the collar. The bars shall be centered between the top and bottom edge of the collar.
3. Dress Jacket Two (2) connected gold bars shall be worn on each shoulder of the jacket. They shall be worn in the center of the cross-stitching of each shoulder strap of the jacket.
4. Duty Jacket Two (2) connected gold bars shall be worn on each shoulder of the jacket, placed so that the edge of outer bar is ¾ inch from the sleeve seam and parallel with it.

POLICE LIEUTENANT

1. The insignia for rank of Lieutenant shall be one (1) gold bar.
2. Shirt: One (1) gold bar shall be worn on each side of the shirt collar and on the shoulder of the duty jacket.
3. Dress Jacket: One (1) gold bar shall be worn on each shoulder of the jacket.
4. Dress and Duty Jackets: The bar shall be positioned according to specifications for the Captain's insignia.

POLICE SERGEANT

1. The insignia for the rank of Sergeant shall be cloth Sergeant chevrons, three inverted V-bars.
2. The chevrons shall be royal blue inverted V-bars, bordered by gold on a black backing and shall have mitered edges.
3. Sergeant chevrons shall be of single unit construction and worn on the right and left sleeves of the long or short sleeved shirts. Sergeant chevrons shall be worn on both sleeves of the duty jacket and the dress jacket.

POLICE CORPORAL

1. The insignia for the Corporal shall be cloth Corporal chevrons, two inverted V-bars.
2. The chevrons shall be royal blue inverted V-bars, bordered by gold on a black backing and shall have mitered edges.
3. Corporal chevrons shall be of single unit construction and worn on the right and left sleeves of the long or short sleeved shirts. Corporal chevrons shall be worn on both sleeves of the duty jacket and the dress jacket.

FIELD TRAINING OFFICER OR POLICE TRAINING OFFICER

1. The insignia for FTO's shall be a pin bearing the letters "FTO" or "PTO".
2. The "FTO" or "PTO" pin shall be silver in color.
3. The "FTO" or "PTO" pin may be worn above the nameplate or embroidered on the uniform shirt, dress jacket or duty jacket above the name.
4. If a city service pin is worn, it shall be worn above the "FTO" pin.

A223.5 SWORN OFFICER ASSIGNMENT UNIFORM

MOTORCYCLE OFFICERS

Helmet – White in color with high-rise black, black patented leather visor and a traffic insignia affixed to the front, equipped with radio interface equipment and a gold or silver chin strap according to rank.

Breeches - Current LAPD blue specification uniform breeches and shall have the optional sap pockets below both rear pockets, with a reinforced seat area.

Optional Pants - Warm weather pants similar to "511 Taclite Pro" or equivalent, dark navy in color.

Service Riding Boot - High-top, black, laced (Bates or Dehner's brand).

Optional Jacket - Black leather, silver or gold snaps according to rank, badge holder on the left breast, belt holders on the bottom of the jacket. A similar constructed jacket may be used if approved by the Operations Commander. Authorized department patches shall be worn on both shoulders. No nameplate, pins, or other items shall be worn on the leather jacket.

Traffic Insignia patch - The standard wheel with wings insignia pin, gold, may be worn on both sleeves centered ½" below the Department patch.

Traffic Insignia Pin - A motor officer may wear the standard wheel with wings insignia pin which will be worn centered ¼" above the nameplate. The pin is silver for officers and gold for Sergeants.

Riding Gloves – Plain black or tan leather riding gloves shall be worn while operating a police motorcycle. No mesh or fingerless gloves shall be worn. In winter, plain gauntlet style gloves are authorized.

Optional Undershirt - A black "turtleneck" or "mock" turtleneck may be worn under the long-sleeved shirt. Optionally, "RPD" may be embroidered on the collar in silver or gold depending upon rank.

Optional Jumpsuit - (Special assignment motorcycle officer only) Navy blue CHP style.

OFF ROAD MOTORCYCLE OFFICER

Officers assigned to off-road enforcement activities wear the class "C" BDU uniform.

Helmet – White with high-rise black, black patented leather visor and a traffic insignia affixed to the front, equipped with radio interface equipment. Gold or silver chin strap according to rank attached.

Riding Gloves – Plain black or tan riding gloves shall be worn while operating a police motorcycle.

CANINE OFFICER

Canine officers are authorized to wear the class "C' uniform, day or night.

K9 insignia - A K9 pin (silver) or K9 (embroidered ½" silver) should be worn, centered above the officer's name.

BICYCLE PATROL OFFICER

Bicycle Officer Uniforms shall be approved by the Division Commander but may consist of a modification of the Special Duty uniform and shall include an approved bicycle safety helmet.

Footwear - Athletic/Oxford style, all black leather, no logos, and insignias, contrasting stripes, etc or as approved by the Division Commander.

SWAT OFFICER

SWAT uniforms may very depending on the mission. SWAT uniforms will be approved by the Operations Division Commander as needed.

A223.6 SWORN OFFICER SPECIAL ASSIGNMENT UNIFORM

Shirt - Polo style shirt (color as approved/ required by the Chief of Police). Cloth Badge shall be sewn on the shirt over the left breast in a position as close as possible to the traditional location where a metal badge would be worn.

NAME- The first initial and last name or first and last name will be embroidered in 3/8" lettering above the right breast pocket flap area or as close to a traditional location as possible. The embroidery will be a contrasting with the shirts color, as approved by the Division Commander.

Pants – Uniform specification consistent with class "B" or "C" depending on the hours of assignment, as directed by the Division Commander

Shorts - Shorts may be worn for special events and in circumstances where they may reduce overheating danger to officers. Shorts worn will be consistent with class "B" or "C" depending on the hours of assignment.

Footwear - Athletic/Oxford style, all black leather, no logos, insignia, contrasting stripes, etc.

Socks - Plain white, crew style when shorts are worn.

Departmental Shoulder Patches - The shirt may have Department shoulder patches as described in previous sections, depending on the application or assignment, as directed by the Division Commander.

Rank Insignias - Rank insignias for corporals and sergeants shall be embroidered or pierced chevrons, gold or black, worn on both sides of the shirts collar as approved by the Division Commander. Rank insignias for Lieutenant and Captains shall be embroidered or pierced bars, gold or black, worn on both sides of the shirts collar as approved by the Division Commander

Special Lettering - The word "POLICE" may be printed on the back of the shirt in approximately 6 inches by 18 inches in size, centered between the shoulder blades on the shirt, in a contrasting color.

A223.7 SWORN OFFICER SPECIAL EVENT UNIFORM

Shirt - Polo style shirt, yellow. Cloth Badge shall be sewn on the shirt over the left breast in a position as close as possible to the traditional location where a metal badge would be worn.

NAME- The first initial and last name or first and last name will be embroidered in 3/8" lettering above the right breast pocket flap area or as close to a traditional location as possible. The embroidery will be a black or as approved by the Division Commander.

Pants – Uniform specification consistent with class "B" or "C" depending on the hours of assignment or as directed by the Division Commander

Shorts - Shorts may be worn for special events and in circumstances where they may reduce overheating danger to officers. Shorts worn will be consistent with class "B" or "C" depending on the hours of assignment.

Footwear - Athletic/Oxford style, all black leather, no logos, insignia, contrasting stripes, etc.

Socks - Plain white, crew style when shorts are worn.

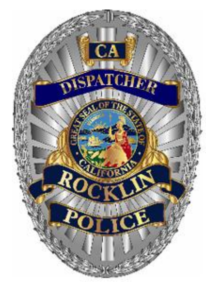
Departmental Shoulder Patches - The shirt may have Department shoulder patches as described in previous sections, depending on the application or assignment, as directed by the Division Commander.

Rank Insignias - Rank insignias for corporals and sergeants shall be embroidered or pierced chevrons, gold or black, worn on both sides of the shirts collar as approved by the Division Commander. Rank insignias for Lieutenant and Captains shall be embroidered or pierced bars, gold or black, worn on both sides of the shirts collar as approved by the Division Commander

Special Lettering - The word “POLICE” shall be printed on the back of the shirt in approximately 6 inches by 18 inches in size, centered between the shoulder blades on the shirt, in a black.

A223.8 NONSWORN OFFICE MEMBERS UNIFORM

BADGE



1. The badge shall be a silver shield. The badge number shall be placed above the title rocker. The word “ROCKLIN” shall appear in a rocker below the unit identifier rocker and the California State seal. The word “POLICE” will appear in an inverted rocker at the bottom of the badge.

2. The badge shall be worn on the outermost garment, attached to the uniform in the provided eyelets or holder on the left breast area (except on the optional polo shirt), clearly visible at all times.

Uniform Pants - Trouser meeting current LAPD Uniform Specification, dark blue (LAPD Blue) or equivalent.

Optional Uniform Skirt - Female members may wear a LAPD blue skirt. The skirt is an optional article of the uniform for female members.

Uniform Shirt - Light blue LAPD style or equivalent.

Name - Nameplates specified for other uniformed personnel shall be worn on the outer garment.

Alternatively, the employee’s first initial and last name or first and last name may be embroidered in 1/8” lettering above the right breast pocket flap. The embroidery will be navy blue.

Optional Polo Shirt - City of Rocklin Polo-style, blue, long or short sleeve Polyester/ Rayon with the City of Rocklin Seal. The type and style of the polo will be approved by the Chief of Police.

The employee’s first initial and last name or first and last name will be embroidered in 3/8” lettering on the right front side, centered with the seal. The employee’s unit name will be embroidered under the City seal in silver embroidery.

Sweater - Navy blue, five (5) button cardigan sweaters with one pocket on each side of the front opening at waist level. Alternate sweaters or outwear may be approved by the Division Commander.

Departmental Shoulder Patches

Full size official Rocklin Police Department patches shall be worn on all classes of uniform shirts.

The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. They shall be centered on the sleeve crease, ¾ inches below the head sleeve seam.

Belt - Black leather, basket-weave with silver colored buckle, single tongue, 1½ or 1¾ inches in width.

Footwear

1. Boots shall be black leather, plain, round-toed high-top, receptive to maintaining a high-gloss shine, worn with black socks.
2. Shoes shall be black leather, plain, round-toed center lace-style, receptive to maintaining a high-gloss shine, worn with black socks.

Uniform Necktie - The tie shall be black in color, of plain cloth material, pre-tied and equipped with a clip-on breakaway device.

Tie Bar - Either a silver color tie bar or the City service award pin, described in City Personnel Rules, shall be utilized. The tie bar or City service award pin shall be worn centered on the tie, positioned in a horizontal line with two breast pocket flap buttons, secure to the shirt front.

Uniform Service Stripe

1. The service stripe(s) shall be 2 inches long by 3/8 inches wide. The center shall be royal blue, bordered by gold on a black felt backing. The backing shall have a mitered border. The service stripe(s) shall be attached on the left sleeve at a 45-degree angle, at a point ¾ of an inch above the end of the cuff and in front of the center press crease of the sleeve, in block form, e.g., two (2) or three (3) stripes or more shall be attached in unit, as opposed to each stripe being attached singularly.
2. The service stripe(s) shall be worn on the left sleeve of the long-sleeved shirt, the duty jacket, and the dress jacket, if applicable.
3. One strip may be worn for each four (4) years of service as an employee of a California law enforcement agency. Employees are authorized to display their next earned strip six (6) months prior to their employment anniversary date.

INSIGNIA OF RANK

Records/Communications Manager - Two collar pins bearing the letters “MGR” in gold may be worn. The word Manager may be embroidered in 3/8” embroidery over the city seal of the optional polo style shirt.

Senior Dispatcher/Records Clerk - Two collar pins bearing the word “SENIOR” in silver may be worn. The words Senior Dispatcher Senior Records Clerk may be embroidered in 3/8” embroidery over the city seal of the optional polo style shirt.

NON-SWORN CLASS “A” WILL CONSIST OF THE FOLLOWING:

1. Long-sleeved shirt with badge, nameplate (or embroidery), required accessories, tie, tie bar or city of service award pin, and shoulder patches.
2. Regulation trousers and belt.
3. Regulation footwear highly polished.

NON-SWORN CLASS “B” WILL CONSIST OF THE FOLLOWING:

1. Long or short sleeved shirt with badge, nameplate (or embroidery) and shoulder patches.
2. Name plate. The officer’s first initial and last name or first and last name may be embroidered in 3/8” lettering above the right breast pocket flap in lieu of the required name plate. The embroidery will be silver or gold depending upon rank.
3. Regulation trousers and belt.
4. Regulation footwear.
5. Pants belt, leather basket weave or nylon if applicable.
6. A crew neck type white or black tee shirt shall be worn under the uniform shirt.
7. A mock turtleneck, black in color, may be worn with the long-sleeved shirt in lieu of a tee shirt during cold weather. Optionally, “RPD” may be embroidered on the collar in silver or gold depending upon rank.

A223.9 FIELD CSO/ ANIMAL CONTROL OFFICER

BADGE

1. The badge shall be a silver shield. The badge number shall be placed above the title rocker. The word “ROCKLIN” shall appear in a rocker below the unit identifier rocker and the California State seal. The word “POLICE” will appear in an inverted rocker at the bottom of the badge.

2. The badge shall be worn on the outermost garment clearly visible at all times. The badge shall be attached to the uniform in the provided eyelets or holder on the left breast area.

Uniform Pants - Trouser meeting current LAPD Uniform Specification, dark blue (LAPD Blue) or equivalent

Alternate uniform pants - Black uniform BDU style uniform pants (Example: 5.11 Tactical Gear TDU or equivalent, highly colorfast material).

Shorts – same as Officers class “B’ or “C”.

Uniform Shirt - Light Blue, Polyester / Rayon or equivalent. A crew neck type white or black tee shirt shall be worn under the uniform shirt. A mock turtleneck, black in color, may be worn with the long-sleeved shirt in lieu of a tee shirt during cold weather. Optionally, “RPD” may be embroidered in silver on the collar.

The employee’s first initial and last name or first and last name may be embroidered in 3/8” lettering above the right breast pocket flap. The name tag or embroidery will be navy blue.

Departmental Shoulder Patches

1. Full size official Rocklin Police Department patches shall be worn on all classes of uniform shirts.
2. The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. They shall be centered on the sleeve crease, ¾ inches below the head sleeve seam.

Belt - Black basket-weave leather 1½ inch belt with silver metal buckle.

Optional Sam Browne Duty Belt - The Sam Browne shall be manufactured of high quality leather, 2 ¼ inches wide, with basket-weave pattern. All visible hardware affixed to, or suspended from, or otherwise attached to the belt, shall be silver or black. The use and color of snaps or Velcro closers shall be standardized. All additional equipment on the Sam Brown shall be carried in black basket-weave holders.

Optional Nylon Duty Belt – The black nylon belt shall be manufactured of nylon, 2 ¼ inches wide. All visible hardware shall be black in color or Velcro. The use and color of snaps or Velcro closers shall be standardized. All additional equipment on the nylon belt shall be carried in black nylon holders.

Optional Duty Belt Equipment – Knife or multipurpose tool and a mini flashlight.

Footwear

1. Boots shall be black leather, plain, round-toed high-top, receptive to maintaining a high-gloss shine.
2. Shoes shall be black leather, plain, round-toed center lace-style, receptive to maintaining a high-gloss shine, worn with black socks.

Uniform Necktie - The tie shall be black in color, of plain cloth material, pre-tied and shall be equipped with a clip-on breakaway device.

Tie Bar - Either a silver color tie bar or the City service award pin, described in City Personnel Rules, shall be utilized. The tie bar or City service award pin shall be worn centered on the tie, positioned in a horizontal line with two breast pocket flap buttons, secure to the shirt front.

Nameplate - silver-colored metal with black lettering, size 3/8 inch by 2½ inches, with first initial and last name or first and last name. shall be worn with Class A and B uniforms.

Alternately the employee's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap. The embroidery will be navy blue.

The nameplate shall be worn on outermost garment, clearly visible at all times affixed to the uniform shirt and dress jacket centered above the right breast pocket.

Uniform Duty Jacket - Ultra type (LAPD style) foul weather, black in color, waist length, and removable fur collar (optional). The optional duty jacket may be purchased in lieu of this style.

Optional Duty Jacket - Convertible style jacket, black in color, removable liner, waist length, removable fur collar (optional).

Optional Light Weight Duty Jacket - A lightweight, black windbreaker type jacket may be worn at the option of the individual employee, at his or her cost.

Raincoat – Black and yellow in color reinforced water-proof material, with the Departments metal badge affixed to the front.

Departmental Shoulder Patches

1. Full size official Rocklin Police patches.
2. The design shall be as approved by the Chief of Police.
3. The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. It shall be centered on the sleeve crease, ¾ inches below the head sleeve seam.

NON-SWORN CLASS "A" WILL CONSIT OF THE FOLLOWING:

1. Long-sleeved shirt with badge, nameplate (or embroidery), required accessories, tie, tie bar or city of service award pin, and shoulder patches.
2. Regulation trousers and belt.
3. Regulation footwear highly polished.

CLASS "B" FOR CSO/ACO WILL CONSIST OF THE FOLLOWING:

1. Long or short sleeved shirt with badge, nameplate (or embroidery) and shoulder patches.
2. Name plate. The officer's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap in lieu of the required name plate. The embroidery will be silver or gold depending upon rank.

3. Regulation trousers and belt.
4. Regulation footwear.
5. Pants belt, leather basket weave or nylon if applicable.
6. A crew neck type white or black tee shirt shall be worn under the uniform shirt.
7. A mock turtleneck, black in color, may be worn with the long-sleeved shirt in lieu of a tee shirt during cold weather. Optionally, “RPD” may be embroidered on the collar in silver or gold depending upon rank.

A223.10 CODE ENFORCEMENT OFFICER

BADGE

1. The badge shall be a silver shield. The badge number shall be placed above the title rocker. The word “CODE ENFORCEMENT” shall be inscribed in gold on the title rocker. The word “ROCKLIN” shall appear on a rocker below the title identifier rocker and the California State seal. The word “POLICE” will appear in an inverted rocker at the bottom of the badge.

2. The badge shall be worn on the outermost garment clearly visible at all times. The badge shall be attached to the uniform in the provided eyelets or holder on the left breast area.

Uniform Pants - Trouser meeting current LAPD Uniform Specification, dark blue (LAPD Blue) or equivalent

Alternate uniform pants - Black uniform BDU style uniform pants (Example: 5.11 Tactical Gear TDU or equivalent, highly colorfast material).

Shorts – same as Officers class “B’ or “C”.

Uniform Shirt - Light Gray, Polyester / Rayon or equivalent.

The employee’s first initial and last name or first and last name may be embroidered in 3/8” lettering above the right breast pocket flap. The name tag or embroidery will be navy blue.

Departmental Shoulder Patches

1. Full size official Rocklin Police Department patches shall be worn on all classes of uniform shirts.

2. The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. They shall be centered on the sleeve crease, ¾ inches below the head sleeve seam.

Belt - Black basket-weave leather 1½ inch belt with silver metal buckle.

Optional Sam Browne Duty Belt - The Sam Browne shall be manufactured of high quality leather, 2 ¼ inches wide, with basket-weave pattern. All visible hardware affixed to, or suspended from, or otherwise attached to the belt, shall be silver or black. The use and color of snaps or Velcro closers shall be standardized. All additional equipment on the Sam Brown shall be carried in black basket-weave holders.

Optional Nylon Duty Belt – The black nylon belt shall be manufactured of nylon, 2 ¼ inches wide. All visible hardware shall be black in color or Velcro. The use and color of snaps or Velcro closers shall be standardized. All additional equipment on the nylon belt shall be carried in black nylon holders.

Optional Duty Belt Equipment – Knife or multipurpose tool and a mini flashlight.

Footwear

1. Boots shall be black leather, plain, round-toed high-top, receptive to maintaining a high-gloss shine.
2. Shoes shall be black leather, plain, round-toed center lace-style, receptive to maintaining a high-gloss shine, worn with black socks.

Uniform Necktie - The tie shall be black in color, of plain cloth material, pre-tied and shall be equipped with a clip-on breakaway device.

Tie Bar - A silver color tie bar or the City service award pin, described in City Personnel Rules, shall be utilized. The tie bar or City service award pin shall be worn centered on the tie, positioned in a horizontal line with two breast pocket flap buttons, secure to the shirt front.

Nameplate - silver-colored metal with navy blue lettering, size 3/8 inch by 2½ inches, with first initial and last name or first and last name shall be worn with Class A and B uniforms.

Alternately the employee's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap. The embroidery will be navy blue.

The nameplate shall be worn on outermost garment, clearly visible at all times affixed to the uniform shirt and dress jacket centered above the right breast pocket.,

Uniform Duty Jacket - Ultra type (LAPD style) foul weather, black in color, waist length, and removable fur collar (optional). The optional duty jacket may be purchased in lieu of this style.

Optional Duty Jacket - Convertible style jacket, black in color, removable liner, waist length, removable fur collar (optional).

Optional Light Weight Duty Jacket - A lightweight, black windbreaker type jacket may be worn at the option of the individual employee, at his or her cost.

Raincoat – Black and yellow in color reinforced water-proof material, with the Departments metal badge affixed to the front.

Departmental Shoulder Patches

1. Full size official Rocklin Police patches.
2. The design shall be as approved by the Chief of Police.
3. The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. It shall be centered on the sleeve crease, ¾ inches below the head sleeve seam.

NON-SWORN CLASS "A" WILL CONSIST OF THE FOLLOWING:

1. Long-sleeved shirt with badge, nameplate (or embroidery), required accessories, tie, tie bar or city of service award pin, and shoulder patches.
2. Regulation trousers and belt.
3. Regulation footwear highly polished.

CLASS "B" FOR CODE ENFORCEMENT OFFICER WILL CONSIST OF THE FOLLOWING:

1. Long or short sleeved shirt with badge, nameplate (or embroidery) and shoulder patches.
2. Name plate. The officer's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap in lieu of the required name plate. The embroidery will be silver or gold depending upon rank.
3. Regulation trousers and belt.
4. Regulation footwear.
5. Pants belt, leather basket weave or nylon if applicable.
6. A crew neck type white or black tee shirt shall be worn under the uniform shirt.
7. A mock turtleneck, black in color, may be worn with the long-sleeved shirt in lieu of a tee shirt during cold weather. Optionally, "RPD" may be embroidered on the collar in silver or gold depending upon rank.

A223.11 POLICE CHAPLIN UNIFORM

BADGE

1. The badge shall be a silver shield. The badge number shall be placed above the rocker identifying "Chaplin". The word "ROCKLIN" shall appear in a rocker below the unit identifier rocker and the California State seal. The word "POLICE" will appear in an inverted rocker at the bottom of the badge.
2. The badge shall be worn on the outermost garment, attached to the uniform in the provided eyelets or holder on the left breast area (except on the optional polo shirt), clearly visible at all times.

Uniform Pants – Black uniform style trousers.

Uniform Shirt – Black uniform style shirt, short or long sleeve.

Name - Nameplates specified for other uniformed personnel shall be worn on the outer garment. Alternatively, the employee's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap. The embroidery will be gold.

Optional Polo Shirt - City of Rocklin Polo-style, blue, long or short sleeve Polyester/ Rayon with the City of Rocklin Seal. The type and style of the polo will be approved by the Chief of Police. The employee's first initial and last name or first and last name will be embroidered in 3/8" lettering on the right front side, centered with the seal. The employee's unit name will be embroidered under the City seal in silver embroidery.

Sweater - Navy blue, five (5) button cardigan sweaters with one pocket on each side of the front opening at waist level. Alternate sweaters or outwear may be approved by the Division Commander.

Departmental Shoulder Patches

1. Full size official Rocklin Police Department patches shall be worn on all classes of uniform shirts.

2. The patch shall be worn on both right and left sleeves of the uniform shirt and jacket. They shall be centered on the sleeve crease, ¾ inches below the head sleeve seam. A blue and yellow rocker stating "Volunteer" shall be affixed over the top of each shoulder patch.

Belt - Black leather, basket-weave with silver colored buckle, single tongue, 1½ or 1¾ inches in width.

Footwear

1. Boots shall be black leather, plain, round-toed high-top, receptive to maintaining a high-gloss shine, worn with black socks.
2. Shoes shall be black leather, plain, round-toed center lace-style, receptive to maintaining a high-gloss shine, worn with black socks.

Uniform Necktie - The tie (optional) shall be black in color, of plain cloth material, pre-tied and equipped with a clip-on breakaway device.

Tie Bar – A gold tie bar shall be utilized and shall be worn centered on the tie, positioned in a horizontal line with two breast pocket flap buttons, secure to the shirt front.

INSIGNIA OF RANK

Police Chaplin – Two, gold cross, collar pins shall be worn.

A223.12 POLICE VOLUNTEER UNIFORM

BADGE

1. The badge shall be a silver shield. The word "VOLUNTEER" shall appear in a rocker above the City of Rocklin and the California State seal. The letters "CA" will appear on a rocker at the bottom of the badge.

2. The badge shall be worn on the outermost garment clearly

visible at all times. The badge shall be attached to the uniform in the provided eyelets or holder on the left breast area.

CLASS B UNIFORM WILL CONSIST OF THE FOLLOWING:

1. Long or short sleeved white button down uniform style shirt (as approved by the Chief of Police).
2. Official Rocklin Police" Volunteer Badge", silver in color with blue lettering and a raised face.
3. Official Rocklin Police patches affixed to both shoulders with "Volunteer" rockers placed above each.
4. Nameplate, silver-colored metal with black lettering, size 3/8 inch by 2½ inches, with first initial and last name or first and last name.
5.
6. Alternately the employee's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap. The embroidery will be black.
7. The nameplate shall be worn on outermost garment, clearly visible at all times affixed to the uniform shirt and dress jacket centered above the right breast pocket.,
8. Black uniform pants or slacks.
9. Black basket weave trouser belt, as specified in officer's specifications.
10. Black shoes or boots receptive to maintaining a high-gloss shine.
11. Black clip on tie (optional) same as officer's specification.
12. White or black crew-neck undershirt.
13. Department issued baseball style cap, as needed.

CLASS C UNIFORM WILL CONSIST OF THE FOLLOWING:

1. White Polo Shirt (as approved by the Chief of Police).
2. Official Rocklin Police patches affixed to both shoulders with "Volunteer" rockers placed above each.
3. Black uniform pants or slacks.
4. Black long shorts similar to officer's specification during summer months if desired. Solid black athletic shoes with white socks are to be worn with shorts.
5. Department issued baseball style cap, as needed

Jacket - Volunteers may wear a yellow windbreaker with an optional light-weight lining inside. Jackets must have official Rocklin Police patches and "Volunteer" rocker patches affixed above each.

Rain Gear - Yellow jacket with hood; yellow pants.

A223.13 CADET (EXPLORER) UNIFORM

CLASS A UNIFORM WILL CONSIST OF THE FOLLOWING:

1. Light blue uniform shirt, long sleeves with official patches and cadet rockers affixed above each.
2. Official Rocklin Police Cadet Badge.
3. Nameplate, silver with first initial and full last name, specs same as officer.

   Alternately the employee's first initial and last name or first and last name may be embroidered in 3/8" lettering above the right breast pocket flap. The embroidery will be navy blue.

   The nameplate shall be worn on outermost garment, clearly visible at all times affixed to the uniform shirt and dress jacket centered above the right breast pocket.

4. LAPD blue uniform pants
5. Navy blue clip on tie.
6. Black basket weave trouser belt, same specs as officer.
7. Black shoes or boots receptive to maintaining a high-gloss shine.
8. ¼" scale silver insignia pins as authorized by Cadet Coordinator.

CLASS B UNIFORM WILL CONSIST OF THE FOLLOWING:

Same as above, with optional short sleeved shirt, no tie.

Winter Jacket - Any brand, "Recruit" style navy blue nylon jacket (heavy or lightweight) with no badge, rank insignia, or patches on the jacket.

CLASS C UNIFORM WILL CONSIST OF THE FOLLOWING:

1. Gray polo shirt with "Rocklin Police Cadet" embroidered in 3/8" lettering over the left breast and last name, first initial embroidered in 3/8" lettering on the right breast, both in a traditional location, in black.
2. Black BDU pants, not bloused, as described in Officer specs.
3. Black shoes or boots receptive to maintaining a high-gloss shine.
4. Black basket weave dress belt with a sliver buckle, as described in the officer's specification.
5. Winter Jacket - Any brand, "Recruit" style navy blue nylon jacket (heavy or lightweight) with no badge, rank insignia, or patches on the jacket.

A223.14 ENACTED

Enacted: December 1, 2007
Revised: February 5, 2008
Revised: June 1, 2008
Revised: January 21, 2008
Revised: June 1, 2009
Revised: January 1, 2010

A225 Department Commendations

A225.1 PURPOSE AND SCOPE

This procedure establishes guidelines for commending employees who exemplify the Mission, Vision and Values of the Rocklin Police Department.

A225.11 ACCREDITATION STANDARDS

This section pertains to the following CALEA Standards: 17.5.2, 22.2.7, 41.3.4

A225.12 PROCEDURE

The Rocklin Police Department should recognize heroic action, meritorious service and significant achievements under the provisions of this order. Members of this Department are encouraged to report to the Chief of Police, through the chain of command, all note-worthy acts involving sworn and non-sworn employees, of this or other department/agencies, as well as private citizens.

A225.2 DEPARTMENT AWARDS

CLASSIFICATION OF MEDALS AND RIBBONS

MEDAL OF VALOR - GOLD

A. Description

1) The Rocklin Police Department Medal of Valor – Gold, consists of a medal with a gold, white, gold neck ribbon. The medal is a round gold-filled medallion overlaid on a six-point star burst design with the State of California seal in the center. The words "MEDAL OF VALOR" are superimposed in blue lettering on two gold ribbons centered across the top. The words "ROCKLIN POLICE" are superimposed on the medallion in blue, around the state seal.

A certificate and a gold-trimmed yellow, white and yellow ribbon bar with a centered gold "V" letter are presented with the medal. An individual name placard will be included on a perpetual plaque located in the police facility.

B. Eligibility

1) The Rocklin Police Department Medal of Valor - Gold is the highest award presented by the Department and shall be awarded to members of the Department who, while serving in an official capacity, distinguish themselves conspicuously by heroic action above and beyond the call of duty. Each recommendation for the Medal of Valor - Gold is based upon the following criteria:

a) The situation was extremely hazardous.
b) A strong possibility existed at the time the employee acted that they had full knowledge the action could have resulted in serious injury or death.

c) The act showed professional judgment and did not jeopardize the mission.
d) Failure to act would not justify censure.
e) The employee did not use poor judgment or procedures thus creating the necessity for their actions.
f) The fact that the employee performed with valor shall not in itself merit the award for valor.

MEDAL OF VALOR - SILVER

A. Description

1) The Rocklin Police Department Medal of Valor – Silver, consists of a medal with a silver, white, silver neck ribbon. The medal is a round silver-filled medallion overlaid on a six-point star burst design with the State of California seal in the center. The words "MEDAL OF VALOR" are superimposed in blue lettering on two silver ribbons centered across the top. The words "ROCKLIN POLICE" are superimposed on the medallion in blue, around the state seal.

A certificate and a silver-trimmed silver, white and silver ribbon bar with a centered silver "V" letter are presented with the medal. An individual name placard will be included on a perpetual plaque located in the police facility.

B. Eligibility

1) The Rocklin Police Department Medal of Valor - Silver is the second highest award presented by the Department and shall be awarded to members of the Department who, while serving in an official capacity, distinguish themselves conspicuously by courageous action in the line of duty to a lesser degree than the Medal of Valor - Gold. Each recommendation for the Medal of Valor - Silver is based upon the following criteria:

a) The situation was hazardous.
b) A strong possibility existed at the time the employee acted that they had full knowledge the action could have resulted in serious injury or death.
c) The act showed professional judgment and did not jeopardize the mission.
d) Failure to act would not justify censure.
e) The employee did not use poor judgment or procedures thus creating the necessity for their actions.
f) The fact that the employee performed courageously shall not in itself merit the award for valor.

MEDAL OF VALOR-BRONZE

A. Description

1) The Rocklin Police Department Medal of Valor – Bronze, consists of a medal with a green, white, green neck ribbon. The medal is a round bronze-filled medallion overlaid on a six-point star burst design with the State of California seal in the center. The words "MEDAL OF VALOR" are superimposed in blue lettering on two bronze ribbons centered across the top. The words "ROCKLIN POLICE" are superimposed on the medallion in blue, around the state seal.

A certificate and a bronze-trimmed green, white and green ribbon bar with a centered bronze "V" letter are presented with the medal. An individual name placard will be included on a perpetual plaque located in the police facility.

B. Eligibility

1) The Rocklin Police Department Medal of Valor is the third highest award presented by the Department and shall be awarded to members of the Department who, while serving in an official capacity, distinguish themselves conspicuously by meritorious conduct. Each recommendation for the Medal of Valor is based upon one of the following criteria:

2) Members of the Department who have distinguished themselves conspicuously by heroic action to a lesser degree than the Medal of Valor - Silver.

a) The situation was hazardous.
b) A possibility existed at the time the employee acted that they had full knowledge the action could have resulted in serious injury or death.
c) The act showed professional judgment and did not jeopardize the mission.
d) Failure to act would not justify censure.
e) The employee did not use poor judgment or procedures thus creating the necessity for their actions.
f) The fact that the employee performed with valor shall not in itself merit the award for distinctive service.

LIFE SAVING EFFORT AWARD

A. Description:

1) The Rocklin Police Department Life Saving Effort Award consists of a medal with a red and white neck ribbon. The medal is a round gold filled medallion overlaid on a wreath with the State of California seal in the center. The words “LIFESAVING AWARD ROCKLIN POLICE” are superimposed in blue lettering around the state seal.

A certificate and a gold-trimmed red and white ribbon bar with a centered gold "+" insignia are presented with the medal. An individual name placard will be included on a perpetual plaque located in the police facility

B. Eligibility

1) The Rocklin Police Department Life Saving Effort Award is presented by the Department and shall be awarded to members of the Department who, while serving in an official capacity, distinguishes themselves conspicuously by performing an extraordinary action in a life saving effort. The act need not involve bravery.

MEDAL OF MERIT (MERITORIOUS SERVICE)

A. Description:

1) The Rocklin Police Department Medal of Merit consists of a medal with a blue, white, blue neck ribbon. The medal is a round gold-filled medallion surrounded by a rope border with the State of California seal in the center. The words "ROCKLIN POLICE” are superimposed in blue lettering on the medallion around the state seal. The words “MERITORIOUS SERVICE” are superimposed on a lower solid blue rocker under the word police.

A certificate and a gold-trimmed blue, white and blue ribbon bar with a centered gold "M" letter are presented with the medal. An individual name placard will be included on a perpetual plaque located in the police facility.

B. Eligibility

1) The Rocklin Police Department Medal of Merit is presented by the Department and shall be awarded to members of the department who, while serving in an official capacity, distinguish themselves by meritorious service. The degree of merit need not be unique; but it must be distinctive.

CERTIFICATE OF COMMENDATION

The Rocklin Police Department Certificate of Commendation is awarded to members of the Department who, while serving in an official capacity and in the best interest of the Department, distinguishes themselves through the accomplishment of an outstanding service.

CERTIFICATE OF APPRECIATION

The Rocklin Police Department Certificate of Appreciation is awarded by the Chief of Police to a private citizens or Department personnel who perform an outstanding act or service which aids the Department in carrying out its Mission, Vision, Values and Objectives.

POLICE RESERVE SERVICE AWARD

A. Description

1) The Rocklin Police Department Reserve Service Award ribbon is awarded for each 10 years of service provided by a reserve officer.

A certificate and a gold-trimmed solid green ribbon bar with a centered gold "10" “20” or “30” are presented. An individual name placard will be included on a perpetual plaque located in the police facility.

B. Eligibility

1) The Rocklin Police Department Reserve Service Award is presented by the Department and shall be awarded to members of the Reserve Police Officer Program for each 10 years of service.

A225.21 NUMBER OF AWARDS

No limitation is placed on the number of medals, plaques and certificates awarded an individual. Only one (1) award will be made for any act, achievement, or period of meritorious service, except for the Medal of Merit, which may be awarded independently or in connection with the same act for which another award has been presented.

Only one (1) basic ribbon is authorized for each three awards of the same medal. Metal inlay stars are added in lieu of additional ribbons of the same medal for each three awarded. All stars are three-sixteenths (3/16) of an inch in diameter, Metal appropriate.

A225.22 DISPLAY OF RIBBON BARS

Department award ribbon bars are to be worn while in class “A”, as follows:

A. A single ribbon is to be worn centered one-eighth (1/8) inch above the top of the name plate on the right side of the shirt or Ike jacket (dependent upon rank).

B. If two (2) or more awards are worn, they will be placed in a row on a ribbon holder and displayed in order of importance from the wearer's left to their right and centered above the name plate.
C. A completed single row of ribbons will consist of three (3) ribbons. Additional ribbons will be centered immediately above the existing position of three (3) initial ribbons, affixed to the appropriate holder, and again, in order of importance from the wearer's left to their right.

A225.3 PLAQUES AND CERTIFICATES

PEACE OFFICER OF THE YEAR

A. Description

1) The Rocklin Police Department Peace Officer of the Year Award consists of:

a) A certificate and an appropriate plaque designating the award recipient.
b) An individual name placard to be included on the perpetual Officer of the Year plaque located in the police facility.
c) A uniquely designed name plate indicating Officer of the Year (i.e. 2008) centered under the name.

B. Eligibility

1) The Rocklin Police Department Officer of the Year Award is presented to the sworn officer of this Department who, during the course of the preceding 12 month period ending November 1st, distinguishes themselves conspicuously as follows:

a) Consistent initiative and job interest.
b) Consistent work performance.
c) Takes responsibility for assigned duties.
d) "Really cares" about the Department.
e) Positive attitude.
f) High degree of dependability.
g) Maintains personality in proper perspective.
h) Provides informal leadership by setting a good example for others.
i) Makes suggestions for improvements instead of complaining.
j) "Unsung hero or heroine."
k) Admits to mistakes and strives to learn from the experience.
l) Pro-active versus reactive.
m) Understands and practices a fair "work ethic."
n) Individual thinks for himself/herself and is not easily led astray by others via rumors gossip.
o) Looks for opportunities to improve the Police Department and communicates positive suggestions.
p) High degree of integrity.
q) High degree of loyalty; and
r) May hold any sworn position within our Department.

PROFESSIONAL STAFF EMPLOYEE OF THE YEAR

A. Description

1) The Rocklin Police Department Professional Staff Employee of the Year Award consists of:

a) A certificate and an appropriate plaque designating the award recipient.
b) An individual name placard to be included on the perpetual Officer of the Year plaque located in the police facility.
c) A uniquely designed name plate indicating Officer of the Year (i.e. 2008) centered under the name.

B. Eligibility

1) The Rocklin Police Department Professional Staff Employee of the Year Award is presented to the Professional Staff Employee of this Department who, during the course of the preceding 12 month period ending November 1st, distinguishes themselves conspicuously as follows:

a) Consistent initiative and job interest.
b) Consistent work performance.
c) Takes responsibility for assigned duties.
d) "Really cares" about the Department.
e) Positive attitude.
f) High degree of dependability.
g) Maintains personality in proper perspective.
h) Provides informal leadership by setting a good example for others.
i) Makes suggestions for improvements instead of complaining.
j) "Unsung hero or heroine."
k) Admits to mistakes and strives to learn from the experience.
l) Pro-active versus reactive.
m) Understands and practices a fair "work ethic."
n) Individual thinks for himself/herself and is not easily led astray by others via rumors gossip.
o) Looks for opportunities to improve the Police Department and communicates positive suggestions.
p) High degree of integrity.
q) High degree of loyalty; and
r) May hold any sworn position within our Department.

DISPATCHER OF THE YEAR

A. Description

1) The Rocklin Police Department Dispatcher of the Year Award consists of:

a) A certificate and an appropriate plaque designating the award recipient.
b) An individual name placard to be included on the perpetual Officer of the Year plaque located in the police facility.
c) A uniquely designed name plate indicating Officer of the Year (i.e. 2008) centered under the name.

B. Eligibility

1) The Rocklin Police Department Dispatcher of the Year Award is presented to a Dispatcher of this Department who, during the course of the preceding fiscal year ending June 30th, distinguishes themselves conspicuously as follows:

a) Consistent initiative and job interest.
b) Consistent work performance.

c) Takes responsibility for assigned duties.
d) "Really cares" about the Department.
e) Positive attitude.
f) High degree of dependability.
g) Maintains personality in proper perspective.
h) Provides informal leadership by setting a good example for others.
i) Makes suggestions for improvements instead of complaining.
j) "Unsung hero or heroine."
k) Admits to mistakes and strives to learn from the experience.
l) Pro-active versus reactive.
m) Understands and practices a fair "work ethic."
n) Individual thinks for himself/herself and is not easily led astray by others via rumors gossip.
o) Looks for opportunities to improve the Police Department and communicates positive suggestions.
p) High degree of integrity.
q) High degree of loyalty; and
r) May hold any sworn position within our Department.

NOTICE OF INTERNAL COMMENDATION

A. When an employee is acknowledged by a member of this Department for exceptional performance, such recognition will be deemed an Internal Commendation.

B. Employees shall document events that they believe are exceptional and forward them through the chain of command to the appropriate Division Commander.

NOTICE OF EXTERNAL COMMENDATION

A. When a citizen acknowledges the exceptional performance of a police employee, such recognition will be deemed an external Commendation.

B. Employees receiving external commendations may direct a memorandum to the Chief of Police, via the chain of command, identifying the circumstances surrounding the commendation.

C. Where the citizen is identified, a letter of acknowledgment will be directed by the Chief of Police.

A225.4 NOMINATING PROCEDURE FOR DEPARTMENTAL AWARDS

A. Although every member of the Department is encouraged to report worthy actions, it shall be the duty of every employee of supervisory rank to report to their Division Commander acts worthy of commendation.

B. Nominations for an award to an individual or individuals shall be made through the chain of command to the appropriate Division Commander whenever an employee or supervisor has knowledge that an act or service has been performed which is deserving of such recognition. Prior to submitting a nomination for service award, supervising employees will thoroughly familiarize themselves with the eligibility requirements for each award. The nomination shall be forwarded by the Division Commander to the Chief of Police.

1) The letter of nomination shall contain the employee's name and job classification, date and time of incident, location, witness information, associated

case number, detailed account of the act or service performed, and explanation of why the employee's action is commendable.

2) The letter shall not contain a recommendation for the level of commendation to be awarded.

3) Nominations for Officer of the Year and Professional Staff Employee of the Year shall be submitted on the attached memorandums, Attachment A and Attachment B.

C. Members of any rank may submit a letter to their Division Commander or supervisor nominating other members of any rank, or any private persons, for an award.

D. The Support Services Division Commander shall maintain a file of nominations received in accordance with the records retention schedule.

E. Selection and Presentation

1) As directed by the Chief of Police, an Awards Evaluation Committee will be established to review all nominations received. The Awards Evaluation Committee will consist of, one (1) Division Commander (Committee Coordinator), one (1) Sergeant, one (1) non-sworn supervisor, one (1) sworn employee and one (1) non-sworn employee.

2) The Awards Evaluation Committee will meet maximally, twice a year. Nominations for the Police Officer of the Year and the Professional Staff Employee of the year will be reviewed toward the end of each calendar year.

3) All nominations are reviewed individually by the Awards Evaluation Committee.

4) Upon completion of the review, the Awards Evaluation Committee will vote on each classification beginning with the highest.

5) The level of the award will be determined by the Awards Evaluation Committee upon their first vote of unanimous approval. The Awards Evaluation Committee may choose not to officially recognize the acts of an employee.

6) The recommendations of the Awards Evaluation Committee are subject to final approval by the Chief of Police.

7) Persons selected to receive a service award will be presented such award at a time and location determined by the Chief of Police.

8) Once an award is presented, it will not be subject to reclassification by the existing or future board, nor will it be rescinded.

9) Letters of Commendation reflected in this order shall be signed and issued only by the Chief of Police. The original copy shall be delivered to the member concerned by the Chief of Police or his designee, and a duplicate copy to the City of Rocklin Personnel Officer for inclusion in the individual's personnel file.

F. Posthumous Awards

1) The next of kin is entitled to receive a service award earned by a decreased member of the Rocklin Police Department. The next of kin, in the preferred order of precedence, are:

a) Widow/widower;
b) Eldest son or daughter;
c) Father or Mother;

d) Eldest brother or sister; or
e) Eldest grandchild.

A225.5 OFFICIAL RECORDING OF AWARDS AND COMMENDATIONS

A. Whenever a member is awarded a medal, a ribbon, a certificate of commendation/appreciation, or a notice of Internal/External Commendation, an appropriate document will be placed in the individual's personnel file for official record of the recognition bestowed.

1) The employee will be shown the Department award or commendation, initial and certify a copy, and retain the original.
   a) The initialed copy will be placed in the employee's personnel file.
   b) A copy will be placed on the bulletin board.
   c) A copy will be sent to the City Manager.

A225.6 RECOGNITION OF PLACER LAW ENFORCEMENT AGENCIES AWARDS

A. The Rocklin Police Department recognizes the awards program of the Placer Law Enforcement Agencies. As a result, an employee of this Department may be entitled to wear an award received from the Placer Law Enforcement Agencies.

B. An employee receiving a medal from the Placer Law Enforcement Agencies may wear the award ribbon in accordance with the regulations governing the Department award program.

C. In the event an employee receives an award from the Placer Law Enforcement Agencies and the Rocklin Police Department for the same incident, the employee may wear a higher Placer Law Enforcement Agency award for one (1) year in lieu of the Department award. After the one (1) year period, the employee will wear the authorized Department award.

A225.7 RECOGNITION OF AWARDS OF LATERAL TRANSFEREES

A. The Rocklin Police Department recognizes that awards are made by other law enforcement agencies and therefore establishes the following procedure whereby an employee of this Department may be entitled to wear an award of this Department in lieu of that award received from another department or agency.
   a) An employee of this Department may request recognition of previous police awards.
   b) Any request shall be directed in writing through the chain of command to the Chief of Police.
   c) A request shall contain documentation of the award.

d) The requesting officer's Division Commander shall review the application and forward the information to the Chief of Police with their recommendation.
e) The Chief of Police shall approve or disapprove the request.
f) If approved, the Chief of Police shall determine the equivalent award and cause the appropriate ribbon bar to be issued to the requesting officer.
g) No medal shall be issued.
h) The appropriate entry in the officer's personnel file shall be made to reflect this recognition.
i) If disapproved, the Chief shall so inform the requesting employee.

B. No police awards, other than those awards authorized by this Department, shall be worn by personnel of this Department.

A225.8 ENACTED

Enacted: June 1, 2007
Revised: June 15, 2008
Revised: November 12, 2008

ATTACHMENT A

ROCKLIN POLICE DEPARTMENT M E M O R A N D U M

DATE:

TO: ALL PERSONNEL

FROM: MARK SIEMENS, CHIEF OF POLICE

RE: PEACE OFFICER OF THE YEAR NOMINATIONS

It is again time to recognize the Rocklin Police Department's "Peace Officer of the Year".

NOMINATION CRITERIA

A. Employees eligible
1. Non-probationary sworn, full time

B. Selection Criteria that should be considered:
1. Consistent initiative and job interest
2. Consistent work performance
3. Takes responsibility for assigned duties
4. "Really cares" about our Department
5. Positive attitude
6. High degree of dependability
7. Maintains personality in proper perspective
8. Provides informal leadership by setting a good example for others
9. Makes suggestions for improvements instead of complaining
10. "Unsung Hero or Heroine"
11. Admits to mistakes and strives to learn from the experience
12. Pro-active versus reactive
13. Understands and practices fair "work ethic"
14. Individual thinks for themselves and is not easily led astray by others via rumors and gossip
15. Looks for opportunities to improve the Police Department and communicates positive suggestions
16. High degree of integrity
17. High degree of loyalty
18. May be any sworn employee within our Department

If you wish to participate in the selective process, complete this form and return it to the Support Services Division Commander.

Name of Nominee: ____

Reason for Nomination: ____

____

Your signature (optional):____

ATTACHMENT B
ROCKLIN POLICE DEPARTMENT
M E M O R A N D U M

DATE:

TO: ALL PERSONNEL

FROM: MARK SIEMENS, CHIEF OF POLICE

RE: PROFESSIONAL STAFF EMPLOYEE OF THE YEAR NOMINATIONS
It is again time to recognize the Rocklin Police Department's "Professional Staff Employee of the Year".

NOMINATION CRITERIA

A. Employees eligible
1. Non-probationary, non-sworn, full time

B. Selection Criteria that should be considered:
1. Consistent initiative and job interest
2. Consistent work performance
3. Takes responsibility for assigned duties
4. "Really cares" about our Department
5. Positive attitude
6. High degree of dependability
7. Maintains personality in proper perspective
8. Provides informal leadership by setting a good example for others
9. Makes suggestions for improvements instead of complaining
10. "Unsung Hero or Heroine"
11. Admits to mistakes and strives to learn from the experience
12. Pro-active versus reactive
13. Understands and practices fair "work ethic"
14. Individual thinks for themselves and is not easily led astray by others via rumors and gossip
15. Looks for opportunities to improve the Police Department and communicates positive suggestions
16. High degree of integrity
17. High degree of loyalty
18. May be any non-sworn employee within our Department

If you wish to participate in the selective process, complete this form and return it to the Support Services Division Commander.

Name of Nominee: ____

Reason for Nomination: ____

____

Your signature (optional):____

ATTACHMENT C
ROCKLIN POLICE DEPARTMENT
M E M O R A N D U M

DATE:

TO: ALL PERSONNEL

FROM: MARK SIEMENS, CHIEF OF POLICE

RE: DISPATCHER OF THE YEAR NOMINATIONS

It is again time to recognize the Rocklin Police Department's "Dispatcher of the Year".

NOMINATION CRITERIA

A. Employees eligible
1. Non-probationary, non-sworn, full time Dispatchers

B. Selection Criteria that should be considered:
1. Consistent initiative and job interest
2. Consistent work performance
3. Takes responsibility for assigned duties
4. "Really cares" about our Department
5. Positive attitude
6. High degree of dependability
7. Maintains personality in proper perspective
8. Provides informal leadership by setting a good example for others
9. Makes suggestions for improvements instead of complaining
10. "Unsung Hero or Heroine"
11. Admits to mistakes and strives to learn from the experience
12. Pro-active versus reactive
13. Understands and practices fair "work ethic"
14. Individual thinks for themselves and is not easily led astray by others via rumors and gossip
15. Looks for opportunities to improve the Police Department and communicates positive suggestions
16. High degree of integrity
17. High degree of loyalty
18. May be any non-sworn employee within our Department

If you wish to participate in the selective process, complete this form and return it to the Support Services Division Commander.

Name of Nominee: ____

Reason for Nomination: ____

____

Your signature (optional):____

A227 Force Application Review

A227.1 PURPOSE AND SCOPE

This procedure establishes guidelines for the administrative review of incidents involving the application of force. The review process is a collaborative course of action involving multiple levels of supervisory review and acceptance.

A227.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 1.3.7

A227.3 PROCEDURE

Immediate supervisors shall review each use of force incident in compliance with RPD Policy §300.5. The following steps constitute the use of force administrative review:

- The reviewing supervisor shall enter the incident into the Professional Standards incident management software (Blue Team) and forward it to the Lieutenant in his/her chain of command.
- Upon receipt, the Lieutenant will review the incident and take one of the follow three actions:
  - Return the Blue Team entry to the supervisor for further investigation
  - Initiate an administrate inquiry per RPD Policy §340, Disciplinary Policy
  - Forward the entry to the division commander. Forwarding the Blue Team entry indicates the Lieutenant's determination that the incident was within policy.
- Upon receipt, the Division Commander will review the incident and take one of the follow three actions:
  - Return the Blue Team entry to the Lieutenant for further investigation
  - Initiate an administrate inquiry per RPD Policy §340, Disciplinary Policy
  - Forward the entry to the Professional Standards Unit. Forwarding the Blue Team entry indicates the Division Commander's determination that the incident was within policy.
- Upon receipt, the Professional Standards Unit, will review the incident and take one of the follow three actions:
  - Return the Blue Team entry to the Division Commander for further investigation
  - Initiate an administrate inquiry per RPD Policy §340, Disciplinary Policy
  - Determine the incident was within policy.

A227.4 ENACTED

Enacted: December 1, 2007

A229 Recruitment

A229.1 PURPOSE AND SCOPE
This procedure provides guidelines for recruiting employees for the Rocklin Department.

A229.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.3.4

A229.3 PROCEDURE
The Rocklin Police Department actively partners with the City of Rocklin Human Resources division in the recruiting of personnel.

A229.31 FUNCTION

- It is the responsibility of City of Rocklin Human Resources to conduct Recruiting efforts for the Police Department. The Human Resources Division will coordinate these efforts.

- Recruitment activity will take place during periods of time when there are open positions and preceding, expected periods when it is known that an opening or openings will exist without eligible candidates available for appointment.

A229.32 TRAINING
Officers assigned to recruiting activities are to receive training, coordinated through Human Resources, in the following personnel areas, at a minimum:

- Equal Employment Opportunity as it affects the management and operations of the department;
- department career opportunities, salaries, and benefits;
- cultural awareness;
- the department's selection process; and
- requirements and disqualifications of prospective candidates.

The City's Human Resources Division will coordinate the use of officers for recruiting activities through the Support Services Division. The officers to be used may come from any division in the department.

A229.33 RECRUITING PLAN
The Support Services Commander will coordinate with the Human Resources Department to ensure that a recruiting plan for the department is in place at all times. The plan will contain, at a minimum:

- a statement of objectives;
- plan of action designed to achieve the objectives; and
- procedures to periodically evaluate progress and revise/reissue the plan

A229.34 EQUAL EMPLOYMENT OPPORTUNITY PLAN

The department will abide its Equal Employment Opportunity Plan. A copy of this plan will be kept on file by the Accreditation Manager.

A229.35 JOB ANNOUNCEMENTS

The Human Resources Division will distribute job announcements and recruiting notices that, at a minimum:

- contain a description of the duties, responsibilities, requisite skills, education level, and other minimum qualifications or requirements;
- advertise entry-level job vacancies through electronic, print, or other media, and with community service organizations;
- advertise the department as an Equal Opportunity Employer; and
- advertise official application filing deadlines.

A229.36 CONTACT WITH APPLICANTS

The Human Resources Division will maintain contact with applicants for Police Department positions from initial application to final employment disposition.

A229.37 ACCEPTANCE OF APPLICATIONS

- Applications for positions are not to be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.
- The “recruiting” process of an applicant has been completed once their initial application has been accepted. At this point, the “selection” process begins.

A229.4 ENACTED

Enacted: December 1, 2007

A231 Selection Process

A231.1 PURPOSE AND SCOPE

This procedure establishes guidelines for the proper administration of the personnel selection process.

A231.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 32.1.1, 32.1.2, 32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7, 32.2.4,

A231.3 PROCEDURE

The Rocklin Police Department uses a standardized selection process designed to bring forward the best candidates for employment.

A231.31 GENERAL REQUIREMENTS

- All elements of the selection process use only those rating criteria or minimum qualifications that are job related.
- All elements of the selection process must be administered, scored, evaluated, and interpreted in a uniform manner.
- At the time of their formal application applicants are informed in writing of:
- All elements of the selection process; and,
- Generally expected duration of the selection process; and
- The Department's policy on re-application.
- Applicants determined to be ineligible for appointment are to be informed in writing of said ineligibility within 30 days of determination of ineligibility.

A231.32 RECORDS

- Records of applicants who are determined to be ineligible for appointment will be kept by Human Resources for at least five years.
- Selection materials are to be stored in a secure area when not being used and are to be disposed of in a manner that prevents disclosure of the information within.
- Medical/Psychological Examination
- The City's Human Resources Division will maintain all correspondence and documents related to medical and psychological examinations.
- The actual medical/psychological exam records are kept on file by the service provider.
- Correspondence or documents related to personnel medical and psychological examinations are not public information and the City's Human Resources Division shall store them in a secure area, limiting access to this information to those legally entitled to view same.

A231.33 SELECTION PROCESS STEPS

All applicants must successfully complete the following steps prior to being placed on an employment eligibility list. Applicants will remain on the eligibility list for a period of one (1) year from the date they are notified of their successful completion of the process.

- Human Resources will verify that all information provided in the application meets the minimum qualifications / requirements.
- Human Resources will administer appropriate written tests if the position requires it. To proceed further, an applicant must receive a passing score on this test.
- Successful sworn applicants are given a P.O.S.T. approved physical abilities test at any time during the selection process. Sworn applicants must successfully pass the physical abilities test.
- Oral Review Board
- Applicants will be interviewed/evaluated based on the table below and then assigned an overall numerical score:

	Not Suitable	Marginal	Acceptable	Good	Outstanding
IMPRESSION: Tact and poise; personal bearing and ability to get along with others.					
EDUCATION: Quantity and quality; special trade courses, apprenticeship training, other preparation as it relates to position.					
EXPERIENCE: Quantity and quality; recency, duration, and apparent effectiveness of various experiences in relation to possible job success in the position.					
MATURITY & STABILITY: Appears well adjusted; past history indicates good reason for changing jobs; would be able to perform the duties of this position.					
PRESENTATION: Understands questions presented; perceptive; able to respond effectively to questions.					
DEVELOPMENT POTENTIAL: Appears well motivated; indicates willingness to learn and has self confidence.					
ADMINISTRATIVE/MANAGEMENT/ SUPERVISORY ABILITY:(If Applicable) Does the applicant have necessary background; understanding and knowledge; skill and ability to perform in the position?					

In making your over-all rating, consider all of the above factors and any other pertinent personal qualifications which the applicant may possess or lack. Your qualifying rating will rank the applicant on an employment list for this position.

Numerical Rating: **(Circle appropriate score based on your analysis above).**

Not Suitable (Under 70) **Acceptable** **Good** **Outstanding**

61 63 65 67 69 71 73 75 77 79 81 83 85 87 89 91 93 95 97 99

Scoring (Passing Criteria)

- Panel members use the table above to assess and score each applicant. The average score is the applicant's final oral review board score and is used to create a prioritized list of candidates for consideration. Applicants with an oral review board score below 70 are disqualified.

- Candidates who are given a Personal History Statement shall complete and return it along with all supporting documentation within ten working days. The department then completes a thorough background investigation.

- Sworn applicants will undergo a truth verification examination (e.g., polygraph, computerized voice stress analyzer [CVSA]) during the background investigation process. Other positions within the department may require a truth verification examination prior to appointment, as required by the Chief of Police. Only a certified Polygrapher or CVSA examiner will administer and evaluate examinations. An indication of deception during the examination will not be the sole factor in disqualifying a candidate.

- Prior to taking the examination, the candidate will sign a release, provided by the examiner.

- Prior to taking the examination the candidate will be given a list of questions that the examination will be derived from.

- Upon completion of the examination, the examiner will provide a report to the Professional Standards Unit. Professional Standards will then forward the information to the Support Services Commander.

- Upon completion of the examination all information received will be placed in the applicant's background packet. This information is confidential, as all other background information, and will be kept secure.

- Information from the oral review board, the background investigation, truth verification examination and any other information received will be reviewed by the appropriate Division Commander, who will determine if the candidate is suitable to continue in the selection process.

- Candidates deemed suitable by the Division Commander will be scheduled for a Chief's interview. If the Chief of Police deems the candidate to be acceptable, Professional Standards will notify the Human Resources Division so that a conditional job offer can be made.

- Human Resources will make a conditional job offer and schedule a medical and psychological exam for selected candidates.

- Upon successful completion of the medical and psychological exams, the candidate will be made a final job offer by the Human Resources Division.

A231.4 ENACTED

Enacted: December 1, 2007

A233 Background Investigations

A233.1 PURPOSE AND SCOPE

This procedure establishes guidelines for the administration of employment-related background investigations to provide sufficient information to judge the SIGNIFICANCE of the candidate's past conduct in relation to the requirements of the job.

A233.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 32.2.1, 32.2.2, 32.2.3

A233.3 PROCEDURE

A. Rocklin Police Department may contract with private vendors to conduct a background investigation on candidates for positions.

B. Background Investigations will not begin without an "AUTHORIZATION TO RELEASE INFORMATION", signed by the candidate.

C. The Professional Standards Unit will maintain a flow chart (log) of all candidates, listing their current progress in the selection process.

D. Department personnel conducting background investigations should complete a P.O.S.T. approved background investigators' course as soon as practicable after being assigned to the conduct background investigations.

E. Private vendors conducting background investigations on behalf of the Department are required to comply with all Federal, State and local laws governing private investigators and background investigations. When conducting investigations for the Department, private vendors shall only utilize background investigators who have successfully completed a P.O.S.T. approved background investigators' course.

F. Private vendors conducting background investigations for the Department are required to to have a current, valid Consultant Services Agreement on file with the City Clerk's office.

G. All background investigators will follow contemporary practices and current P.O.S.T. guidelines when conducting background investigations.

H. At any point where a candidate is disqualified, the report shall be forwarded to the Professional Standards Unit for approval. Once disqualification is approved, the candidate will be notified by Human Resources.

A233.4 COMPLETED BACKGROUND INVESTIGATIONS

Upon establishing a hiring date for a successful candidate, or upon disqualification of a candidate, the REPORT OF BACKGROUND INVESTIGATION shall be forwarded to the Professional Standards Unit for storage.

A233.41 RECORDS

- Background records of successful candidates will be kept in a secure file maintained by Professional Standards.

- Background records of unsuccessful candidates will be kept for five years.

- Background records of employees who leave employment will be kept for five years after last employment date.

A233.5 ENACTED
Enacted: December 1, 2007

A235 Promotion Process

A235.1 PURPOSE AND SCOPE
This procedure provides guidelines for administering each element of the promotion process for sworn personnel.

A235.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6, 34.1.7

A235.3 PROCEDURE
The City of Rocklin and the Police Department are committed to promoting personnel who have been deemed to possess the desirable qualifications that are needed to fulfill the agency's commitment to its staff, the City organization and the community.

A235.31 GENERAL REQUIREMENTS
A. The City of Rocklin Human Resources Division, in the Administration Department has primary responsibility for administering promotional examinations.
B. All elements used to evaluate candidates for promotion shall be job related and nondiscriminatory.
1. Written tests leased by the City of Rocklin are validated from various recognized testing services (Cooperative Personnel Services, International Personnel Management Association, Commission on P.O.S.T. and independent consulting agencies).
C. The Chief of Police or designee may assist the Human Resources Manager, or designee, with the development of the testing process to be used for promotional examinations.
D. The Professional Standards Unit is responsible for assisting the Human Resources Division in administering and evaluating the promotional process.
E. All promotion material shall be maintained in a secure area by the Human Resources Division or, when appropriate, by the Professional Standards Unit

A235.32 POLICE DEPARTMENT RESPONSIBILITIES
A. The Chief of Police, or designee, has responsibility for the following:
1. Interviewing eligible candidates for promotion.
2. Selecting candidates for promotion.
3. Administration of probationary periods.
    a. The probationary period for classifications above the rank of Police Officer shall be twelve months.

A235.33 PROMOTIONAL ANNOUNCEMENT
A. The Human Resources Department shall publish a written announcement of the promotional process. The announcement shall be posted and shall include the following information:
1. Examples of duties
2. Key skills and abilities
3. Experience and training guidelines
4. Salary Range
5. Application procedure and final filing date
6. Tentative testing schedule

A235.34 PROMOTIONAL TESTING

The promotional testing process may include, but is not limited to, any combination of the following:

A. An evaluation of each candidate's application/promotional potential to ensure they meet the minimum qualifications for the position.

The City of Rocklin, through the Human Resources Division, announces all upcoming promotional processes through inter-or intra-City notification. Employees who meet the eligibility requirements for participating in the process must respond as outlined in the recruitment notification. The minimum requirements for consideration for promotion with the Police Department are specifically identified in each recruitment announcement, as determined by the Human Resources Manager and the Chief of Police and/or their staff.

B. Written exercises.

If administered, the written exercise(s) should be designed to encompass the skills and knowledge required for the position. As with other aspects of the promotional process, the Chief of Police or his/her designee may provide input and support to the Human Resources Manager and his/her staff regarding topic areas and performance dimensions to be tested in the written exercise(s) portion of the selection process.

C. Performance exercises or assessment centers.

If performance exercises or assessment centers are used as a part of the selection process, the Human Resources Manager shall be responsible for the development and facilitation of the process. As with other aspects of the promotional process, the Chief of Police or his/her designee, will provide input and support to the Human Resources Manager and his/her staff regarding topic areas and performance dimensions to be tested in the performance exercise or assessment center portion of the selection process.

D. Oral board qualification panel.

An oral board will usually be a required aspect of the selection process for promotional candidates. The Human Resources Manager shall be responsible for the development and facilitation of the oral board qualification panel. As with other aspects of the promotional process, the Chief of Police or his/her designee, will provide input and support to the Human Resources Manager and his/her staff regarding topic areas to be covered in the oral board portion of the selection process.

E. Past job performance evaluations and/or training.

F. Review/Appeal Process

1. An employee has the right to review the scoring key and their answer sheets relating to the promotional examination.
2. An employee has the right to appeal the content of any portion of the examination, excluding past job performance evaluations and/or training records in accordance with the City's policies and procedures.

G. Reapplication, retesting and reevaluation

1. If, subsequent to an appeal, the Human Resources Division authorizes reapplication, retesting, reevaluation, or removal of specific items, the Human Resources Division will make the appropriate written notification and/or make adjustments for other affected candidates.
2. An employee is eligible to reapply for a position once the Human Resources Manager has opened recruitment and posted the position's job announcement.

H. Eligible Lists

1. As soon as possible after the conclusion of an examination, the Human Resources Manager shall prepare an eligible list consisting of names of persons qualifying, arranged in order of final scores, based upon the relative value assigned to each part of the examination before it was scored.
2. Eligible lists shall become effective when certified by the Human Resources Manager. Eligible lists shall remain in effect one year, unless sooner cancelled for any reason by the Human Resources Manager, and may be extended by action of the Human Resources Manager for an additional six months' period, but in no event shall a list remain in effect for more than two years.
3. When practical and consistent with the best interests of the City service, vacancies in the classified service shall be filled by promotion from within, by re-employment of persons previously laid off, or by persons demoted from the class in lieu of lay-off.

I. Vacancies

The appointing authority shall refer to eligibility lists resulting from open competitive examination.

J. Maintenance of promotional material

All promotion material shall be maintained in a secure area by the Personnel Division or, when appropriate, by the Professional Standards Unit.

A235.4 ENACTED

Enacted: December 1, 2007

A237 Alarm Program Procedures

A237.1 PURPOSE AND SCOPE

The procedure outlines the City of Rocklin use of a third party vendor to administer the City's Alarm Program. The regulations and the civil penalties are set forth in Rocklin Municipal Code §9.44 – Regulation of Alarm Systems and Excessive Alarms.

A237.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.13

A237.3 BILLING PROCEDURE

The third party vendor who administers the City of Rocklin's Alarm Program, completes the following steps:

1. If the balance remains unpaid, 15 days after the original bill has been sent out, telephone contact is attempted with the resident or business. Additional telephone contact will be attempted every 7 days until the bill is paid or turned over to the Rocklin Police Department for further action.
2. An additional bill will be mailed out to the resident or business every 30 days thereafter until the balance is paid in full.

If after 120 days, the balance remains unpaid, the third party vendor will refer the resident or business to the Rocklin Police Department for a final payment demand, through the City's Finance Department, before being referred to collections. The resident or business may be considered for Denial, Suspension, or Revocation of the permit as outlined in Rocklin Municipal Code §9.44.130.

1. Any decision to refuse service to a residential or business address shall be immediately entered into the RIMS premise field.
2. Upon Communications receiving an alarm call from any source, to an address with a denied response, the Dispatcher shall notify the Supervisor who will make the decision to respond or not.

A237.4 APPEAL PROCEDURE

The following Appeal Process is included on each bill that is received by a residence or business and includes the following components:

You have the right to appeal penalties assessed under the City of Rocklin's Alarm Ordinance (RMC §9.44).

1. Appeals must be received by the City of Rocklin within 35 days of the date of your citation. Appeals must be in writing, on an Appeal Form provided by the City of Rocklin's Police Department.
2. Completed Appeal Forms must be submitted to the Rocklin Police Department, Attn: Alarm Coordinator.
3. The Police Chief or his/her designee will review the Appeal and render a written decision within 30 days from the date the Appeal Form is received by the Police Department.

4. The Police Chief will notify the Appellant in writing of any decision to deny or grant the appeal and dismiss or modify the penalty assessed.

5. The decision of the Police Chief will be final.

A237.5 ENACTED

Enacted: June 1, 2009

A239 Requests for Overtime and Time-Off

A239.1 PURPOSE AND SCOPE

The procedure describes the Rocklin Police Department processes for completing the Request for Overtime and Request for Time Off Form (RPD 97-44).

A239.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

A239.3 REQUESTS FOR OVERTIME

All requests for overtime will be submitted with your timesheet to a supervisor using the Request for Overtime and Request for Time Off Form (RPD 97-44). All submitted Requests for Overtime will include the following information:

(a) Employees name
(b) Date Worked
(c) Check whether the employee is requesting paid overtime or compensation time
(d) The time period for the overtime and the total hours requested to the nearest 15 minute period, represented by .25 for 15 minutes, .50 for 30 minutes, and .75 for 45 minutes
(e) Reason for overtime must be checked and information completed on the adjacent line
  (1) Only use the bottom line when the type of Overtime does not fit into any listed reason

A239.4 REQUESTS FOR TIME OFF

All requests for Time Off will be submitted with your timesheet to a supervisor using the Request for Overtime and Request for Time Off Form (RPD 97-44). All submitted Requests for Time Off will include the following information:

(a) Employees name
(b) Day or days requested off
(c) Work hours requested off for the day or days indicated
(d) Reason for the Time Off checked and details completed if necessary
  - The following reasons for time off require details and/or attached documentation: Bereavement, Other, Sick Time, Military, FMLA, POA time, and Workers Compensation

ROCKLIN POLICE DEPARTMENT

Name:______________________________
(Last Name, First Name)

REQUEST FOR OVERTIME

Date Worked:______________ ☐ Paid ☐ Comp. Time

From:__________ To:__________ Total:__________

☐ Training:______________________________
(School Name)

☐ School Events:______________________________
(Rocklin Unified School District Events)

☐ Grant:______________________________
(Activity and Name of Grant)

☐ Traffic Court:______________________________
(Case Number or Citation Number)

☐ Court:______________________________
(Case Number)

☐ Fill For Employee off on:______________________________
(PTO, CTO, Sick, Training, CRU callout, etc.)

☐ Investigations:______________________________
(Case Number and Reason)

☐ Meeting:______________________________
(Meeting Reason/Topic)

☐ Report Writing:______________________________
(Case Number)

☐ Late Call/Arrest:______________________________
(Case Number / Incident Number)

☐ ______________________________
(Only to be used for Overtime which does not fit into the above areas)

Approved:________________ Date:__________

Name:______________________________
(Last Name, First Name)

REQUEST FOR TIME OFF

Dates and Times Requested:

Days From:________________ To:________________

Hours From:__________ To:____________ Total:______

Reason

☐ PTO ☐ Bereavement ☐ Other

☐ CTO ☐ Sick Time ☐ Military

☐ FMLA ☐ Holiday ☐ POA Time

☐ Workers Comp.

Details:

Employee Signature:____________________ Date:________

Approved:______________________ Date:__________

RPD 97-44 (revised 1/2009)

A239.5 ENACTED
Enacted: June 1, 2009

A241 Fitness Center

A241.1 PURPOSE AND SCOPE
This procedure establishes guidelines for employees who wish to utilize the Fitness Center both on and off duty.

A241.11 ACCREDITATION STANDARDS
This section pertains to the following CALEA Standards: 22.3.3

A241.2 PROCEDURE
Use of the Fitness Center while on or off-duty is not required as a term or condition of your employment. Employees who utilize the Fitness Center shall follow the Fitness Center Rules and sign the Fitness Center Use Waiver (see attachments below). Prior to using the facility, employees shall be trained on the equipment by a Department approved trainer who will sign the Fitness Center Use waiver acknowledging your training. Completed waivers will be forward to the Administrative Assistant of the Chief of Police.

A241.3 On Duty Use
Employees have the option to utilize the Fitness center while on-duty in compliance with the current MOU. If the employee requests and receives approval for a Code 7F (Fitness Center meal break), it is expected that the employee will engage in a fitness related exercise. Code 7F breaks may be requested any time during the scheduled shift.

A241.4 Off Duty Use
Employees who utilize the Fitness Center during their off-duty time acknowledge that the activities taking place in the Fitness Center are unsupervised and use of the facility and its equipment during your off-duty time are at your own risk.

A241.5 Department Trainers
Department Fitness Center Trainers shall be highly familiar in the safe use of the equipment in the Rocklin Police Department Fitness Center. Requests to become a Department Fitness Center Trainer should be made through your chain of command to the Department Training Coordinator.

A241.6 REVISIONS
Enacted: June 1, 2009

ATTACHMENT A

RPD FITNESS CENTER RULES

- Only those who have signed a waiver and received a safety briefing may use the equipment in this room.
- All users must sign in and out.
- Workouts are only allowed during off-duty hours unless in compliance with the current MOU.
- Please clean equipment after each use.
- To ensure a comfortable atmosphere for everyone, please be courteous and respectful of others.
- During peak hours (or while others are waiting) limit your time on the treadmill, stair climber, stationary cycling, etc. to 20-30 minutes.
- Please pick up your towels, water bottles, newspapers, or magazines.
- Wear proper attire (no sandals).
- No food (except water or sports drinks).

ATTACHMENT B

CITY OF ROCKLIN POLICE DEPARTMENT FITNESS CENTER USE, WAIVER OF LIABILITY AND HOLD HARMLESS STATEMENT

Use of the City of Rocklin Police Department Fitness Center is not permitted by any City employee unless the following waiver of liability statement has been signed; and the employee agrees to abide by and has received a copy of the Fitness Center Rules. The signed waiver must be on file in the Human Resources Department.

STATEMENT

I voluntarily elect to use the City of Rocklin Police Department Fitness Center only during my off-duty hours or in compliance with the current MOU. I understand that I am not compelled or required to use the Fitness Center facilities as a term or condition of employment. I acknowledge that I have received training on the fitness equipment from the trainer whose signature appears below and has been designated by the Department for this purpose. I understand that the activity is unsupervised, and I will use the fitness center and its equipment at my own risk during my off duty time. I agree to indemnify and hold harmless the City from any injury, loss or liability that results or is alleged to have resulted from my use of the fitness center or its equipment during my off duty time.

I have been provided a copy and read and understand the Fitness Center Rules and agree to abide by them. I have read the above statement and fully understand that during my off duty time, I assume all risks and responsibilities for any injuries received as a result of using the said fitness center and its equipment.

____

Print Name Signature Date

I have trained the above-signed individual on the proper use of all fitness center equipment. I hereby witness the signature listed above as evidence of receipt and acknowledgement of said training, rules and policies regarding the use of the fitness center.

____

Print Name Signature Date

Chapter 2 – Support Services

S201 Conducting Surveillance

S201.1 PURPOSE AND SCOPE
The procedure provides guidelines for conducting and participating in surveillance activity. When the need to conduct surveillance, undercover, decoy or raid operation is determined, an operations plan should be constructed.

S201.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 43.1.5

S201.3 PRE-OPERATION INVESTIGATION
Prior to conducting an undercover, surveillance, decoy, or raid operation the supervisor in charge of the operation should take into consideration the following (not every item indicated below will apply to each operation):

- The type of crime and crime victims should be analyzed to develop any type of pattern.
- Possible offenders should be identified and their methods of operation, habits, vehicles used and other pertinent information researched.
- Intelligence may be gathered on the victim, suspect and/or any witnesses involved which may include, but is not limited to; a criminal history check, wants/warrants check, driver's license check, computer file queries, along with information received from other law enforcement agencies.
- The target area of the operation will be identified and officers will familiarize themselves with this area. The Watch Commander or Patrol Supervisor as well as Communications will be notified of the operation when appropriate.

S201.4 PRE-OPERATION BRIEFING
The supervisor in charge of the operation, his/her designee, or case officer should conduct a briefing with all officers involved prior to beginning any covert operation. This briefing will include all pertinent information on suspects, locations and officer responsibilities by way of an Operations Plan, in which the objective and details of the operation will be discussed.

S201.5 OPERATIONS PLAN
An Operations Plan should include such items as:

- Indication of personnel to be involved. Some information may be on a "need to know basis", thereby protecting the confidentiality and identity of the undercover officers involved. Assigned officers should attempt to work with a minimum of two people for officer safety purposes.
- Indication of vehicles and equipment used.
- Establishing means of routine and emergency communications.
- Providing for back-up, perimeter security and possibility of relief for officers.
- Providing for supervision and/or coordinator.
- The possibility of providing officers with false identification and necessary undercover credentials. (Note: The Chief of Police may authorize an undercover driver's license, via letter, through the Department of Motor Vehicles, Special Investigations Unit.)
- Guidelines for observation and arrest(s) for the operation.

- Visual/verbal bust signal and visual/verbal distress signal.
- The name, address and telephone number of the nearest medical facility will be included in the Operations Plan.

It will be the responsibility of the supervisor in charge of the operation, his/her designee, or case officer to contact the District Attorney's Office if a case merits prior legal advice or poses unusual circumstances, which may cause a need to consult with the legal advisors. This will be on an as needed basis.

S201.6 CONFIDENTIAL FUNDS

The Support Services Division Commander is responsible for maintaining a Special Investigations Fund in accordance with Section 609.4 of the policy manual and Section A107.10 of this procedures manual. This cash fund is maintained to pay for specialized investigative expenses incurred in active organized crime, drug and vice investigations. Employees may also use this fund to pay informants, purchase contraband, or otherwise maintain and finance undercover or investigative operations approved by the Chief of Police.

The Support Services Division Commander is responsible for the disbursement and accounting of each expenditure.

S201.7 ENACTED

Enacted: June 1, 2007

S202 Investigations and Prosecution

S202.1 PURPOSE AND SCOPE

When assigned to a case for initial or follow up investigation, detectives should proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to a prosecutor for filing of criminal charges.

S202.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 42.2.2, 42.2.11, 42.2.12

S202.3 FOLLOW-UP INVESTIGATIONS

After a preliminary investigation has been completed and a determination made that a follow-up investigation by detectives is prudent, the case should be forwarded to Investigations for assignment to an investigator. The assigned investigator is accountable for conducting a thorough and timely follow-up investigation, possibly including:

a. Reviewing and analyzing all preliminary reports prepared by patrol officers and CSO's, departmental records, and laboratory results of any physical evidence collected related to the case under investigation.

b. Conducting additional interviews of suspects, victims and witnesses when necessary.

c. Contacting the officers who were at the scene or CSO's who prepared the preliminary report to obtain further information or receive his/her ideas about the offense.

d. Planning, organizing, conducting searches, and collecting evidence.

e. Ensuring the correct identification of the suspect and making an arrest. Identification of a suspect may occur through photo or stand-up lineups, testimony of witnesses and from physical evidence that identifies a particular suspect.

f. Conducting research into the suspect's involvement in past offenses, through arrest records and criminal history checks.

g. Checking the suspect's criminal history for the possibility of additional charges.

h. Preparing the case for court.

i. Advising the victim(s) or witness(s) of the arrest or submission of the case to the District Attorney.

S202.4 INVESTIGATIVE LINEUPS

The following is a summary of recommended procedures to aid you in identification situations.

1. Always get a good a description of the suspect, especially distinguishing characteristics, such as scars, moles, tattoos, etc.
2. Never make suggestions or "lead" the witness to give a description they do not mean to give.
3. Never say anything about the suspect.

4. Always tell the witness to keep an open mind.
5. Always tell the witness that it's possible they may not be viewing the culprit.
6. Never say anything during the actual viewing.
7. Never allow multiple witnesses to talk together about the identification.
8. Never allow multiple witnesses to view the lineup or show-up at the same time.
9. Never ask a witness to state their certainty on a scale of 1-10 or as a percentage. The witness will rarely say 100 percent no matter how sure they are, and a couple of percentage points might give a naive juror a "reasonable doubt" about the defendant's guilt. If you feel the witness is certain, ask them whether they are.
10. Regardless of whether the witness picks the "right" or "wrong" picture, do not discuss their choice with them.
11. Use of audio or video recording of the identification may be used to assist in documenting the identification.
12. Document everything that occurs and the witness' exact words in your report. Tell the witness what you are putting in your report.

S202.4.1 PHOTOGRAPHIC LINEUPS

1. Use the most recent picture of the suspect.
2. Obtain photos of other persons of the same sex and race with similar facial characteristics.
3. Use at least six photos, if possible. Note this is only a recommendation, not a requirement.
4. Number each photo on the back.
5. Record separately the names, dates of birth and numbers assigned to each photo.
6. Give each witness the following directions prior to showing the photos: "I am going to show you six photographs. Please look at all six photographs before making any comment. The person who committed the crime may or may not be among those shown in the photographs you are about to see. If you recognize any of the persons in the photographs as the suspect, go back and pick out the person you recognize. If you recognize any of the persons, please do not ask me whether your choice was 'right' or 'wrong,' as I am prohibited from telling you."
7. If the witness picks a photo, ask them to initial the back of the photo, and then initial the photo yourself.
8. Place all photos in an evidence envelope, seal, initial, date and place the evidence in property storage in accordance with departmental policy.

S202.4.2 IN FIELD SHOW-UPS

1. Always take the witness to the suspect unless:
   - You are sure there is probable cause to arrest;
   - The suspect unequivocally consents to the movement;
   - It is very impractical to move the witness.
2. Avoid a full search of the suspect or any search of their vehicle prior to positive identification.
3. "pat-down" the suspect prior to the identification only if there are specific reasons to believe he may be armed.
4. If at all possible, avoid any indications that the suspect is in custody (handcuffs, placement in the back seat of the patrol car, etc.), although you may do what is reasonable for your safety.
5. Keep multiple witness' separate and provide them with the "in field show admonishment" prior to viewing the suspect.

6, Witness' may be transported in a marked or unmarked patrol vehicle. Multiple witnesses should be transported in separate vehicles or provided the opportunity to make identification separate from and independent of another.

7. Avoid saying anything to the witness just prior to the identification. It is very helpful if you can testify at trial, "As we drove up, Mr. (Victim) said, 'That's the guy who robbed me!'",

rather than "I asked him if he recognized anyone and he responded, 'The guy in handcuffs looks familiar.'"

8. If the witness fails to make a positive identification or rules the suspect out, be sure to get the suspect's name and address so that the suspect cannot be used as a "red herring" at trial.

S202.4.3 PHYSICAL LINEUP

1. Include at least six participants, if possible.
2. Choose participants of the same race and sex and with similar characteristics (especially those noticed by the witness).
3. If the suspect refuses to fully participate or cooperate in the lineup, tell them that their resistance may be commented upon in court as an admission of guilt.
4. If the suspect wore distinctive clothing, have all participants wear similar clothing.
5. If voice identification is necessary, have all participants say the same words.
6. Document the names of all participants in the lineup and all other persons present.
7. Take frontal and profile photographs of the lineup. Video record the lineup if appropriate.
8. Preserve the photos and or video for trial.
9. Remember that a suspect has the right to an attorney at a physical lineup.
10. If a defense attorney is present, try to get a prosecutor to come to the lineup too.

S202.4.4 POLICE ART AS AN INVESTIGATIVE TOOL

A composite drawing or sketch of a suspect, composed by a police artist, is another investigative tool available to the beat officer.

A composite sketch is a likeness - not a portrait - of a suspect under investigation for a crime. The sketch is prepared by a police artist or computer identification program from an eyewitness' account, and it should be treated the same as any other information gleaned from an eyewitness.

The first officer on the scene of a crime plays an important role in preserving the witness for the purpose of rendering a composite sketch. Great care must be taken not to influence, offend or frighten the witness or otherwise taint the memory of the witness in any way.

A composite sketch serves to eliminate many classes of suspects (for example, by race, sex, age, build, scars and deformities) and helps the officer on the street focus attention on subjects who closely match the witness' description.

A composite sketch of a suspect in a crime may provide an officer with reasonable suspicion to stop and question a subject who resembles the drawing. Whether the sketch may also be relied on in court will depend greatly on the experience and expertise of the police artist and the validity of the techniques which he used as well as the "foundation" for the sketch.

S202.5 TECHNICAL AIDS FOR THE DETECTION OF DECEPTION

As a general rule, the Rocklin Police Department does not use polygraph or CVSA deception detection devices when conducting criminal investigations. The California courts have found these scientific techniques inadmissible in the criminal court proceedings. If during an investigation it is determined that the use of a deception detection device would further the investigation, the investigating Detective shall obtain approval from the Investigations Sergeant or his or her designee prior to utilization. Polygraph or CVSA examinations can be requested through an allied agency or state agency having the proper equipment and certified examiners.

S202.6 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S203 Field Collection and Preservation of Evidence

S203.1 PURPOSE AND SCOPE

The procedure provides for the proper collection and preservation of evidence in the field. The protection of the crime scene, the investigation of the crime, and the prosecution of offenders require that information about the crime be obtained through the application of scientific methods.

S203.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 83.1.1, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.5, 83.2.6, 83.2.7

S203.3 CRIME SCENE RESPONSIBILITY

The first responding officer is responsible for the initial securing and protection of a crime scene. The officer will call others to assist as needed, however, responsibility for the scene remains with the officer who is assigned the call until a supervisor or investigator assumes responsibility.

The patrol supervisor and/or watch commander must decide whether field personnel are to be responsible for the processing of an extraordinary crime scene or if detectives will be called out. When deciding the need, supervisors should consider the seriousness of the offense, the existence of complex evidence, and the condition of the scene. As a guide, patrol officers should collect all evidentiary items for crimes, except for those listed:

- Murder
- Kidnapping
- Rape
- Serial residential or commercial burglaries
- Suspicious deaths
- Attempted Murders/Serious Assaults

For the indicated crimes, the patrol supervisor should call the on-call detective for response to the major crime scenes. The response of the detective should be directly to the crime scene. The patrol supervisor or the detective may initiate the call-out of the Field Evidence Technicians. Field Evidence Technicians or detectives should collect or direct the collection of all evidentiary items for scenes in which they are called to.

For homicide scenes, the California Department of Justice Crime Scene Investigators should be summoned. The DOJ CSI's can be reached through the DOJ Command Center. The resources of the Federal Bureau of Investigation should be used for all robberies or thefts from federally insured financial institutions and for crimes such as kidnapping or where suspect interstate flight is suspected.

If a detective takes over the investigation of the scene, he/she has the authority of the management of the crime scene. The detective should assign, direct and manage crime scene personnel as he/she deems appropriate.

a. Crime scene protection

i. A secured crime scene area should be surrounded with yellow crime scene tape.

b. Crime Scene Log

i. No one should enter the crime scene until approval is obtained from a supervisor or investigator.

ii. All persons entering the crime scene must sign in and out on the crime scene log.

iii. All persons who enter the crime scene should complete a written report.

iv. Uniformed personnel may be posted as crime scene security, as needed, and may actually be responsible for the log.

Once a complex crime scene is secured, there are several component steps used for the processing of a crime scene.

c. Organize and Search – The detective must check for and recognize what is critical evidence, what is supporting evidence, and what is not evidence.

d. Record – The recordation of the crime scene of essential. There are several recording methods:

i. Photography - photographs taken at any crime scene should be taken in the following sequence prior to any evidence collection or processing: (see CALEA Standard 83.2.2)

1. Overview of entire scene at a distance
2. Progressive photographs approaching specific subject
3. Subject material from various angles
4. If possible, photos or video of scene should be taken from the vantage point of witnesses.
5. Any photograph requiring a scale should be duplicated with and without scale.

ii. Video procedures should be the same as for still photography.

iii. Crime scene sketching and diagramming – When a sketch or diagram is made at a crime scene the following elements should be included in the sketch:

1. Name of the person preparing the sketch
2. Date of preparation
3. Compete address or description of location, including floor or room number, as appropriate
4. Relation of scene to buildings, geographical features or roads
5. Dimensions
6. Direction of magnetic north
7. “Not to scale but proportional” notation on sketches that aren’t to scale
8. Diagrams that are to scale should include the scale in bar form showing the distance and what that distance represents
9. Evidence identification, preservation and recovery

iv. Latent print recovery

1. The Field Evidence Technician will use the appropriate methods to develop latent prints. After latent impressions are developed, it is at the Field Evidence Technician’s discretion to photograph prior to lifting the obtainable prints. The latent print cards will be booked as evidence.

2. Lamination prints will be taken from owners/victims connected to the property and the cards booked as evidence.

e. Marking of Evidence – Current conventions of Crime Scene Investigations suggest that physical evidence collected by investigators and Field Evidence Technicians should not be marked in any way.

f. Collection of Evidence – The investigator or Field Evidence Technician responsible for the actual collection of evidence will use the proper packaging container as per their training. Consideration of the evidence, e.g., volatile, biological, or fluid, is essential.

   i. The investigator or Field Evidence Technician will seal the evidence in a proper container with red evidence tape, placing his/her mark and date on the seal. The preservation of the condition of the evidence is of the utmost importance as well as the prevention of introduction of foreign materials. A property bar-code label will be securely attached to the container at the Evidence Booking Area of the Rocklin Police Department.

S203.4 IN-FIELD PROCESSING – SPECIAL CONSIDERATIONS

Weapons and explosives are items that could be considered as “special”, i.e., they require unique handling.

a. Weapons-
   1. Firearms should be secured in place and left alone.
   2. Knives should be placed in a knife box.

b. Explosives or hazardous materials-
   1. Limited amounts of volatile fluid of evidential value may be collected in a metal or glass container and then booked into the outside evidence holding container.
   2. Fireworks and all other explosives will be considered unsafe and should be photographed and booked into the outside EOD container for destruction.
   3. Other hazardous materials such as chemicals, biological specimens, nuclear material, or other unsafe matter will be photographed and disposed of according to applicable law.
      Non-evidentiary items will be referred to the Hazardous Material Unit of the Roseville Fire Department for disposal.

All evidence and property should be properly packaged to protect it from contamination, alteration, destruction or damage. Packaging instructions can be found in the Property and Evidence Control Procedure.

S203.5 CRIME SCENE PROCESSING VEHICLES

The Rocklin Police Department provides the Crime Scene Investigation van and the Community Services Officer vehicles with special equipment for the processing of different types of crime scenes. The equipment in each vehicle is for the following purpose:

- Recovery of latent prints.
- Photography of crime scenes, i.e., digital camera.
- Scene sketches and diagrams of scenes.

- Collection and preservation of physical evidence, i.e., bags and tags, swabs, casting materials, etc.
- Biohazard Personal Protective Equipment.

Additional equipment such as ladders, portable generator, lights, and other equipment are kept in the CSI van and can be brought out to major incident scenes.

If any equipment needs replacing or replenishing, the patrol supervisor should be notified immediately.

S203.6 EVIDENCE COLLECTION

All items of evidence collected at a crime scene will be documented on a Property/Evidence Report or directly in a property log into the Record Management System (RMS). The report should include, when applicable:

a. Brand
b. Model
c. Identifying numbers such as serial numbers
d. Location obtained from
e. Received from whom

S203.7 TRANSFER OF EVIDENCE

If evidence is transferred from one person to another prior to the booking of evidence, the transfer must be documented to maintain the chain of custody. In such cases, the following should be documented:

a. Date and time of transference
b. Imparting person's name
c. Reason for transfer
d. Accepting person's name

Any evidence items destined to be processed at the Department of Justice Forensic Laboratory should first be booked as evidence at the Rocklin Police Department. The Property/Evidence Technician will complete a DOJ Laboratory form *PHYSICAL EVIDENCE SUBMISSION FORM (form BFS1)* and document the following:

a. Examinations desired
b. Date of transfer
c. Transfer made by.

S203.8 CRIME SCENE AND EVIDENTIARY PHOTOGRAPHY

Photography at the crime scene should begin on the outside and work its way in. Some photographs may be taken by the responding patrol officer; others during the "walk through" of the scene by the detective or field evidence technician who have been trained in photography and video procedures. More photographs may be taken in the "lab" when an evidentiary item is on the table.

Crime scene photography should be closely integrated with the scene search methodology and always proceed by taking overview, approach, and then close-up photographs prior to collecting an item.

It is the responsibility of the detective or the field evidence technician to photograph crime scenes by use of a digital camera and/or video camera, for the types of crimes listed:

- Kidnapping
- Murder
- Rape
- Suspicious deaths

S203.9 DIGITAL CAMERAS

Police officers, detectives, or field evidence technicians should use a digital camera to record the appearance of objects and their relative positions so that others not present at the scene, e.g. jurors, can obtain knowledge of evidence and the crime scene.

a. First get the widest view possible and include, e.g., the address of the location or the door leading into the room.
b. Scan the area to show the relative position of objects in an “overview” photograph. Record the entire room including the position of the windows and furniture and/or the body.
c. Select a reduced field, provide an “approach” picture to the weapon, e.g., or blood spatter.

After photographing a scene, the photographs are electronically downloaded and kept in the RMS under the appropriate the case number. If there is an associated CD, that CD is booked as evidence using the standard evidence booking procedures.

S203.10 VIDEO CAMERAS

If a video camera is used, the procedures are the same as taking still digital photos. There should be no recording of audio. The videotape or CD is booked as evidence using the standard evidence booking procedures.

S203.11 FINGERPRINTS

The two fundamental forms of fingerprint evidence are,

- Latents - invisible deposits of oil, salt, water, etc., on a surface, and
- Patents - visible patterns in grease, oil, etc., on a surface.

Fingerprint evidence can be processed in the field or in the lab. The procedures to use in the field are:

a. Powders - Almost all fingerprints will be detected by conventional methods using powders on fresh prints.

b. Handling – To prevent contamination always use gloves when processing a crime scene.

c. Processing and developing – Using a fiberglass brush with black powder, gently use a “painting” motion without unnecessary swirling or spinning of the brush.

d. Lifting – Using clear adhesive tape, lift the freshly developed print from the surface and transfer the print to a latent fingerprint card.

e. Labeling – The employee must complete the following information on the latent fingerprint card:

- Location of Lift or where print is lifted from
- Date/Time of Lift
- Processor's name and badge number
- Sketch of object and orientation of latent print
- Crime code or classification
- Case number

f. Storage of prints – Latent fingerprint cards will be entered as evidence using the standard evidence booking procedures.

The procedures to use in the Rocklin Police Department Laboratory by Lab Evidence Technicians are the same as above.

If additional processing is warranted, the technicians will forward the specimen to the Department of Justice Manual Latent Division for additional testing with the approval of the Investigations Supervisor.

Elimination prints are fingerprints taken from known individuals using Elimination Fingerprint Cards. They can be taken at the crime scene or taken at a later time at a different location. Elimination prints are generally associated with a specific case and booked as evidence using the standard evidence booking procedures.

S203.12 CRIME SCENE PROCESSING EQUIPMENT

The Rocklin Police Department provides each officer and CSO with necessary crime scene processing equipment to allow effective and timely processing.

S203.13 RECOVERY OF LATENT FINGERPRINTS

Every patrol officer and CSO is issued a finger print kit as a part of their patrol equipment and should be taken with them for use during their shift. The fingerprint kit consists of fingerprint cards, adhesive tape, a brush, and black powder. The finger print kit is re-supplied by the property clerk upon request by the officer.

S203.14 PHOTOGRAPHY

Every patrol officer and CSO is issued a digital camera from as part of their patrol equipment. It should be taken with them for use during their shift. In the event a camera is damaged or lost the officer or CSO assigned the camera should report the damage or loss to their immediate supervisor by means of a memo. The supervisor can request that the camera be replaced or repaired through the department's Asset Coordinator.

S203.15 SKETCH OF THE SCENE

Each patrol officer and CSO assigned to the investigation should use their discretion in determining whether or not a sketch of the crime scene should be done keeping in mind the goal of prosecuting the offenders. A sketch, that is, a rough drawing representing the chief features of an object or scene as a preliminary study, can be done on graph paper. Pads of graph paper can be obtained in the evidence booking room.

S203.16 COLLECTION AND PRESERVATION OF EVIDENCE

Each patrol officer and CSO is supplied evidence packaging materials which are stored in their patrol vehicles. These materials include paper bags of various sizes, plastic containers with lids of various sizes, red evidence tape, and marking pens. Replacement evidence collection items are located in the evidence booking room and additional items can be requested through the Property/Evidence Technician.

S203.17 COMPUTER AND OTHER DEVICE SEIZURE

When the need arises to collect and store computer equipment as evidence, the Hi-Tech Crimes Supervisor should be notified. After receiving pertinent details, the supervisor can respond to the scene or direct patrol personnel to collect the evidence. Officers working at the direction of trained personnel must properly collect computer equipment and related apparatus to ensure that actions taken should not add, modify, or destroy data.

a. Collection - All collected electronic evidence will be properly documented. If the computer is on, leave it on. If the computer is off, leave it off. Photograph the entire scene including the front of the computer screen and record displayed information if applicable. Identify telephone lines attached to devices such as modems and caller ID boxes. Label each telephone line from the walls if possible.

   Label, photograph and inventory all electronic evidence including cables prior to disconnect to allow for later reassembly. Consider and properly package for possible latent analysis. If the computer is on, remove the power source cable from the computer, not from the wall outlet.

   Remove any floppy disks from the system, package and label properly.

   Pack magnetic media in antistatic packaging (paper or antistatic plastic bags)

   Keep electronic evidence away from magnetic sources, radio transmitters, and speaker magnets. These sources are examples of items that can damage electronic evidence.

b. Transportation - Maintain the chain of custody on all evidence transported. Transport away form any other electronic devices. Be mindful of patrol car mobile computers, cellular phones, modems, etc.

c. Other Considerations - Potential evidence such as dates, times and system configurations can be lost as a result of prolonged storage, therefore evidence personnel should be informed that a device powered by batteries is in need of immediate attention.

   Only personnel who have been trained in Computer Forensics should examine and extract data on the seized computer for electronic device.

S203.18 REPORT OF PROCESSING A CRIME SCENE/TRAFFIC COLLISION

It is the responsibility of any personnel who process a crime scene or traffic collision scene for investigative purposes to submit a complete report on the sequence of events associated with his/her scene investigation. The reports must contain the following information:

- Date and time of occurrence
- Date and time of arrival at scene

- Location
- Victim's name (if known)
- Suspect's name (if known)
- Actions taken at the scene including photography, video, measurements, etc.
- Whether measurements were made
- List of physical evidence recovered

If an investigator or field evidence technician is summoned to the scene, he/she should write a supplemental report. The report will document actions taken including:

- The date and time of the call-out
- Any additional collection and/or disposition of evidence
- Any measurements taken.

Investigations of traffic collisions (see Policy 502) will be conducted and recorded consistent with the California Collision Investigation Manual (CIM). Refer to the CIM for specific report details.

S203.19 DNA EVIDENCE COLLECTION

DNA is contained in blood, semen, skin cells, tissue, organs, muscle, brain cells, bone, teeth, hair, saliva, mucus, perspiration, fingernails, urine, feces, etc.

a. Procedures for Collection, Storage, and Transportation of DNA Evidence – DNA evidence should be collected by Field Evidence Technicians and/or detectives who have completed the basic POST Approved CSI course (see DNA Evidence Collection Training Requirements for Persons Collecting Evidence below.).

   1. Contamination - DNA evidence can be contaminated when DNA from another source gets mixed with DNA relevant to the case. To avoid contamination of evidence that may contain DNA, collectors should take the following precautions:

      i. Wear gloves while changing them often.
      ii. Use disposable instruments or clean them thoroughly before and after handling each sample.
      iii. Avoid touching the area where DNA may exist.
      iv. Avoid talking, sneezing, and coughing over evidence.
      v. Avoid touching of the face, nose, and mouth when collecting and packaging evidence.
      vi. Air-dry evidence thoroughly before packaging.
      vii. Put evidence into new paper bags or envelopes, not into plastic bags.

   2. Collection – Properly collected and preserved evidence can establish a strong link between an individual and a criminal act. Procedures for collection of DNA evidence vary somewhat, but the common rule is not to use plastic containers for storage. The use of paper bags or envelopes is required:

      i. Blood on a Person –

         1. Wet blood-
            a. Absorb suspected liquid blood onto a clean cotton cloth or swab.
            b. Leave a portion of the cloth or swab unstained as a control.

c. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners.
d. Package in paper.

2. Dried blood-Absorb
    a. Transfer suspected dried blood onto a clean cotton cloth or swab moistened with distilled water.
    b. Leave a portion of the cloth or swab unstained as a control.
    c. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners.
    d. Package in paper.

ii. Bloodstains-

1. Moveable objects -
    a. Wrap dried bloodstained garments in clean paper.
    b. Do not place wet or dried garments in plastic or airtight containers.
    c. Place all debris or residue from the garments in clean paper or an envelope with sealed corners.
    d. Avoid creating additional stain patterns during drying and packaging.
    e. Pack in clean paper.
    f. Package in paper.

2. Immovable objects –
    a. Sample that can be removed
        i. Cut a large sample of suspected bloodstains from immovable objects with a clean, sharp instrument.
        ii. Collect an unstained control sample.
        iii. Pack to prevent stain removal by abrasive action during shipping.
        iv. Pack in clean paper.
        v. Package in paper.

    b. Sample that can not be removed.
        i. Absorb suspected dried bloodstains on immovable objects onto a clean cotton cloth or swab moistened with distilled water.
        ii. Leave a portion of the cloth or swab unstained as a control.
        iii. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners.
        iv. Package in paper.

iii. Semen and Semen Stains -

1. Liquid semen -
    a. Absorb suspected liquid semen onto a clean cotton cloth or swab.
    b. Leave a portion of the cloth or swab unstained as a control.
    c. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners.
    d. Package in paper.

2. Dry semen –
    a. Absorb suspected dried semen stains on immovable objects onto a clean cotton cloth or swab moistened with distilled water.
    b. Leave a portion of the cloth or swab unstained as a control.
    c. Air-dry the swab or cloth and place in clean paper or an envelope with sealed corners.
    d. Package in paper.

iv. Saliva and Urine –

1. Liquid –
    a. Absorb suspected liquid saliva or urine onto a clean cotton cloth or swab.
    b. Leave a portion of the cloth unstained as a control.
    c. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners.
    d. Package in paper.

2. Dry –
    a. Submit suspected small, dry saliva- or urine-stained objects by packing to prevent stain removal by abrasive action during shipping.
    b. Pack in clean paper or an envelope with sealed corners.
    c. Package in paper.

v. Hair –

1. Pick up hair carefully with clean forceps to prevent damaging the root tissue.
2. Air-dry hair mixed with suspected body fluids.
3. Package each group of hair separately in clean paper or an envelope with sealed corners
4. Package in paper.

3. Transportation and storage - Once DNA evidence has been secured in paper bags or envelopes, it must be sealed, labeled, and transported in a way that ensures proper identification of where it was found and the proper chain of custody. During subsequent transportation and storage the evidence that may contain DNA must be kept dry and at room temperature.

   DNA evidence should not be placed in plastic bags because plastic bags will retain damaging moisture. Direct sunlight and warmer conditions also may be harmful to DNA. Avoid keeping evidence in places that may get hot, such as a room or police car without air conditioning.

b. <u>DNA Evidence Collection Training Requirements for Persons Collecting Evidence</u> –
1. Community Services Officers who have completed the basic POST Approved Crime Scene Investigation Course given by California Department of Justice CSI personnel are known as Field Evidence Technicians.

2. Newly assigned detectives must complete the basic POST Approved Crime Scene Investigation Course given by California Department of Justice CSI personnel.

c. Procedures for the Submission of DNA Evidence to the DOJ Laboratory -
The responsibility for submitting DNA evidence and requesting laboratory examinations to the accredited California Department of Justice Forensic Laboratory lies with the Rocklin Police Department Laboratory Evidence Technician with the following stipulations:

1. Field Evidence Technicians under the direction of detectives are responsible for submitting a department Request for Laboratory Service form to the Rocklin Police Department Laboratory. A Laboratory Evidence Technician or the Property/Evidence Technician must complete a Physical Evidence Submission Form for DOJ processing, requesting the types of laboratory analysis necessary.

2. It is the responsibility of the lead case investigator to review cases that require DOJ Laboratory forensic services. If additional types of laboratory analysis are necessary, or new or additional evidence becomes available, the investigator must submit a new request to the laboratory evidence technician concerning the additional analysis.

3. The Department of Justice provides written reports pertaining to the results of all evidence analysis they perform. The Property/ Evidence Technician must forward the original of this report to Records for filing with the original reports on the offense. A copy must be sent to the lead case investigator as well.

S203.20 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

S204 Flying While Armed

S204.1 PURPOSE

This procedure establishes guidelines for notifying the Transportation Security Administration (TSA) when a Rocklin Police Officer is required to fly while armed (CFR §1544.219).

S204.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S204.3 PROCEDURE

In addition to the steps outlined in RPD Policy §312.7 the TSA has mandated that a National Law Enforcement Telecommunications System (NLETS) message be sent at least 24 hours in advance of the scheduled travel. This administrative message is sent to the LEO flying armed ORI: vafam0199 and shall include the Officer's name and travel itinerary listing all airports by their three letter identifier, see http://www.faa.gov/library/glossaries/ for further information.

Sample agency message to the TSA:

AM.PASO12345.VAFAM0199.*0008000001.TXTLEOFANAM/SMITH, JOE.
AGY/BROWARD SHERIFF'S OFFICE.BCN/BSO123456.OFC/LOCAL.
NAO/WASHINGTON,GEORGE.CRT/YES.CPN/7031234989.APN/2023456789.
EIT/PRISONER.EIN/SMITH, JOHN.NOA/AMERICANAIRLINES.FLN/AA1234.
DOF/122508.DAP/DCA.CAP/EWR.FDA/BOS.

When the TSA receives the NLETS message requesting armed travel approval, the Transportation Security Operations Center (TSOC) will respond with a return message that includes a unique alphanumeric identifier. A copy of the return NLETS message is a required document that must be presented at the Armed Law Enforcement Screening Checkpoint in addition to the required items listed in RPD Policy §312.7 and the armed traveler paperwork provided by the airline.

The TSOC return message is valid for the date and airports shown only. If travel plans change beyond the specific time only, a new NLETS message must be sent and the above procedure repeated. A copy of the new return NLETS message must be faxed to the traveling Officer prior to check in.

Below is a sample of the TSOC return message, required to be presented the day of travel:

AM.VAFAM0199.PASO12345.
TXT
FLYING ARMED LEO REQUEST APPROVED. YOUR UNIQUE ID CODE IS: WCD87947
NAME: JOE SMITH
AGENCY: BROWARD SHERIFF'S DEPARTMENT
AUTHORIZING OFFICIAL: GEORGE WASHINGTON
BADGE/CREDENTIAL: BSO123456
HAS DEPARTMENT LETTER: YES
COMPLETED TRAINING: YES

CELL PHONE: 7031234989
ESCORTED INDIVIDUAL TYPE: PRISONER
ESCORTED INDIVIDUAL: SMITH, JOHN
AIRLINE: AMERICAN AIRLINES
FLIGHT NUMBER: AA1234
FLIGHT DATE: 122508
DEPARTING AIRPORT: DCA
CONNECTING AIRPORT: EWR
FINAL DESTINATION AIRPORT: BOS
PRINT OUT THIS REPLY AND PRESENT IT AT THE AIRPORT'S LEO LANE.

S204.4 NLETS ABBREVIATIONS AND DEFINITIONS

Abbreviation key for NLETS message formatting:

AM [SENDER ORI].[DESTINATION ORI].
* (AM) DESIGNATES THE MESSAGE AS AN NLETS ADMINISTRATIVE MESSAGE.
* SENDERORI FIELD WILL BE USED TO SEND THE REPLY MESSAGE BACK TO THE REQUESTER.
* DESTINATIONORI ENSURES THE MESSAGE IS PROPERLY DELIVERED TO THE LEO FA APPLICATION.
* THE DESTINATIONORI TO BE USED FOR THE LEO FA APPLICATION IS VAFAM0199.
* THERE MUST BE A PERIOD BETWEEN EACH FIELD AS WELL AS ONE AT THE END OF THE LINE.

TXT
* INDICATES THE BEGINNING OF THE MESSAGE TEXT.

LEOFA
* INDICATES TO THE APPLICATION THAT THIS IS A LEO FA REQUEST MESSAGE. ALL MESSAGES WITHOUT THIS WILL BE IGNORED.

NAM
* FULL NAME OF THE FLYING ARMED LEO.
* MUST BE IN THE FORMAT OF LAST NAME, FIRST NAME.
* EXAMPLE: NAM/SMITH, JOHN.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

AGY
* AGENCY OR DEPARTMENT NAME OF THE FLYING ARMED LEO.
* EXAMPLE: AGY/ARLINGTON POLICE DEPARTMENT.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

BCN
* BADGE OR CREDENTIAL NUMBER OF THE FLYING ARMED LEO.
* EXAMPLE: BCN/ABC123456.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

OFC
* OFFICER TYPE MUST BE EITHER STATE OR LOCAL.
* EXAMPLE: OFC/LOCAL.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

NAO
* NAME OF AUTHORIZING OFFICIAL
* MUST BE IN THE FORMAT OF LAST NAME, FIRST NAME.
* EXAMPLE: NAO/SMITH, JOHN.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

CRT
* COMPLETED REQUIRED TRAINING
* MUST BE EITHER YES OR NO.
* EXAMPLE: CRT/YES.
* A NO IN THIS FIELD WILL RESULT IN A DENIED REPLY MESSAGE BECAUSE ALL LEO FLYING ARMED MUST HAVE COMPLETED REQUIRED TRAINING.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

CPN
* CELL PHONE NUMBER OF LEO FLYING ARMED.
* MUST NOT CONTAIN DASHES AND MUST BE EXACTLY 10 DIGITS.
* EXAMPLE CPN/1234567890.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

APN
* AGENCY OR DEPARTMENT NUMBER OF FLYING ARMED LEO.
* MUST NOT CONTAIN DASHES AND MUST BE EXACTLY 10 DIGITS.
* EXAMPLE: APN/1234567890.
* THIS IS NOT A REQUIRED FIELD.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

EIT
* ESCORTED INDIVIDUAL TYPE
* MUST BE PRISONER OR DIGNITARY.
* EXAMPLE: EIT/PRISONER.
* THIS IS NOT A REQUIRED FIELD.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

EIN
* ESCORTED INDIVIDUAL’S NAME
* MUST BE IN THE FORMAT OF LAST NAME, FIRST NAME.
* EXAMPLE: EIN/SMITH, JOHN.
* THIS IS NOT A REQUIRED FIELD.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

NOA
* NAME OF AIRLINE
* EXAMPLE: NOA/AMERICAN AIRLINES.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

FLN
* FLIGHT NUMBER
* EXAMPLE: FLN/AA1234.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

DOF
* DATE OF FLIGHT
* MUST BE IN THE FORMAT OF MMDDYY.
* EXAMPLE: DOF/122508.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

DAP
* DEPARTING AIRPORT
* EXAMPLE: DAP/DCA.
* MUST BE A KNOWN AND RECOGNIZED UNITED STATES AIRPORT.
* MUST NOT BE MORE THAN 3 CHARACTERS LONG.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

CAP
* CONNECTING AIRPORT
* EXAMPLE: CAP/EWR.
* MUST BE A KNOWN AND RECOGNIZED UNITED STATES AIRPORT.
* MUST NOT BE MORE THAN 3 CHARACTERS LONG.
* THIS IS NOT A REQUIRED FIELD.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

FDA
* FINAL DESTINATION AIRPORT
* EXAMPLE: FDA/BOS.
* MUST BE A KNOWN AND RECOGNIZED UNITED STATES AIRPORT.
* MUST NOT BE MORE THAN 3 CHARACTERS LONG.
* THE PERIOD AT THE END OF THE LINE IS REQUIRED.

S204.5 ENACTED

Enacted: June 1, 2009

S205 Business License Enforcement

S205.1 PURPOSE AND SCOPE

The Rocklin Municipal Code (R.M.C.) requires businesses to possess a valid Business License issued by the City. Businesses not in compliance are subject to criminal proceeding in accordance with the applicable R.M.C.

S205.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S205.3 FAILURE TO OBTAIN BUSINESS LICENSE

When a business in found to be operating in the City in non-compliance with the R.M.C. business license requirement, the City's Finance Department should take the following steps:

- Mail the business a letter requiring compliance.
- If the business does not comply within 30 days, the City's Finance Division sends the business a second letter advising that they are not in compliance.
- After the Finance Division sends the second request for compliance letter and receives no response, a request for enforcement is forwarded to the Rocklin Police Departments Investigations Unit.

The Investigations Unit Supervisor or his/ her designee will be responsible for further action until the business comes into compliance with the current requirements.

S205.4 BUSINESS LICENSE RENEWAL PROCESS

When a current Business License is approaching expiration, the City's Finance Division should take the following steps:

- Mail the business a letter requiring renewal.
- If the license is not renewed after 30 days delinquent, the City's Finance Division sends the licensee a second letter advising that they are being assessed a 10% penalty.
- If the fees remain unpaid for a second 30 days, the Finance Division will send the licensee a third letter advising that they have been assessed a second 10% penalty for a total of 20%. The letter advises that each additional 30 days delinquent will result in an addition 10% penalty up to a maximum penalty of 50%.
- After the Finance Division sends the second penalty letter and receives no response, a request for enforcement is forwarded to the Rocklin Police Departments Investigations Unit.

The Investigations Unit Supervisor or his/ her designee will be responsible for further action until the business comes into compliance with the current requirements.

S205.5 ENFORCEMENT PROCEDURES

When the investigations unit receives this request they should take the following steps:

- Establish whether or not the offending business is still in operation.

- If it is still in operation, the 10 day demand letter requiring payment should be either hand delivered or mailed, return receipt requested, to the owner/ manager.
- If after 10 days, the fee and penalty are still not paid, a member of the Police Department should respond to the business and verbally inform the owner/ manager of the violation, giving them 48 hours, excluding weekends and holidays, to comply.
- They should also advise them that failure to comply may result in their arrest.
- If after 48 hours the License remains unpaid, employees are authorized to issue a criminal citation for the applicable R.M.C. violation.
- The Violator should be cited in accordance with RPD policy §420 to the Placer County Superior Court, Criminal Division, 11532 B Avenue, Auburn, CA 95603, Department 9. A report should be written minimally detailing the unsuccessful attempts for compliance.

S205.6 RECORDS PROCEDURES

When the Police Records Unit receives a Business Enforcement report and citation, a copy should be sent to Finance for information and documented in RIMS. The case should be processed like any criminal citation that contains one or more R.M.C.'s only, and be sent to the Placer County Superior Court, Criminal Division at the above address. A copy of this citation and report shall also be forwarded to the City Attorney for prosecution. If a citation/PTA or an arrest report contains an RMC and any other State crime charge. The citation should be processed in accordance with the normal criminal procedure. A copy of the citation/ arrest report is not required to be forwarded to the City Attorney unless requested.

S205.7 ENACTED

Enacted: June 1, 2007

S207 Criminal Investigation Administration

S207.1 PURPOSE AND SCOPE

There are individuals identified as multiple and repeat felony offenders, a.k.a., Habitual/Serious Offenders. These individuals commit a substantial and disproportionate amount of serious crimes. This section defines what a Habitual/Serious Offender is and the Investigations Unit responsibilities in dealing with them.

S207.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 42.1.5

S207.3 HABITUAL/SERIOUS OFFENDER CRITERIA

A Habitual/Serious Offender is an individual who has a history with the Rocklin Police Department of being repeatedly under investigation for the commission, attempted commission or suspected involvement in one or more of the following crimes:

- Homicide
- Robbery
- Vehicle Theft
- Burglary
- Aggravated Assault
- Arson
- Sexual Assault
- Identity Theft
- Street Gang Crimes
- Financial Crimes related to Fraud, Forgery, and Embezzlement

S207.4 OFFENDER CASE IDENTIFICATION

When preparing a case to be submitted to the Placer County District Attorney's Office for criminal prosecution, investigators should use the Record Management System for information of prior crimes of a similar nature and criminal history background information to determine if a suspect is a Serious/Habitual Offender.

The Crime Analyst will assist in the tracking and identification of Serious/Habitual Offenders based on reading crimes reports, attending patrol and detective briefings, information obtained from Cal Gangs, LEADS, criminal history information and other law enforcement agencies. If the individual meets the Serious/Habitual Offender criteria the Crime Analyst will prepare Repeat Offender Bulletins on those known for being continually involved in criminal activity.

Repeat Offender Bulletins should contain the following information:

- Identifiers
- Photo
- Associates
- Parole/Probation status
- Gang Affiliation
- Arrest history
- Method of Operation

S207.5 NOTIFICATION TO THE DISTRICT ATTORNEY

It is the responsibility of the investigator to include all pertinent information in his/her report to aid the prosecuting attorney when seeking a criminal filing. The prosecutor may utilize this information to decide if special handling of the case is necessary.

S207.6 ENACTED

Enacted: June 1, 2007

S209 Use of Interview Rooms

S209.1 PURPOSE AND SCOPE
To establish a framework for the safety and security of department personnel as well as persons placed in any one of the department's interview rooms for interviewing or interrogation.

S209.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 42.2.10

S209.3 AUTHORIZED USE
The Rocklin Police Department has five interview rooms. Three are in the immediate area of the Investigations Unit, one is in the front lobby, and one is in the detention area. Interview rooms will be used for:

a. Custodial and non-custodial interviews of persons suspected of committing a crime or charged with a crime.
b. Interviews with witnesses and victims.

S209.4 SECURITY CONCERNS
Officers will conduct a thorough search of the interview room to be used for weapons and contraband prior to placing a person inside the room and after the person's removal from the room.

The escorting officer or detective is responsible for the safety and security of persons brought to the interview rooms until relieved by any officer assuming responsibility for the individual.

Persons not in custody will be searched in accordance with constitutional requirements and officer discretion. Officers will thoroughly search arrestees prior to placing him/her in an interview room.

In the detention interview room or Investigations interview room, officers and detectives will handcuff in-custody arrestees unless there are at least two sworn personnel with the arrestee at all times.

Using an interview room not in the detention area to question an arrestee requires the approval of the on-duty Watch Commander. If granted, the arrestee should be escorted by two officers and the arrestee should remain handcuffed during movement to the room.

S209.5 WEAPONS CONTROL
Appropriate safety precautions will be taken before interviewing arrestees or suspects. Prior to entering the interview rooms located in the Investigations area or in the Detention area, officers will secure all weapons in the lock boxes;

a. In the vehicle sally port, or
b. Outside of the detention area, or
c. In the Investigations area A/V Observation hallway.

S209.6 NUMBER OF POLICE PERSONNEL

Officers or detectives will take necessary steps to limit the access and number of personnel to the interview room area. Usually, this will be two police personnel at a maximum during an arrestee interview. A one-on-one interview with a suspect (non-arrestee) is acceptable.

S209.7 SUMMONING ASSISTANCE

The detention interview room and the interview room in the front lobby are each equipped with a "Panic Button Alarm" system. An officer in distress can activate the panic alarm from inside the interview rooms by pressing the red button.

The interview rooms in the Investigations area are not equipped with panic alarm systems. Prior to interviewing a suspect in any of these rooms, the officer or detective must alert other officers or dispatch as to the pending interview. The interviewing officer, or detective, is required to carry a portable radio which can be used to summon help.

S209.8 EQUIPMENT TO BE KEPT IN THE INTERVIEW ROOMS

Each interview room should contain a table and chairs. One of the Investigation's Interview rooms will contain a telephone and filing cabinet used for furtherance of undercover investigations. A child interview room (soft room) should contain comfortable seating for use in the interview of children who are victims of a crime.

S209.9 ACCESS TO RESTROOMS, WATER, OR COMFORT BREAKS

Interviewees will be provided access to water, restrooms and other basic needs as needed during the interview. If the interviewee requires the use of a restroom, they should be escorted by the interviewing officer.

Officers will not leave any person unattended that appears to be under a significant amount of duress or appears to be a potential threat to him or herself.

S209.10 ENACTED

Enacted: June 1, 2007

S210 Evidence Handling

S210.1 COLLECTION OF EVIDENCE FROM KNOWN SOURCES

A significant degree of the value of laboratory examinations concerns the identification of substances and the comparison of these materials with materials from known sources. Whenever such materials or substances are available, and it is legal to do so, Field Evidence Technicians may, when necessary, collect standards from known sources. After collection, these items will be appropriately packaged and booked into the Rocklin Police Department evidence system for preservation and laboratory coordination. Materials and substances to consider collecting for comparison include:

- Blood
- Biological fluids
- Hair
- Fibers
- Paint
- Glass
- Wood
- Metal
- Soil
- Tools
- Footwear

Other items not listed above may be valuable for comparison, such as non-expended ammunition, or other objects specific to each case.

S210.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 83.3.1, 83.3.2

S210.3 SUBMITTING EVIDENCE TO THE LAB

The Rocklin Police Department has its own evidence processing laboratory that can process most fingerprint evidence. Also available is the California Department of Justice Crime Laboratory which processes all other types of evidence.

a. Evidence Submission Responsibility - The responsibility of submitting evidence and requesting laboratory examinations lies with patrol officers, detectives, or field evidence technicians. Any requests must be made via a Request for Laboratory Services form. One copy of the Request for Laboratory Services form is attached to the approved report and the other copy is attached to the evidence.

   If the evidence is to be processed by the DOJ Laboratory, the Lab Evidence Technician or the Property/Evidence Technician then completes a Physical Evidence Submission Form for DOJ processing, requesting the types of laboratory analysis necessary.

   If the California Department of Justice Crime Scene Investigators or the FBI assist with a crime scene, evidence may be submitted to them directly at the scene. An investigator or Field Evidence Technician must create a complete list and description of the items on a Property Record Receipt. The assisting agency personnel who receive the item(s) must sign the reverse side of the Property Record receipt. The items must also be entered it in the property section of the written report as being in the possession of DOJ or the FBI.

b. Transporting Evidence - When personnel process a scene, they are responsible for transporting the evidence in a safe, secure and timely manner to the Rocklin Police Department all the while maintaining the chain of custody. The evidence is packaged and is booked into the Evidence Room as indicated in the Property Manual. The Rocklin Police Department's standards for packaging of evidence are no different than DOJ's standards.

   If evidence is to be sent to the DOJ Laboratory it should be sent with department personnel or, depending upon the evidence, can be sent via US Mail or by FedEx.

c. Documentation - If the DOJ Laboratory is to process evidence, a copy of the Physical Evidence Submission Form and a copy of the report must accompany the evidence.

d. Receipts for Chain of Evidence – It is the responsibility of the Property/Evidence Technician to indicate the transfer of evidence from Rocklin Police Department Evidence to any other location including to DOJ. A receipt is given to the department transporter of evidence and the record is kept in the Property/Evidence Room.

e. Results in Writing - The Department of Justice provides written reports pertaining to the results of all evidence analysis they perform. Employees must forward the original of this report to Records, for filing with the original reports on the offense.

S210.4 ENACTED

Enacted: June 1, 2007

S211 Legal Processes

S211.1 PURPOSE AND SCOPE

Traditional civil process is handled by Placer County Sheriff's Department civil division. Rocklin Police Department may be called upon to assist in legal process, responding to court orders and/or appear in court in response to a legally executed subpoena. The following process outlines the duties and responsibilities of employees when called upon to participate in legal process.

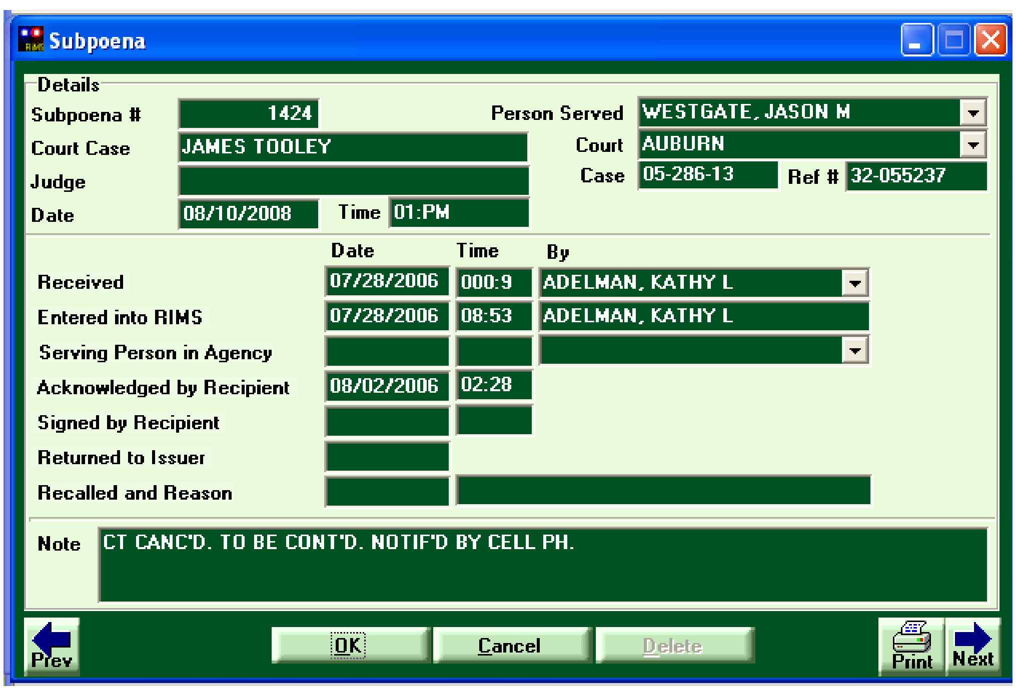
S211.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 74.1.1, 74.1.2, 74.2.1

S211.3 PROCEDURE

Officers and employees may be ordered to appear in court to testify in various criminal or civil proceedings via legal service of a court issued subpoena during the course of their employment. The service of court issued criminal and civil subpoenas is the responsibility of the issuing court.

Rocklin Police Records Unit is responsible for recording subpoenas served to its employees under the discretion of the Records Manager. Subpoenas are recorded and assigned electronically through the Records Management System. Officers and employees are served subpoenas by their immediate supervisor, or designee, during the course of their duty. Proof of service is returned directly to the District Attorney via courier. Subpoenas are logged in the Records Management System using the following screen:



Civil process documents including civil and criminal subpoenas received for service to citizens are traditionally served through the Placer County civil division. If RPD is required to serve civil process documents, service will be recorded through the process previously outlined in (a). Proof of service related to restraining order service is included in the restraining order files housed and maintained securely in the Communication Center pursuant section 6380 of the California Family Code. Proof of service for both includes:

1. Date and time service was executed/attempted
2. Name of officer(s) executing/attempting service
3. Name of person on whom legal process was served/executed
4. Method of service/reason for non-service
5. Address of service/attempt

S211.4 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

S212 Records Distribution

S212.1 PURPOSE AND SCOPE

This procedure establishes guidelines distributing records.

S212.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.3.1, 82.2.4, 82.1.2

S212.3 PROCEDURE

Distribution or routing of reports is the foundation of our Police Records Unit. The following is a guideline for the distribution of standard police documents.

Copying / Distribution of Police Reports

Report	Distribution
Adult Arrests (Citation / PTA / Bookings	Placer County District Attorney
Child Abuse	A.C.C.E.S.S.
Child Abuse Form (form SS 8583)	California Department of Justice
Counterfeit Money	Secret Service
Disturbance Call Back (3 Responses)	Finance
Driving Under Influence (form DS 367)	Department of Motor Vehicles
Elderly Abuse	A.C.C.E.S.S.
Graffiti (City Property)	Public Works/ Inv / Neighborhood Officer
Graffiti (Private Property)	Volunteers / Code Enforcement / Inv / Neighborhood Officer
Injury on City Property	Risk Management
Juvenile Arrests	Placer County Juvenile Probation
Missing Person (Outstanding)	RPD Investigations Unit
Pursuits (form CHP 187)	California Highway Patrol
Sale of Alcohol to Minor	Alcohol Beverage Control
Traffic Collision	California Highway Patrol/City of Rocklin Public Works
Domestic Violence Report involving children	A.C.C.E.S.S.

Report copies are also designated by the “Route To” box found at the bottom left hand corner of most report forms or written at the bottom of reports that do not have a “Route To” box. The “recommendations” portion of the officer’s police report will also indicate where the officer would like the report routed to. The “recommendations” section of reports should always be reviewed by the copying/distribution employee to ensure that proper routing has not been overlooked.

The following reports are not distributed unless otherwise instructed.

Annoying Phones Calls
Arson
Assaults
Curfew & Loitering Laws (Persons under 18)
Death Investigation
Domestic Violence
Embezzlement (Including Vehicles)
5150’s
Forgery

Fraud
Muni Code Violations
Property Reports
30 Day Impound
Tow/Stored Vehicles
Stolen Vehicles
Suspicious Circumstances
Valtox Reports – Results
Vandalism

S212.4 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

S213 Towed/Stored Vehicle Records Processing

S213.1 PURPOSE AND SCOPE
This procedure establishes guidelines for processing towed or stored vehicles.

S213.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S213.3 PROCEDURE
It is the responsibility of the Records Unit to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers, including registered owner and legal owner. If the registered owner or legal owner information provided by the officer on the CHP form 180 differs from the DMV information, a notice will also be provided to that address. Notice to all such individuals should be sent within 48 hours, excluding weekends and holidays, by first-class mail pursuant to Vehicle Code 22852.

Documentation should be made on the CHP form 180 the date of mailing and employee's initials/badge number. If additional copies of notice are required Records personnel will ensure the back side of notice is provided. Storage forms should be promptly placed into the towed vehicle binder so that they are immediately available for release or for information should inquiries be made. When vehicle is released, sold or salvaged the CHP form 180 will be filed with the daily reports.

S213.4 THIRTY (30) DAY IMPOUND
The Records Unit determines the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers, including registered owner and legal owner. If the registered owner or legal owner information provided by the officer on the CHP form 180 differs from the DMV information, a notice will also be provided to that address. Notice of impoundment to all such individuals should be sent within 48 hours, excluding weekends and holidays, certified mail, return receipt requested, reference Ca. Vehicle Code 14602.6.
.
Documentation should be made on the CHP form 180 the date of mailing and employee's initials/badge number.

If additional copies of notice are required Records personnel will ensure the back side of notice is provided.

Storage forms should be promptly placed into the towed vehicle binder so that they are immediately available for release or for information should inquiries be made.

When vehicle is released, sold or salvaged the CHP form 180 will be filed with the daily reports.

S213.5 ENACTED
Enacted: June 1, 2007

S215 Juvenile Report Records Processing

S215.1 PURPOSE AND SCOPE

This procedure establishes guidelines for collecting, disseminating, and retaining juvenile records.

S215.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 82.1.2

S215.3 PROCEDURE

S215.31 METHODS TO DISTINGUISH JUVENILE RECORDS

Any and all physical reports involving a juvenile will be distinguished with a pink cover page. These reports include juveniles arrested, juveniles cited, juvenile suspects, and juvenile victims. When the juvenile is listed as a victim, the police report will be accompanied with a Rocklin Police Department Form #07-02. It will be the responsibility of police records personnel to attach Form #07-02 to the report. If charges are being filed with Placer County Juvenile Probation, Placer County Juvenile Referral Form #PPD 200 will accompany the police report.

All computerized juvenile records are identified by appearing black in color in the RMS/CAD Master Name Index. This color allows a record involving a juvenile to be easily recognizable.

S215.32 FINGERPRINTS, PHOTOGRAPHS, AND OTHER FORMS OF IDENTIFICATION

Fingerprints, photographs, and other forms of identification will be housed in RIMS or in the Rocklin Police property/evidence room.

S215.33 DISPOSITION OF JUVENILE RECORDS AFTER REACHING ADULT AGE

Once the juvenile reaches adult age, the reports will continue to be distinguished with a pink cover page and will be kept filed with all of the police reports. It will be the responsibility of the police records personnel to verify the subject is now of adult age and handle/release report(s) as permitted.

S215.34 EXPUNGEMENT WHEN ORDERED BY THE COURT

Juvenile records court ordered expunged and/or sealed are handled pursuant to the Department Of Justice Record Sealing and Record Update Handbook.

S215.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S216 Airing Code Three Fire Calls on Police Channel

S216.1 PURPOSE AND SCOPE

This procedure establishes guidelines for airing code three fire calls, including medical aid calls, on the police channel.

S216.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S216.3 PROCEDURE

Communications personnel will air, on the police channel, the nature of all calls where fire is responding code three. On minor medical aid calls that could be perceived as confidential or embarrassing, communications personnel may air the call as a "Minor Medical Aid."

EXAMPLE: Attention Rocklin Units, fire responding to Sierra College for a fall victim.

Attention Rocklin Units, fire responding to Rocklin and Pacific, CPR in progress.

Attention Rocklin Units, fire is responding to Wildcat Blvd, Minor Medical Aid.

S216.4 DISPATCH

In addition to airing the call, Communications personnel will automatically assign the nearest police unit to any priority in progress life saving medical aid call, at the dispatcher's discretion, where units may be of first aid assistance.

EXAMPLE: CPR in progress, drowning, choking, baby delivery, etc.

When receiving a call of a deceased person (11-44), automatically assign the nearest beat unit. The police unit will be assigned upon receiving the call in an effort to render first aid before fire can arrive. Enter the call utilizing the call type "WELFARE'.

S216.5 ENACTED

Enacted: June 1, 2009

S217 Communications Center Call Taking

S217.1 PURPOSE AND SCOPE

This procedure establishes guidelines for communications between field personnel and the communications center as well as procedures for handling calls from victims, witnesses, or other callers requesting information or services.

S217.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 55.2.1, 81.2.4, 81.2.5, 81.2.6, 81.2.7, 81.2.9

S217.3 PROCEDURE

The Communications Center is a 24 hour single point of contact for victims, witnesses, or other callers requesting information or services. In talking to callers, communications personnel must obtain necessary information to judge the characteristics of the call to determine whether emergency, non-emergency, or specific information is requested. If specific information is requested i.e. Victim/ Witness, the appropriate assistance should be provided or the caller should be referred to other organizations in the area.

When communications personnel receive a call from a person reporting a crime, requesting help or assistance, they will pursue a line of questioning to determine who, what, when, and weapons to be followed by why and how. Based on the information provided, the call taker will determine the validity, nature, and confirm the automatic priority of the call. Call priority serves as a general guideline for the level of response. The level of response should be based on officer safety, known weapons, and threat or potential threat to life or property. Communications personnel will determine if dispatch is required or if the caller needs to be referred to another service provider. Communications personnel will manually change the automatic call type priority depending on the severity of the situation.

(a) If dispatch <u>is</u> required: The call taker will determine the event type and confirm or change the automatic priority based upon the call type, the threat or potential threat to life and/or property; and the time lapse. This call type will determine emergency response or standard response. The call taker will enter a call for service into the CAD system, and will update the call with subsequent and relevant information as may be required. Dispatch will advise the caller if an officer will be dispatched to the scene and whether the response will be delayed. Dispatch will update the reporting party via telephone if response will be significantly delayed for any reason.

(b) If dispatch is not required: The call taker will determine what information or assistance is being requested and refer the caller to the appropriate person, city department or outside agency to assist them. The call taker will be helpful in providing any information or resources requested by the caller.

S217.4 DEPARTMENTAL RESOURCES

Communications Center personnel have immediate access to the following departmental resources:

(a) Officer in charge; either in person, by telephone, mobile, or police radio

(b) Duty roster for all personnel
(c) Residential telephone numbers of all department employees
(d) Visual maps detailing Rocklin Police Department's service area
(e) Officers' status indicator
(f) Written procedures and telephone numbers for procuring emergency and necessary external services through use of the emergency call out binders and reference books
(g) Tactical dispatching plans

S217.5 CLETS/NCIC ACCESS

The Rocklin Police Department subscribes to the California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC) systems. All Department members will adhere to the operating policies, practices, and procedures provided in the CLETS and NCIC Manuals and the CLETS Policies, Practices, and Procedures manual.

S217.6 WARRANT PROCESS

Placer County Sheriff's office acts as the warrant repository for the Rocklin Police Department.

(a) Rocklin Police Department receives attempt service paperwork from Placer County for service on its warrants or warrants from an outside jurisdiction. The following information will be recorded by officers upon attempt service or actual service:

1. Date and time service was executed/attempted,
2. Name of officer executing attempt service,
3. Name of person on whom warrant was served/executed,
4. Method of service/reason for non-service, and
5. Address of service/attempt.

Information regarding service or non service of a warrant is written on form 20-222001-004 provided by Placer County and forwarded to their department along with the original attempt service paperwork.

S217.7 WARRANT AND WANTED PERSONS FILE

Placer County Sheriff is responsible for maintaining the warrant and wanted person's file for Rocklin Police Department. Authorized personnel have 24-hour access to the wanted person's system through WPS, NCIC and also through an interface connecting Rocklin's RMS system to Placer County's RMS system.

(a) Placer County is responsible for entering warrants into regional, state and federal information systems through their RMS/CAD system, WPS, and NCIC.

(b) Information received from outside jurisdictions will be forwarded by communications personnel to Placer County for entry and maintenance.

(c) Warrant information related to arrests or investigation will be recorded by communications personnel in the CAD call or submitted with the officer's report.

(d) Warrant information is verified by Placer County, the entering agency. Upon receipt of a warrant it is inspected for accuracy, completeness, and proper order by the employee assigned to the Placer County Warrant unit. Rocklin requests must be confirmed by communications personnel via telephone before arresting a subject.

(e) Warrant information is cancelled by Placer County upon arrest or other action. Locates are placed in WPS and NCIC as applicable.

(f) Rocklin police has 24 hour access to Placer County and Sacramento County warrant information.

S217.8 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S218 Answering 9-1-1 Calls

S218.1 PURPOSE AND SCOPE

This procedure establishes guidelines for answering 9-1-1 calls.

9-1-1 has been mandated by state law and is in effect statewide. As defined in State Government Code, Article 6, Section 53100:

> *"It is the purpose of this act to establish 9-1-1 as the primary emergency telephone number for use in this state to be able to quickly respond to any person calling the number seeking police, fire, medical, rescue and other emergency services."*

The Rocklin Police Communications Center was made a primary public safety answering point (PSAP) for the City of Rocklin in August 1989. The Communications Unit should answer 9-1-1 emergency telephone lines, determine the nature of the emergency and insure that emergency services are dispatched to the proper location in the most expedient manner.

S218.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S218.3 PROCEDURE

The procedures are intended to be used as guidelines in answering the 9-1-1 emergency telephone lines. Due to the vast variety and sometimes complex nature of requests received on these lines it is difficult to set steadfast rules. Dispatchers should exercise prudent judgment in making decisions on requests for emergency services and in referring or transferring calls.

The primary function of a PSAP is to answer emergency calls for service and dispatch emergency services when required. However, extenuating circumstances may alter the methods of handling a call. All personnel should be flexible and alert to such situations.

"ROCKLIN 9-1-1, WHAT IS THE ADDRESS OF YOUR EMERGENCY?"

Personnel should always confirm the address and telephone number with the caller as soon as possible. The information provided in the ALI (Automatic Location Identification) and the ANI (Automatic Number Identification) are not guaranteed to be correct by the Telephone Company.

If the caller is reporting an emergency enter a call for service based on the situation and as described in the following procedures throughout this manual. If it is determined that the call is not an emergency, the caller may be referred to the non-emergency number.

9-1-1 HANG UP CALLS:

9-1-1 hang-ups are usually wrong numbers or misdialed numbers. Occasionally 9-1-1 calls are from children playing with the telephone or from pranksters on pay phones. These types of calls will be handled by a quick call back and unless there are extenuating circumstances, an advisement to the caller will be sufficient.

If personnel receive a 9-1-1 hang up call, and on callback receive an open line with no talking, personnel should attempt a second callback using the TTY software.

When there are extenuating circumstances on a 9-1-1 hang-up, an incident should be created and units dispatched. Extenuating circumstances include: no answer when called back, sounds of a fight, someone asking for help, crying, the telephone suddenly going dead, etc. The dispatcher must use prudent judgment on these types of calls as steadfast rules cannot be established due to the varied call scenarios. The dispatcher should always include any pertinent information they were able to obtain in the broadcast to the officer.

On some occasions, the caller may not be able to provide the address to the dispatcher. When this occurs and the ALI (Automatic Location Identification) feature does not display an address, the dispatcher will try and call the person back by using the telephone number that is displayed on the ANI (Automatic Number Identification). If that is not successful, the dispatcher will attempt to obtain the address that is listed for the telephone number in the reverse directory. If the telephone number is unlisted, AT&T should be contacted to obtain the address from the phone number. When the information is obtained, an incident will be created and officers dispatched.

When a call is received on 9-1-1 that does not require emergency services and proper advisement/referral has been made, the dispatcher may terminate the call if the caller continues to persist and or becomes belligerent. In these cases, the dispatcher should politely inform the caller the 9-1-1 is to be used for emergencies only and that the call is going to be terminated.

9-1-1 TRANSLATION SERVICE:

The 9-1-1-translation service can handle calls that require most language translations. The transfer button for the translation service is located on the main telephone and has been labeled “Language Translator”. The translation service is available 24 hours a day, seven days a week to all PSAP’s in California.

When the translation service answers the transfer, identify yourself and the agency that you are calling from. Attempt to indicate what language you require. Do not place the translator on hold until you have determined the nature of the call. The translator will obtain the information regarding the nature of the incident and any other pertinent information you may require.

9-1-1 TTY CALLS:

The hearing impaired has the capability of reporting emergencies on the 9-1-1 system as well as administrative lines. Personnel will be able to identify these calls by a “Tweeding” sound when the call is answered. Upon receipt of such a call from a hearing impaired person, the TTY software should be used. See procedure S220.

If personnel receive a 9-1-1 hang up call, and on callback receive an open line with no talking, personnel should attempt a second callback using the TTY software on the Vesta telephone terminal.

For more information on TTY calls, see procedure S220.

9-1-1 TRANSFERS:

If dispatch receives an emergency call outside the Rocklin jurisdiction, the call should be transferred to the correct PSAP. When the correct agency answers the transfer, the dispatcher should advise the agency, “THIS IS ROCKLIN POLICE WITH A 911 TRANSFER”. You can then monitor the call or release.

S218.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S219 Cellular 9-1-1 Calls (including abandoned calls)

S219.1 PURPOSE AND SCOPE

This procedure establishes guidelines for answering Cellular 9-1-1 calls

S219.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S219.3 PROCEDURE

Rocklin Police dispatchers should make all reasonable efforts to verify the existence of an emergency, the location of the emergency, and dispatch or otherwise coordinate an appropriate response based on the circumstances of each 9-1-1 call received via a wireless service provider.

- **General Background**

  There are two types of wireless 9-1-1 calls; they are referred to as "Phase I and Phase II" wireless 9-1-1. A Phase I wireless call will display the caller's cell phone number and the address of the cell site transmitting the signal to the dispatcher answering the call. In a Phase II call, technology has been implemented to determine the location of the 9-1-1 caller, and to display the location on our map in dispatch.

- **Creating a CAD Incident**

  Wireless 9-1-1 calls will require manual entry of the incident location and caller information. The only way to determine the callers' location is to ask them, or use the map coordinates (latitude/longitude on a WPH2 call) to plot their location when available.

The only reason to use the cell site location is when you are dealing with a silent call, abandoned call, or other circumstance where you are having police or sheriff units check the area covered by a cell site or sector for a possible emergency.

If the caller tells you their location, enter that information into CAD. If you must use the map coordinates from the latitude and longitude display, enter the nearest intersection or commonplace name (i.e. business name), into the address field

- **Unitialized Wireless Handsets**

  Federal law requires that Wireless Service Providers (WSP) deliver any 9-1-1 call originating on their systems to a Public Safety Answering Point. This not only allows the WSP's direct customers access to 9-1-1 via their network, it accommodates roaming customers from other providers. ***An important note for the call taker is that uninitialized wireless phones can dial 9-1-1.***

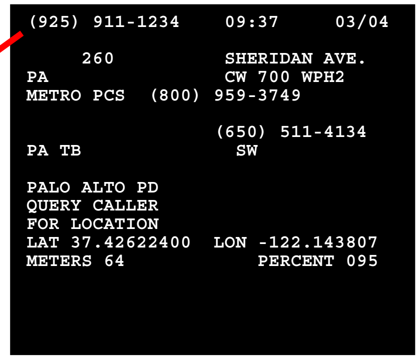
A phone is considered "uninitialized" and will show (911) as the area code, under the following circumstances:

1. Customer purchases wireless phone services and later discontinues service. The telephone number is removed from the phone by the Wireless Service Provider, but the phone is still capable of dialing 9-1-1.
2. The phone is roaming and the phone number connected to the call is not the number of the caller. If the caller is roaming, dispatch will not get what appears to be, a valid phone number to call them back. This call will begin with a 911 prefix. Any attempt made using the 911 prefix, will result in getting the wrong person.
3. Customer buys a wireless phone, but does not subscribe to a wireless service provider. No telephone number is ever assigned to this phone, but the phone is still capable of dialing 9-1-1.
4. Customer replaces their old wireless phone with a new handset, and keeps the old hand set. Their telephone number is transferred to the new handset, so the old handset no longer has a telephone number assigned to it. This phone is still capable of dialing 911.
5. Customer donates an old handset to a charity; the charity in turn donates it to an at-risk person (domestic violence victim, senior citizen, etc.) for use in an emergency. The original telephone number is stripped from the handset, but the phone is still capable of dialing 9-1-1.
6. Customer buys a "9-1-1 only" phone handset. They generally pay the one-time cost of the phone and no monthly charges. This handset is never assigned a telephone number, but the phone is still capable of dialing 9-1-1.
7. Customer buys a disposable wireless phone, sometimes referred to as "Trac" phones. The phone has a preset number of minutes and can make outgoing calls only. This phone is still capable of dialing 9-1-1.

In each of these scenarios, the handset can dial 9-1-1, but no actual telephone number is displayed to the call taker, nor is there any way whatsoever to dial into that handset if the call is disconnected. Unfortunately, there is no way to identify the caller through other means that might normally be available (e.g. through the Wireless Service Provider's customer data base).

The Wireless Caller Phone number on the Vesta ALI display will indicate a pseudo number of some kind. The FCC has directed the wireless providers to present the area code, the prefix "911" followed by the numbers 1234 (**925-911-1234**) as the only warning to the call taker that the caller is using an uninitialized handset.

Uninitialized Wireless handset indication



- **<u>Silent Calls or Calls With Noise Heard, No Voice Contact</u>**

  When a call taker answers a wireless 9-1-1 call, she/he may notice that there is no noise on the call or there may be music or other background noise heard, but they are not able to get the caller to speak. This may be an inadvertent dialing, where the caller accidentally dialed 9-1-1 with the phone on their hip, in their purse, etc, or it may be a hearing or speech impaired person who is unable to communicate, or the caller may be in distress and cannot communicate verbally. The call taker will need to make a reasonable effort to determine the most likely scenario with the call in progress.

  Ask the caller what their emergency is, similar to any silent call. Listen intently for any indications of a caller in distress. If no contact is made, follow the following procedures for abandoned call handling.

- **<u>Abandoned call Handling</u>**

  (see matrix below)

Phase I
Calls

ABANDONED CALL HANDLING MATRIX Circumstances	Initial effort	Resolution
PHASE I CALL No indications of duress are heard or perceived by the call taker.	1. Create a CAD incident in order to document the call. 2. Make an attempt to contact the 9-1-1 caller at the telephone number listed. In the event no one answers and the a message. machine picks up, ***do not leave a message.***	Document the incident and the attempt to contact the caller in CAD and close the event. If contact is made, handle as appropriate for the situation.
PHASE I CALL **Indications of duress** unable to re-contact the caller.	1. Create a Cad incident using whatever location information is provided (cell tower location, lat/lon, etc.) 2. Broadcast an announcement of the situation, advising officers the cell tower, but remind them there is no way to pinpoint the location of the caller. 3. Call cellular provider to request billing / residential address and associates with the account. 4. Take any other reasonable measure to locate the caller. 5. If there are indications of a fire or EMS incident, create a separate fire call for the units to make area checks for the emergency.	1. Document the incident and the attempt the contact the caller in CAD. 2. If contact is made, handle as appropriate for the situation. 3. If the location is outside of our area of responsibility for police/fire or EMS, notify the appropriate agencies.

Phase II Calls

Circumstances	Initial effort	Resolution
PHASE II CALL No indications of duress are heard or perceived by the 9-1-1 call taker	1. Create a CAD incident. 2. Make an attempt to contact the 9-1-1 caller at the telephone number listed. In the event no one answers and a machine picks up, ***do not leave*** a message.	1. Document the incident and the attempt to contact the caller in CAD. 2. If contact is made, handle as appropriate for the situation.
PHASE II CALL Indications of duress; unable to re-contact the caller.	1. Create a CAD event to document the incident 2. Make an attempt to contact the 9-1-1 caller at the telephone number listed. In event no one answers and a machine picks up, ***do not leave a message.*** 3. Use the mapping tool to determine the location of the coordinates. 4. Dispatch the beat unit to check the vicinity of the coordinates. 5. If necessary, call the cellular provider to request billing/ residential address association with the account. 6. If there are indications of a fire or EMS incident, create a separate fire call for units to make area checks for the emergency	1. Document the incident in CAD and attempt to contact the caller, document the attempt as well 2. If contact is made, handle as appropriate for the situation 3. If the Location is outside our area of responsibility for police fire or EMS, notify the appropriate agencies.

- **Transferring Wireless 9-1-1 Calls**

  It is the policy of the Rocklin Police Department to transfer wireless 9-1-1 callers to the appropriate Public Safety Answering Point (PSAP) as quickly as possible. In conformance to State guidelines, no 9-1-1 call will be transferred more than two times.

S219.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S220 Use of TTY/TDD Telephone Software

S220.1 PURPOSE AND SCOPE
This procedure establishes guidelines for use of TTY/TDD Telephone Software.

S220.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S220.3 PROCEDURE
TTY is an abbreviation for teletypewriter. TDD is an abbreviation for telecommunications device for the deaf. These terms are commonly used to describe calls received from hearing impaired persons.

TTY software has been installed in the dispatch center on the phone consoles. Dispatchers should familiarize themselves with the TTY software and its use. Below are basic instructions for the TTY.

How to Answer a TTY call from all lines, including 9-1-1:

1. Press the TTY button located on the left side of the Vesta phone display
2. When the TTY window pops up press “TTY Disabled” to enable the TTY software
3. You can use the preformatted questions or type your own using the keyboard located below the display monitor
4. Remember to end each sentence with “ga” so the caller knows it’s his/her turn to type. “ga” means go ahead.
5. When the call is finished type “sksk” to indicate the end of the call. “sksk” means stop keying.
6. Press close to return your screen to “normal” position

The incoming call will ring just like a normal call. When you answer the phone you should hear a “tweedling” sound which will indicate a TTY call. If you don’t hear the “tweedling”, have a dead line or you are unable to hear a caller State Law Requires Dispatch personnel to “sample” the call for a possible TTY caller by manually starting the TTY software.

When you receive a TTY call forward a copy of the incident that shows the address, telephone number and reporting party information on it to the Records & Communications Manager for entry into the reverse 9-1-1 system. Copies of test calls are not necessary.

S220.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S221 Misrouted Emergency / Non Emergency Calls

S221.1 PURPOSE AND SCOPE

This procedure establishes guidelines for prompt handling and appropriate routing of misdirected emergency calls.

S221.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.12

S221.3 PROCEDURE

Communications Center personnel will immediately relay information from misdirected emergency calls, both landline and cellular, to the appropriate agency. If an employee must transfer a police, fire, or medical call received on a 9-1-1 line to another Public Safety Answering Point (PSAP), they will do so by utilizing the appropriate transfer button on the telephone software at the console. The call taker will remain on the line to ensure the transfer is completed. In addition, an announcement should be made to the transferring agency so as to not be mistaken for a misdirected call. If a transfer fails, the call taker will take all pertinent information and relay it to the necessary PSAP while keeping the caller on the line if possible. If the transfer fails or a busy signal is received and the call is of high priority, communications personnel may broadcast the information on CLERS to the appropriate agency. The call taker will create an incident documenting the transfer of information.

If an employee must transfer a police, fire, or medical call received on the seven digit telephone line, they will notify the caller they are being transferred and ask them to stay on the line. Communications personnel may relay the pertinent information directly to the receiving agency if necessary. If the transfer fails or a busy signal is received and the call is of high priority, communications personnel may broadcast the information on CLERS. If a call taker receives a misdirected call of non-emergency nature on the seven digit telephone line, the caller should be provided with the phone number of the appropriate agency. Certain situations (calling from a payphone, reporting a potential traffic hazard, etc.) might suggest the call taker take the information and forward it to the appropriate agency. This action has a decided public relations benefit.

If a transfer from 9-1-1 is necessary because of an error in the data, it is communications personnel’s responsibility to notify the MSAG coordinator by filling out and sending a misdirect correction form located at the console.

ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

E9-1-1
COUNTY OF PLACER
MISROUTE OR INCORRECT ANI/ALI INFORMATION REPORT

This form is to be completed every time a misroute occurs or a discrepancy in ANI/ALI is observed.

Forward to:
Virginia Valenzuela, County Coordinator
P.O. Box 6990
Auburn, CA, 95604
FAX (530)886-5391
EMAIL vvalenzu@placer.ca.gov

REPORTING PSAP: ______________________________ ESN: __________________________
(PLEASE ATTACH CALL DOCUMENTATION) **(SHOWN ON SCREEN)**

THE FOLLOWING INFORMATION MUST BE COMPLETED:

TYPE OF CALL: ( ) LANDLINE ( ) VOIP ( ) WIRELESS

DATE AND TIME OF CALL: ____

ANI/ALI DISCREPANCY

TELEPHONE # RECEIVED:		**CORRECT TELEPHONE #:**	
ALI ADDRESS RECEIVED:		**CORRECT ADDRESS IF DIFFERENT:**	
VOIP VPC/ 24 HR PHONE NUMBER:		P-ANI RECEIVED: (211 = VOIP, 511 = WIRELESS)	
LATITUDE: -	LONGITUDE: -	METERS:	PERCENT:

MISROUTE

( ) **ROUTING INCORRECT** FROM ( ) SAC 911 4823 ( ) PLACER 911 4888 ( ) TAHOE 911 4581	**REROUTE TO:** PSAP: ESN:

REMARKS: ____

____

DISPATCHER REPORTING: ___________________________PHN:____________________________

DATE RECEIVED BY COUNTY COORDINATOR: _____________ MSAG CORRECT? ( ) YES ( ) NO
(If no, submit MSAG change form.) MSAG MAIL # ____

DATE RECEIVED BY TELEPHONE COMPANY: ____

(Rev 9/2006)

S221.4 ENACTED
Enacted: June 1, 2007

S222 Emergency Medical Dispatch

S222.1 PURPOSE AND SCOPE

Rocklin Police EMD qualified dispatchers will provide medical 'self-help', i.e. pre-arrival instructions to callers until emergency responders arrive on scene. Emergency medical dispatchers do not diagnose medical conditions, nor give medical advice, but rather provide basic instructions over the telephone, to treat symptoms and assist in the care of the patient until fire and medical personnel arrive. Rocklin Police Department has adopted the National Academy of Emergency Medical Dispatch (NAEMD) as the Emergency Medical Dispatch (EMD) standard for our service area.

S222.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.15

S222.3 PROCEDURE

Call taking and dispatching for medical assistance should be provided in a standardized manner following protocols written by the National Academy of Emergency Medical Dispatch (NAEMD). EMD's will follow all protocols, avoiding freelance questions or improvisational questions unless it enhances, but not replaces written protocol. EMD's can deviate from protocols only if polity or the County Medical Director dictates.

S222.31 CALL PROCESSING

A flip chart protocol system is located at each dispatch station. This protocol system will provide standardized Key Questions, Post Dispatch Instructions (PDA's) and Pre Arrival Instructions (PAI's).

S222.32 INTERROGATION

The Emergency Medical Dispatcher should, through basic call taking techniques, determine medical need based on the signs and symptoms being described by the Reporting Party (RP), according to approved EMD protocols.

Medical instructions should be offered to all callers reporting a medical emergency. If the caller does not want help, no further instructions should be given; the EMD may release the line. In the text of the CAD call, indicate the RP's decision to not continue with medical instructions.

All attempts to obtain Case Entry and Key Question information from the caller will be made. The EMD providing instructions should follow the medical protocols, giving instructions that are appropriate, possible and necessary for each call, avoiding freelance information unless it enhances but does not replace the written protocols. If a question is not understood, or an appropriate answer is not initially provided by the caller, the EMD may enhance / rephrase the questions in attempt to clarify. Questions may be omitted if the answer is obvious or has already been provided.

EMD's may alter the tense of the question (first party callers – "Do you have chest pain"?) to suit the individual situation. Status of consciousness may be inferred as obvious when taking a first party call, i.e., the caller is the patient.

S222.33 PRE-ARRIVAL INSTRUCTIONS

Pre-arrival instructions should be read directly from the PAI card and not ad-libbed or paraphrased. However, this does not preclude the EMD from enhancing (nor replacing) the PAI protocols when common sense requires it.

Pre-arrival instructions should be provided whenever the instructions are appropriate, possible and necessary.

Pre-arrival instructions should be read beginning at the most appropriate panel. If a caller is already providing PAI, the EMD should begin where the protocols direct care ensuring the caller is providing the correct help for the patient.

Upon the completion of a medical call involving pre-arrival instructions, the Fire Dispatcher will close the event noting the EMD code in the incident.

S222.34 DISPATCHING

Upon receipt of a medical call, response information should be relayed to responding units. A verbal update of any significant changes should be given to responding fire and ambulance units. "Significant changes" should be determined by the EMD and can include but are not limited to:

- Change in consciousness occurs
- CPR in progress
- Heimlich maneuver being performed
- Childbirth in progress
- Incident becomes hazardous
- Any other as appropriate

The following should be regarded as the minimum information to be passed to all responding personnel:

- The location of the incident
- The chief complaint
- The status of conscious
- The status of breathing

After receiving a call for medical assistance, the law dispatcher should notify police units that fire is responding, the general call type and the street they are responding too. The closest police unit (if any) should be started for any life threatening fire incident, including but not limited to: CPR in progress, subject not breathing, etc.

S222.35 QUALITY ASSURANCE

All medical response calls are subject to review to insure quality call processing. A random sample of EMD calls will be reviewed by American Medical Response (AMR) staff for quality assurance purposes.

S222.36 TRAINING

It is the policy of the Rocklin Police Department that all personnel acting in the capacity as Dispatcher I/II will be EMD certified. Training will be provided in accordance with the National Academy of Emergency Medical Dispatch requirements. It is the EMD's duty to maintain high standards and job proficiency in order to provide the best level of service for patient care. Employees are required to gain both initial certification and to maintain this qualification via the relevant re-certification process. Only EMD trained personnel or trainees working alongside an EMD-trained dispatcher are allowed to process emergency calls for service.

The continuing education process should follow a standardized procedure as required by the National Academy of Emergency Medical Dispatch in order to maintain certification. CPR is required by the National Academy of Emergency Medical Dispatch and thereby required by RPD.

S222.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S223 General Call Taking Information / Descriptions

S223.1 PURPOSE AND SCOPE
This procedure establishes guidelines for general call taking.

S223.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S223.3 PROCEDURE
When entering a call for service always ask the caller their name, address and phone number and place that information in the caller, address, phone number fields of the incident. If the caller advises they would like to remain anonymous put /Anon in the caller field of the incident but still try and obtain a phone number in case we need to contact them for more information. If the person refuses their name put /Refused in the caller field of the incident.

Always attempt to keep the calling person on the phone until officers arrive if:

1. The caller admits to taking a life.
2. The caller is observing a crime in progress.
3. There is a potential threat to life
4. An incident where officers will need to be updated as frequently as possible while enroute to the call.
5. Prowler call both inside and outside.

Standard person description:

Primary
1. Race
2. Sex
3. Age
4. Height
5. Weight or General Build
6. Hair (Color and Length)
7. Clothing
8. Weapons

Secondary

8. Hair (Color and Length)
9. Glasses Facial Hair
10. Facial Hair
11. Jewelry
12. Scars, marks, tattoos
13. Color of eyes

Standard vehicle description:

1. Color
2. Year
3. Make
4. Model or style (2 door, hatchback, convertible)

5. License number
6. Any other identifying marks (bumper stickers, body damage)

S223.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S224 Communications Center Telephone Etiquette

S224.1 PURPOSE AND SCOPE

This procedure establishes guidelines for telephone etiquette.

S224.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S224.3 PROCEDURE

Very often the first contact a citizen will have with the Rocklin Police Department is over the telephone. Our primary purpose is to provide assistance to the caller. The following guidelines should assist Communications staff in providing excellent service.

Initial Greeting

The following is the standard greeting when answering a business line:

> "Rocklin Police and Fire, how can I help you?"

Hostile Persons

Attempt to calm the caller
Do not get hostile with the caller
Do not hang up on caller
Listen

Hysterical Persons (all of the above plus)

Avoid telling the reporting person to "snap out of it", "get a grip on yourself", etc.
Avoid expressing doubt as to their fears or problems (i.e., "I don't think you're being realistic", or "I don't see how that could have happened like you say."
Do not lie to the caller.

General Do's and Don'ts

Be helpful
Control your voice – speak in a calm, even manner
Avoid stammering, stuttering, rambling, etc
Speak clearly and concisely
Be sympathetic
Be considerate of the caller's feelings and situation
Try not to interrupt the caller

Take control of the call when necessary
Never be rude
Avoid answering the phone laughing, giggling, snickering, swearing, crying, etc.
Stay interested in the caller and the caller's concern
Avoid letting the conversation switch to a personal level
Avoid expressing personal opinions
Do not give out legal advice
Reduce wait or hold time whenever possible
Avoid saying, "I don't know", leaving the caller's questions unanswered. Refer the caller to a resource who might be able to answer their questions

Always ask the caller if they would like to be forwarded rather than just giving them the resource name and ending the call
Treat the caller like you would want to be treated in the same situation

Always be professional
Always be helpful

S224.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S225 Call Taker Hostage Negotiation Tips / Situations

S225.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling Hostage Negotiation situations.

S225.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S225.3 PROCEDURE
1. Remain calm
2. Establish rapport; build trust.
3. Attempt to secure information about the hostage taker and hostages.
4. Stall for time. The longer the crisis lasts, the better.
5. Be willing to talk about anything.
6. Do not ask the hostage taker to set demands.
7. Do not agree to a demand—say, "I'll have to check with the boss."
8. Use active listening.
9. Be sensitive to the needs and feelings of the hostage taker. Don't show too much concern for the hostages.
10. Attempt to get the name(s) of the hostage taker and the hostages.
11. Be willing to call the hostage taker back.
12. Recognize the hostage taker's need to live.
13. Negotiate from a position of strength.
14. Keep the hostage taker contained. Do not let the hostage taker become mobile.
15. Isolate and negotiate.
16. Remember: The goal of negotiations is the preservation of life for the hostages, police, and public and hostage taker.

Once the hostage taker has established contact with you, he/she may refuse to speak to anyone else. If so, don't agree to anything. Just tell the suspect that you will pass on his/her demands. If you have a name, check local history.

SUPERVISORS MAY REQUEST ONE OR MORE OF THE FOLLOWING CONTACTS AS FURTHER RESOURCES:

1. Rocklin SWAT/HNT (use paging system in Microsoft Outlook)
2. Regional SWAT team (Roseville PD)
3. AT&T
4. PG&E
5. Placer County Water Agency

S225.4 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009

S226 Radio Communications

S226.1 PURPOSE AND SCOPE

This procedure establishes guidelines for Radio Communications with Field Units.

S226.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.4

S226.3 PROCEDURE

To ensure employee safety and efficiency, on-duty officers, non-sworn patrol staff, and patrol volunteers will be in constant radio contact with communication personnel. This informs department members of an employee's status, location and the status of any incident to which he/she is responding.

Rocklin Police assigns radio identification numbers by county identifier, employee rank/ title, and identifying number. For instance, 3P1 (Rocklin, Officer, Number), 3S1 (Rocklin, Sergeant, Number), or 3L1 (Rocklin, Lieutenant, Number) 3V1 (Rocklin, Volunteer, number) 3N1 (Rocklin, CSO, number). During any radio transmission, with the exception of certain tactical situations, employees must identify themselves with their radio identification number.

Communications personnel will communicate with and assist any outside agency requesting assistance on universal channels or on the telephone. When communicating on CLERS (Law Net 4) , it is important to remember neighboring agencies monitor this channel. Currently, the following agencies are monitoring this channel:

- Placer County Dispatch
- Auburn PD
- Lincoln PD
- Roseville PD
- El Dorado County Dispatch
- Yolo County Communications
- Sacramento CHP Dispatch
- (At this time Sacramento PD and SO do not monitor CLERS.)

Time permitting, Communications personnel will make every effort to call on the telephone or confirm receipt of broadcast to those agencies likely affected by the emergency they are broadcasting.

The CAD system is used to track the employee's status and maintains a permanent record of the information passed between employees and the communications center. Communications personnel will record any unit's change in status. They will also record any pertinent information relayed with the communication center or between field units.

On calls that are of high priority, are in progress, or involve violence or potential violence, communications personnel will send a minimum of two patrol units as initial response. They will also send one or more backup units to the location of the incident in addition to the primary responders if necessary. If no cover unit is available communications personnel will notify the Watch Commander. All CAD event types have been designated priority 1, 2, or 3. The circumstances of the event determine the initial response and the number of backup units to be dispatched. Communications personnel will consider several factors in determining the response:

- The number of officers in the initial response;
- The number of suspects or persons involved in the incident;
- How far away the officer's backup unit is from the incident;
- Officer Safety;
- Threat or potential threat to life or property; and
- The availability of units to handle other emergencies.

When an officer initiates a traffic stop the officer must notify communications of the vehicle license number, the vehicle description, and location of the stop. When an officer makes a traffic stop and unusual circumstances exist, the officer should include the direction of travel, number of occupants, and any other pertinent information. If exigent circumstances exist, communications personnel will start an additional unit.

In general, communications personnel will conduct a radio "welfare" or status check on field personnel in predetermined time increments if there have not been any communications from the employee(s) to indicate they are "code 4." The following are guidelines to be used:

- Until employee is code 4: Every 10 minutes
- After employee is code 4: Every 30 minutes
- After employee is code 4 on traffic stop: Every 10 minutes
- Field Unit who is 10-8: Every 60 minutes

If the employee does not reply, communications personnel will continue to attempt raising the officer on the radio. They will then utilize the emergency alert tone to attempt to raise the employee. Communications personnel will immediately send the closest available patrol unit and start other units towards the employee's last known location. Communications personnel will also notify responding officers of the employee's GPS location per the map if different than last given location. The level of response is determined by the circumstances in which the officer was involved. Communications personnel will continue to call the officer until the second unit arrives. Communications personnel will use all resources available including pager, cellular telephone, additional radio frequencies, and/or utilizing alert tones to attempt to contact the unresponsive employee. Communications personnel will also notify the supervisor if the employee cannot be raised. See Rocklin Police Communications procedures Officer Emergency Alert Button for further information.

Calls will be assigned based on priority, location and beat officer availability. Priority 1 & 2 events will be dispatched immediately. If all patrol units are unavailable, the Watch Commander will be notified. Priority 3 events will be dispatched to the assigned beat officer or Community Services Officer. If the beat officer is unavailable and the event is pending for an unreasonable amount of time, communications personnel can dispatch "out of beat" utilizing the following guidelines:

- Prior Workload: Pick a unit who has had fewer calls, in particular, fewer reports;
- Distance: Pick the adjoining beat with the least distance to travel.

The Watch Commander should be advised of the status of calls pending periodically during the shift and at the end of the shift. Communications personnel will notify units immediately of priority calls. Communications personnel will notify the Watch Commander of non-priority calls held for an unreasonable amount of time. They will also notify the Watch Commander of any non-priority calls pending longer than one hour. Communications personnel will make a text entry on incidents held indicating the Watch Commander has been notified and any instructions that communications personnel may have been given regarding the call.

In the event a citizen requests to cancel a call for service, prior to the arrival of the officer on scene, Communications personnel will advise the officer to cancel their response. Communications personnel will clear the officer and close the call with the cancellation disposition code. Communications personnel will not cancel complaints involving domestic violence, violence or potential violence. Officers will respond to these calls to check the callers' welfare.

Communications personnel will notify the Watch Commander in the event of a critical incident or felony in progress. They will also notify Police/Fire Administration/Records & Communications Manager in the event of a critical incident. Although the ultimate responsibility of notifying Administration lies with the Watch Commander, communications personnel will remind the Watch Commander and provide any assistance for the request. Communication personnel will comply with Rocklin Policy 358, Major Incident Notification.

S226.4   REVISED
Enacted: June 1, 2007
Revised: December 1, 2007
Revised: January 1, 2010

S227 Be on the Lookout Broadcasting (BOLO)

S227.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling Bolos.

S227.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S227.3 PROCEDURE
All requests for an "ALL POINTS" broadcast or a "BE ON THE LOOK OUT" pertaining to Rocklin Police Department will be dispatched, without delay when requested by police personnel and/or outside law enforcement agencies. Outside agency requests may come from phone call, radio broadcast (such as CLERS) or a teletype. All BOLOS pertaining specifically to Rocklin and surrounding areas, or have a great likelihood of pertaining to Rocklin PD should be broadcasted per the following procedure. BOLOS should be sent to all Rocklin mobile units unless the BOLO is beat specific and there is a great likelihood no others on the shift will need the information.

Procedure

1. Requests for "be on the lookout" broadcasts will be entered as an incident utilizing the **BOLO** call type.
2. Dispatch personnel will place Rocklin PD in the location field and the requesting agency in the caller field. Enter the type of BOLO on the first line of the call's text (examples are Officer Safety, 211 suspect, 10851 vehicle, etc.)
3. Dispatch will broadcast the BOLO, if appropriate, and notate the broadcast time in the incident text.
4. Dispatch will leave the incident as pending for an appropriate amount of time in order to retrieve quickly as questions arise, or if the person or vehicle is located, or if the BOLO is still receiving updates.
5. If the request is received by teletype and is specific to Rocklin PD or surrounding area the teletype will also be printed for the briefing room.

   BOLO BROADCASTING EXAMPLE

   1. **Initial Announcement: "Rocklin units, stand-by to copy BOLO for** (type of BOLO), (time frame), **from** (location), **authority of** (law agency), **break for traffic"**. (Unkey the microphone and pause for officers to prepare to copy)
   2. **Secondary Announcement: "Rocklin units continuing, BOLO for** (type of BOLO), (time frame), **from** (location), continue with BOLO information**. G**ive pertinent information of the BOLO (I.e. suspect or vehicle description, location possibly enroute to, officer safety information and/or any medical conditions, etc.) **Rocklin clear at** (time)".

S227.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009
Revised: January 1, 2010

S228 Broadcasting Non-Priority Calls

S228.1 PURPOSE AND SCOPE

This procedure establishes guidelines for broadcasting Non-Priority Calls.

S228.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S228.3 PROCEDURE

When a non-priority call is generated, dispatch will air the call. The broadcast should contain the unit being assigned, the type of call and the location the crime is occurring. The details of the call will be available by MDC. If the Officer desires the call details be broadcast, dispatch will air the details. This does not preclude dispatch from airing non-priority calls that they feel should be broadcast or involve Motors, Detectives or other employee's who do not have MDC's. If the officer assigned to the incident marks enroute prior to dispatch acknowledging the call, dispatch will still acknowledge that the officer is enroute, the type of call and the street. The broadcast should sound something like "Copy 3p** enroute, 459 report, Delta Dr".

S228.4 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

S229 Clemars Channel/TAC Channel (Channel 3)

S229.1 PURPOSE AND SCOPE

This procedure establishes guidelines for utilizing CLEMARS and TAC channels.

S229.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S229.3 PROCEDURE

The California Law Enforcement Mutual Aid Radio System, CLEMARS, channel is a statewide law enforcement frequency. The following are rules for the use of the channel:

1. Disaster and extreme emergency operations, for mutual aid interagency communications.
2. Emergency or urgent operations involving imminent safety of life or property.
3. Special event or controlled activities, generally of a preplanned nature, and generally involving joint participation of two or more agencies.
4. Drills, tests and exercises of a civil defense or disaster nature.
5. When no traffic of a higher priority classification is in progress, agencies may use the channel for local communications as a secondary channel. This may include “Administrative Traffic”, or similar usage.

Dispatch can monitor CLEMARS channel but will not acknowledge agency traffic except when:

1. The request is an emergency
2. A Supervisor requests acknowledgement.

All lengthy and very detailed messages will be communicated via telephone unless of an emergency nature.

The Rocklin Police Department may use the TAC channel also known as channel 3 as a secondary channel for in case of but not limited to:

1. The primary channel is restricted by the marker
2. The primary channel is busy with traffic from a critical incident
3. Special events or controlled activities, generally of a preplanned nature.
4. The primary channel is not working properly

S229.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S230 Broadcasting Confidential Information (10-12)

S230.1 PURPOSE AND SCOPE
This procedure establishes guidelines for relaying confidential, or 10-12, information.

S230.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S230.3 PROCEDURE
The code 10-12 is utilized to relay confidential information to the units in the field. The purpose of the code is to maintain the officer's safety, giving the officer the opportunity to step away from the suspect prior to receiving information on the subject that may cause him/her to become violent with the officer.

The dispatcher will use the code 10-12 prior to giving out any confidential information to units in the field.

Example: Dispatch locates a felony warrant on a subject

Dispatcher: "3P1 10-12"
Officer: "Go ahead"
Dispatcher: "Subject is showing an unconfirmed 10-36F (said as F-Frank if it's a felony warrant or said as M-Mary if it's a misdemeanor warrant) out of Placer County for 245 for $50,000"

If the officer is not ready to copy he/she will advise to stand by. Do not air the information until he/she is ready to copy.

S230.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S231 Radio/Telephone Recorder

S231.1 PURPOSE AND SCOPE
This procedure establishes guidelines for recorded telephone calls.

S231.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S231.3 PROCEDURE
All radio transmissions and telephone calls will be recorded in the dispatch center.

Dispatchers should keep personal phone calls to a minimum. From time to time, tapes are subpoenaed into court as evidence. If your personal phone call is within the portion of the phone call that is subpoenaed, it will be heard in court.

If you do not want your calls recorded, wait until you are off duty or on a break to make your calls from a non-recorded telephone.

S231.4 ENACTED
Enacted: June 1, 2007

S232 Call Taker Domestic Violence Procedures

S232.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling domestic violence calls.

S232.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S232.3 PROCEDURE

Per Section 13702 of the California Penal Code:

Calls reporting threatened, imminent or ongoing Domestic Violence, and the violation of any protection order including orders issued pursuant to Section 136.2 and restraining orders, should be ranked among the highest priority calls. Dispatchers are not required to verify the validation of the protective order before responding to the request for assistance. All calls of domestic violence should be dispatched as soon as practical.

Definitions:

Abuse – means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury

Domestic Violence – is 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 had had a dating or engagement relationship.

Cohabitant – means two unrelated adult persons living together for a substantial period of time, resulting in some permanence of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:

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

Call-Taking (In Progress):

1. Ask the caller where this is occurring at.
2. Are there injuries? If yes also enter a call and dispatch fire and ambulance to the victims location and have them stage if necessary.
3. Enter a call for service using the call type **415VERB, 415PHYS or 273.5**
4. Is the suspect still on scene? Obtain name, date of birth or approximate age and description of the suspect. What is the relationship between the victim and suspect?

5. Are there any weapons?
6. Are there any restraining orders on file? Have they been served? What county?
7. If the suspect leaves or there is a possibility they might leave, obtain a vehicle description and direction of travel or possible destination.

Call-Taking (not in progress):

1. Ask the caller/victim where this occurred at and if they are there now? If they are at another location obtain that as well so the officer can contact them.
2. Ask the caller/victim if they need immediate medical attention. If yes also enter a call and dispatch fire and ambulance to the victims' location.
3. Ask when this occurred. It is possible in domestic violence cases for the victim to wait several days to call.
4. Ask where the suspect is now. Also obtain their name, date of birth or approximate age and description. Is the suspect the victim's boyfriend, fiancé, husband, etc?
5. Where any weapons used?

Dispatch:

1. Dispatch a minimum of two officers to the location if the suspect is still on scene. If this is not occurring now, the suspect is not on scene and there is no immediate danger you may send one officer.
2. Check location for previous history of domestic violence
3. If you have enough information run the suspect for wants, local history and weapons registered.

S232.4 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009

S233 Call Taker Response to Physical Fights in Progress and Batteries

S233.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling fights and battery calls.

S233.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S233.3 PROCEDURE
Call Taking (in progress call):

When taking a call for a physical fight in progress the following information should be asked:

1. Where the fight is occurring? Business/Residence/Cross Streets.
2. Enter a call for service for the location of the fight and use type code **415PHYS**
3. How many people are fighting and if any type of weapons were seen.
4. Does it appear anyone is injured or in need of medical assistance? If yes also enter a call and dispatch fire and ambulance. Have them stage if necessary.
5. Description of the suspects(s) and associated vehicle(s) if any.
6. Ask the reporting parties if they know the names of the parties involved and how they know the subjects.

Call Taking (not in progress):

When taking a call for a battery that is not in progress and there is no immediate danger the following information should be asked:

1. Where did the battery occur? Business/Residence/Cross Streets.
2. Enter a call for service for the location of occurrence and use type code **242R**
3. If there are any injuries and if the victim needs immediate medical attention. If yes enter a separate call and send fire and ambulance to the victims' location. Have them stage if necessary.
4. When the battery occurred.
5. If the suspect is still on scene. If the suspect recently left obtain a direction of travel and vehicle description if any.
6. Name and relationship to the victim and description of suspect.

Dispatch:

1. Dispatch a minimum of two officers immediately. If this is not in progress send one officer to the victims' location. However depending on the circumstances it may be appropriate to send two officers.

2. If the name and date of birth of the suspect(s) is known run the suspect(s) for wants and previous contacts. Advise the responding units of any pertinent information.

S233.4 ENACTED

Enacted: June 1, 2007

S234 Call Taker Response to Hostages/Barricaded Subjects

S234.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling hostage or barricaded subject calls.

S234.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S234.3 PROCEDURE

Definitions:

Hostage – A person held by one party in a conflict as security so that specified terms will be met by the opposing party.

Barricaded Subject – A person who take a position of cover concealment or maintains a position in a structure and who resists capture by law enforcement personnel. A barricaded subject may be armed or suspected of being armed.

Call-Taking:

1. For a first person caller get as much information as possible. Where is the person calling from? As much detail as possible if exact address is not known.
2. What is the phone number the caller is calling from?
3. What is the name of the caller? Try to get a date of birth or age.
4. Do they have any weapons?
5. Why are they barricading themselves? Do they have any one else with them?
6. Try to keep the caller talking and get the most information you can.
7. If the caller is someone inside the location where the suspect is try and get as much information as possible. If may be the caller is unable to talk for fear of being heard. If this is the case have the caller leave the phone off the hook or line open if possible.
8. If the person calling is not on scene obtain as much information as possible about the location and suspect.
9. Run the suspect through RIMS, PLACER, NCIC, and SACRAMENTO for history, weapons, warrant etc.

Dispatch:

1. Notify the Watch Commander immediately of the call.
2. Do not page out SWAT until notified to do so by the Watch Commander.
3. With Watch Commander approval, notify Police Administration.

S234.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S235 Call Taker Response to Suicidal Person (MENTAL)

S235.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling suicide situations.

S235.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S235.3 PROCEDURE

Call-Taking:

1. Ask the caller where they are calling from. Address, Business or cross streets.
2. Ask the caller have they already injured themselves.
3. Enter a call for service using type code **MENTAL or WELFARE**.
4. For first person caller try to obtain as much information as possible including:
    a. The number they are calling from.
    b. Means and method they are going to use to commit suicide. Generally if the person has a plan the threat is more immediate.
    c. The callers name and description (this is important if they are outside)
    d. Ask if they have any weapons or access to any weapons.
    e. Ask if they have ever attempted suicide before. When and How?
    f. Tell the caller you want to help them and that you are going to need to send officers to their location in order to do that. It's important to find out how they are going to react to law enforcement presence.
    g. Obtain as much information you can and document it in the CAD.
5. **It is very important to keep the suicidal person talking as long as possible.**
6. Things **NOT** to do:
    a. Avoid putting the suicidal person on hold.
    b. Don't laugh, ridicule or dare the suicidal person to kill them self.
7. For second party callers try and obtain all the information listed above and document it in the incident.
8. If the person has already hurt themselves or there is potential for immediate medical assistance also enter a call for fire and ambulance and have them stage until police clear the scene.

Dispatch:

1. Dispatch a minimum of two officers to the location of the suicidal person.
2. Run the name of the person through RIMS for local history and also through APS to check for any weapons registered.
3. Check location history for previous calls to the address if they give you a home address.

4. Advise responding officers of any pertinent information

S235.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S236 Call Taker Response to Welfare Check (WELFARE)

S236.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling welfare check calls.

S236.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S236.3 PROCEDURE
Call-Taking:

Frequently family members, citizens, counselors, doctors, suicide hotline workers, adult protective services, child protective services etc will call in for a welfare check on a resident. When you receive these types of calls obtain the following information:

1. The location of the person(s) we are checking on.
2. The reason we are checking on them. EX: haven't been heard from, has made suicidal comments/threats, the caller feels the person is in danger (be specific as to why), etc
3. Enter a call for service using type code **WELFARE.**
4. Obtain as much information as possible on the person we are checking including name, date of birth, description, medical conditions that would be life threatening, previous history of suicide attempts, etc
5. Does the person live alone? Is there anyone else in the house with them?
6. Does the person own a vehicle? What is the description? Where the vehicle is usually parked.
7. Any other information that would be relevant to the type of welfare check we are sending an officer to.

Dispatch:

1. Send a minimum of two officers to the location.
2. Check the persons name and address through RIMS for any history and air any pertinent information to the responding officer.
3. If the call is for a suicidal person run a weapons check on the person to see if they have any weapons registered to them. Air that information to the responding officers.

S236.4 ENACTED
Enacted: June 1, 2007

S237 Call Taker Response to Prowler Call (PROWLER)

S237.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling prowler calls.

S237.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S237.3 PROCEDURE
Call-Taking:

1. Obtain the address the prowler is at.
2. Enter a call for service using the type code **PROWL**
3. Ask the caller if they can see the person. If the prowler was seen obtain as much description as possible including if anything was seen in the prowlers hands. IE: tools, weapons
4. If they are only hearing noises ask them where they are hearing the noises from. EX: Outside the house near the gate, inside the garage, inside the house, etc.
5. Ask the caller if they or anyone else in the house is armed. It is acceptable for them to have a weapon for protection but they **MUST** put the weapon away before making contact with the officers. This is for both the officers and citizen's safety.
6. If the caller advises there is someone checking the outside of the location obtain a description of that subject and whether or not they have a weapon. This is helpful so the officers don't mistake them for the prowler.
7. Ask the caller where they are located in the residence. Upstairs? Downstairs? Bedroom? Closet? Ask the caller if they feel safe in that location. If the caller does not feel safe where they are, ask them to go where they would feel safe as long as it does not jeopardize their safety. Request that they take the telephone with them. If they do not want to talk for fear the prowler will hear them ask them to keep the line open and **DO NOT** hang up. This is so you can continue listening for anything that may be happening inside.
8. Ask if there are any animals inside or outside. What type and are they contained?
9. Ask if there are any hazards in the backyard. Pool? Spa? Clothesline?
10. Update the call as frequently as possible with new information.
11. Try to keep the caller on the line until the officers arrive. If you need to answer another call put the caller on hold and get back to them when you can for new information.

Dispatch:

1. Dispatch a minimum of two officers to the location.
2. Check the location for any history. Air any pertinent information to the responding officers.

3. Update the officers as frequently as possible with new information.

S237.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S238 Call Taker Response to Officer Involved Shootings

S238.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling officer involved shootings.

S238.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S238.3 PROCEDURE
Call-Taking:

If you receive a call from a citizen or a radio transmission advising there is an officer involved shooting obtain the following information and enter a call immediately.

1. Location of the shooting.
2. Are there any injuries? Who is injured, the civilian, officer or both?
3. Has the suspect left the scene? Obtain description of suspect including vehicle if seen.
4. Obtain last known direction of travel.
5. Obtain any other information that may be pertinent.
6. Obtain the callers name and phone number as they will need to be contacted for further information.
7. Send Fire and Ambulance to the location to stage until the scene is cleared by police.

Dispatch:

1. Sound emergency tone.
2. Dispatch officers immediately to the scene. Confirm the Watch Commander copies the call.
3. Set the marker.
4. BOLO the information on CLERS to outside agencies.
5. With Watch Commander approval, notify Police administration as soon as possible.
6. With Watch Commander approval, notify Peer Support Team.
7. Notify Records and Communications Manager

S238.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S239 Call Taker Response to Aircraft Accidents

S239.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling aircraft accident calls.

S239.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S239.3 PROCEDURE

Call-Taking:

See **Rocklin Policy §434** for further information regarding Aircraft Accidents. The response to a report of an aircraft accident can by its magnitude and danger be considered a “Critical Incident”. While the FAA has the ultimate authority for the scene of an aircraft crash, there are several questions a call taker should ask in order to obtain as much information as possible:

1. Was the airplane able to land? If so, where? If not and it is believed to have crashed, what is the best location they can give?
2. What is the “N” number of the aircraft? Note: An “N” number is to an airplane, is what a license plate number is to an automobile or a CF number is to a boat. It can be run through LINXX in order to obtain registered owner information. This is information air traffic control can use to help determine a starting point, end point and possibly the last known location.
3. Is aircraft on fire? Is it smoking? If it does catch fire, will it be threatening any structures or vegetation?
4. Are any structures (residential or commercial) involved? Are there any structures threatened or damaged?
5. Do they know if there are any immediate injuries?
6. Size of aircraft? A small airplane that seats 2 is much different than a commercial airliner that seats 200.
7. Enter a call for service for police and a separate call fire and ambulance.

Dispatch:

1. Dispatch police, fire, and ambulance on all aircraft down calls.
2. If commercial aircraft, call Sacramento Metro Airport, Emergency Communications (916) 929-5000 or (916)-874-0656.
3. If military aircraft, Beale Air Force Base at (530) 634-5700.
4. If private aircraft, call Rancho Murieta Flight Services at (916) 354-3200.
5. With Watch Commander approval, notify Police and Fire Administration.
6. Other numbers that may be of assistance:

   - **Oakland Center Control** (they have general flight jurisdiction over parts of Northern California) (510) 745-3331

- **Northern California Terminal Radar Control** (TRACON) (they also have jurisdiction over parts of Northern California)	(916) 366-4045
- **Sacramento International**	(916) 929-5411
- **Sacramento Executive Airport** (this is different from the large commercial airport, Sacramento International)	(916) 875-9035
- **Federal Aviation Authority** (FAA)	(800) 992-7433
- **National Transportation Safety Board (NTSB)**	(310) 380-5660

S239.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S240 Call Taker Response to Train Accidents

S240.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling Train Accident calls.

S240.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S240.3 PROCEDURE

A train crash will in most cases generate a lot of calls from citizens passing by. They may or may not have information other than a train has crashed or derailed. In the event of a train crash or derailment attempt the get the answers to these questions:

Call-taking:

1. Did the train derail or crash? If the train crashed what did it crash in to?
2. Is this a passenger train or freight train?
3. How many train cars appear to be involved?
4. Does the caller know if there are any immediate injuries?
5. Is the train on fire or leaking any fluids that the caller(s) can see?
6. Is this close to a residential neighborhood or in a field area?
7. Also enter a call for fire and ambulance.

Dispatch:

1. Dispatch police, fire and ambulance on all train accident calls.
2. Notify Union Pacific Railroad and/or Amtrak as soon as possible.
3. With Watch Commander approval, notify Police and Fire Administration.
4. Depending on the size of the incident we may request assistance from other outside agencies.

Helpful Telephone Numbers:
Union Pacific Railroad Emergency: 1-888-877-7267
AMTRAK: 1-800-331-0008

S240.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S241 Procedures for Robbery and Burglary Alarms

S241.1 PURPOSE AND SCOPE

This procedure establishes guidelines for monitoring and responding to robbery and burglary security alarms at commercial and residential premises.

S241.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.13

S241.3 PROCEDURES

Rocklin Police employee action should comply with § 9.44 of the City of Rocklin Municipal Code relating to regulation of the alarm systems and excessive false alarms and with the procedures described in this section.

When dispatch is notified that a burglar, duress, or hold-up alarm is activated, the dispatcher will create an incident into the CAD system and dispatch units to the scene. If the alarm company or an authorized person at the alarm site cancels the alarm prior to arrival of any responding police unit, the alarm is considered cancelled and the dispatcher should enter CC, cancelled by caller disposition into the incident.

The dispatcher or officer will enter the appropriate disposition for verified or false alarms. A verified alarm is defined as an alarm signal resulting from the actual detection of an unauthorized entry into a building, structure, or facility alerting the Rocklin Police Department and/or others of the commission of an unlawful act within a building and consistent with the type of alarm signal transmitted. A false alarm is described as an alarm dispatch request, when the responding officer finds no evidence of criminal offense or attempted criminal offense after having completed a timely investigation of the alarm site. False alarms should have a disposition of FA (False Alarm) or LN (Log Note) entered by either the officer or the dispatcher. Alarms caused by power outages, severe storms, earthquakes or other violent acts of nature are not false alarms.

S241.4 BURGLAR ALARM RESPONSE (CODE 8)

Call Taking:

Gather the following information from the alarm company. If the call comes in from a citizen gather as much information as possible about the alarm.

1. Location of alarm Address/Location/Suite number.
2. Name of business or last name of resident.
3. Alarm company name and phone number.
4. Whether audible or silent and activation point(s).
5. Phone number to the premise
6. Responsible ETA, request the alarm company call back even if no responsible available.

7. If the alarm company is Sonitrol ask if they have audible on the account, if so if they hear anything inside.

Entering the call for service:

1. Enter the alarm company name with a backslash proceeding, so as not to create multiple name files.
2. Place the business name or last name of the resident in the place field of the incident mask.
3. Enter a call for service using type code **CODE 8.**
4. In the text of the call place gathered information from the alarm company, the first information should be the type of Code 8 (I.e. silent code 8, audible code 8, or silent panic alarm).
5. Document any additional information that the alarm company offers up, such as; subject on scene without proper code, animals on premise either constrained or loose.
6. If, prior to arrival on scene the alarm company calls back with responsible information update the incident with the following:

    a) Name of responsible
    b) ETA
    c) Vehicle description

Dispatch:

1. Dispatch a minimum of 2 officers.
2. Advise on type of code 8; if from a business give the business name and location. Refrain from giving the residents name over the air unless the officer requests it.
3. When officer acknowledges, repeat business name or resident last name, address, area of activation and any special circumstances reported by the alarm company.

EXAMPLE:

"3P1, 3P2 to back, audible code 8 from Mountain Mike's Pizza, Whitney Bl."
3P1 acknowledges.
"3P1, audible code 8 from Mountain Mike's Pizza, 5505 Whitney Blvd, kitchen motion and glass break. The alarm company advises male John Smith on scene without proper code."

Officer Arrival on Scene:

1. If an officer locates an open door or smashed window, repeat what officer found via radio, and place info in incident.
2. Once the officer advises that they are making entry into the building, clear traffic and initiate the marker. Officer may clear the air and ask for the marker to be removed.
3. If a responsible is requested and the alarm company has not called back with that information attempt to locate a responsible via the premise file, and/or calling the alarm company back.

Cancellations:

1. If the alarm company requests unit cancel response prior to arrival on scene, the dispatcher will advise the responding units to "10-22 per the alarm company" and show both units back in service.
2. If the alarm company request units cancel after arrival on scene, advise the alarm company units already on scene, and then advise officers of the request for cancellation.
3. If the business owner or resident calls in to dispatch directly prior to officer arrival to advise of an error, or request cancellation, direct the caller to contact their alarm company, and that an officer will still be responding.

S241.5 BURGLARY IN PROGRESS (459 PC)

CALL TAKING:

1. Ask the caller where this is occurring. Address/Business name/Cross Streets.
2. If the location is a residence ask how many stories it is, if any vehicles parked in the driveway, animals on premise (if known).
3. Enter a call for service using type code **459 or SUSCIRC**
4. Obtain descriptions of the suspect(s).
5. If the RP can see the suspect(s) ask what they are doing now.
6. RP information, location and call back number.
7. Keep the RP on the line if possible for updated information.
8. If the suspect(s) leave the location obtain any direction of travel and vehicle description if any seen.

Dispatch:

1. Dispatch the beat officer and a minimum of one cover unit immediately.
2. Provide units with the location and business name, if appropriate. Refrain from giving the residents name over the air unless the officer requests it.
3. Keep the units updated with any information received from the RP or call taker.
4. As the officers arrive on scene document their location on the perimeter in CAD.
5. The Watch Commander may request a helicopter. Contact Placer County Sheriff, CHP or Sacramento County for availability.
6. The Watch Commander may request outside agency assistance additional units or K-9 assistance. Contact the closest agency to the location. Roseville PD, Lincoln PD or Placer County Sheriff.

Creating a perimeter is the responsibility of the primary officer. However, dispatch may assist setting up the perimeter when requested.

S241.6 SILENT ROBBERY ALARM RESPONSE (CODE 9)

Call Taking:

Gather the following information from the alarm company:

1. Address/Location/Suite number/Name of business
2. Alarm company name and phone number
3. Whether audible or silent and activation point(s)
4. Ask if alarm company is showing the business open for business at this time
5. Premise number for the business
6. Ask the alarm company if they will contact a responsible, if so how long they wait.

Entering the call for service:

1. Enter the alarm company name with a backslash proceeding, so as not to create multiple name files.
2. In the text of the call place gathered information from the alarm company, the first information should be "SILENT CODE 9", so radio dispatcher can dispatch accordingly.
3. Enter call with type code **CODE 9**.
   A. If, prior to arrival on scene, information is obtained that an actual robbery took place, notate information in the incident and make sure radio dispatcher copies update. Then attempt to get the following from the caller and place information in the incident:
      a) Number of suspects involved
      b) Description of suspect(s)
      c) Type of weapon, seen or implied
      d) Vehicle description(s)
      e) Direction of travel
      f) What was taken? If currency, ask how much (do not air the amount over the radio)
      g) Instruct caller not to touch anything, in order to preserve any prints

Initial Dispatch:

1. Precede initial dispatch with 3 pre-alert tones.
2. Dispatch a minimum of 2 officers to the location of the alarm.
3. Request sergeant copy the call.
4. Advise of a silent code 9, Business name, and address

EXAMPLE:

"(Pre-alert) 3P1, 3P2, 3S6 to copy, silent code 9 at Golden One Credit Union, Five Star Bl."

Unit acknowledges.

"3P1 silent code 9 at Golden One Credit Union, 6839 Five Star Bl, multiple activations from teller hold up, and manager's desk."

5. If the sergeant copies, document in call as a comment.
6. Additional officers will advise they are responding, dispatch them on the call and show them en route.
7. Responding officers may advise via radio their response route, the dispatcher will document information in call, if there is time
8. Responding officers may advise code 3 responses, repeat their code 3 response via radio and add information to the call
9. While officers are responding to the location, if the phone number to the business is not in the text of the call, locate business phone number and have it at hand.

Officer Arrival on Scene:

1. When the first officer marks arrival on scene, immediately give the marker and advise other units to hold traffic until CODE 4 on scene.
2. The first officer on scene will be considered the unit coordinating activities at the scene, unless superseded by the sergeant.

3. The first officer may direct the next arriving officer to respond in a certain way or take a certain corner of the building. Repeat information to make sure responding officers heard. (I.e. Copy 3P2, next officer to enter from Destiny Dr and take the #4 side of the building.")
4. Officers will advise what corner of the building they are on, change their location to reflect this. (I.e. "3P1 1/2 side of the building")

Request for Call Inside:

1. After units have arrived at the location and secured the scene, the primary unit may request dispatch make phone contact with the business. The officer should advise which door a representative should exit, and where they should go to contact the officer.
2. When calling inside the business identify yourself as the police department. If the person who answers the phone sounds strange or you don't feel comfortable identifying yourself to them ask to speak with the manager or person in charge.
3. Once contact is made with an employee the dispatcher will advise the reason for calling is in response to a silent robbery activation at their location, and ascertain the following:
    a. Any indication of a robbery in progress or one has just occurred.
    b. Any suspicious behavior

4. After it is believed the circumstances have been determined (if the alarm is false) and the person will not be placed in any danger, they should be directed to leave the business by the specified exit. The dispatcher will obtain a physical description of the individual, including clothing description and relay it to the units at the scene.
5. If the responsible advises that there is a robbery in progress, a description of the suspect(s) should be obtained and units updated.

Cancellation Requests:

1. If the alarm company requests unit cancel response prior to arrival on scene, the dispatcher will advise the responding units of the "request for cancellation". The responding units or sergeant will make the determination whether to cancel or to continue to the scene to verify.
2. If the business calls dispatch prior to officer arrival on scene, the dispatcher will instruct the caller to contact the alarm company to request police cancellation. The radio dispatcher will advise the responding officers of request for cancellation from inside the business.

S241.7 ROBBERY JUST OCCURRED / IN PROGRESS (211 PC)

Call-Taking (in-progress and not in progress):

1. Was a weapon involved? If so, what kind of weapon?
2. Ask if there are any injuries. If yes, enter a call for fire and ambulance and have them stage if necessary.
3. Ask the caller where the robbery is occurring at. Address, business etc.
4. Is this a robbery to a business or person and when did the robbery occur?
5. Enter a call for service using type code **211. If this is in progress enter the call immediately and update the call with the following information.** For a report call enter a call for service using type code 211R and put the following information in the call.
6. Are there suspects still on scene? If not how long ago did they leave?

7. Ask the caller exactly what happened. This will determine what kid of robbery occurred. IE: purse snatch, strong arm, business
8. Obtain a description of suspect(s) and how many there are.
9. Obtain a direction of travel on the suspect(s) and if a vehicle was seen a description of the vehicle.
10. What was taken? If money get approximate amount. Log this information into CAD but DO NOT AIR THE AMOUNT TO UNITS.
11. Upon confirmation that the financial institution was robbed, and as soon as practical, inform the FBI Communications Center at (916) 977-2308 and advise them of the incident.

Dispatch (in-progress):

1. Precede initial dispatch with 2 pre-alert tones.
2. Dispatch a minimum of two officers and the Watch Commander to copy.
   Example: (Pre-alert) “3P1, 3P2, with 3S1 to copy 211- gunpoint just occurred at Safeway on Sunset and Park”
3. BOLO the information to outside agencies on CLERS including suspect(s) and vehicle description.
4. Note in the CAD that a BOLO was done to outside agencies.
5. If the officers advise they are responding code 3 and the location they are responding from document this in the CAD incident.
6. The officers may set up a perimeter around the building. As the officers arrive on scene they will tell you where they are at **Example:** 3P1 will be on the 1/2 side. Document their on scene location as the 1/2 side so you can reference everyone’s location quickly.

Creating a perimeter is the responsibility of the primary officer. However, dispatch may assist setting up the perimeter when requested.

Dispatch (not in progress):

1. Dispatch an officer to the victims’ location. If the time element is such that the suspect(s) may still be in the area send additional units for area checks.
2. If appropriate BOLO to outside agencies either by telephone or CLERS

S241.8 RESPONSIBLE INFORMATION THROUGH THIRD PARTY VENDOR

Rocklin Police utilizes a third party vendor to manage our alarm program. The vendor is responsible for gathering information such as owner name, responsible information, animal information, weapons, etc. Responsible information can be gathered via their website. This information could be valuable for a number of reasons beyond alarm response. It may be helpful in locating responsible parties who are victims or suspects in crimes, researching weapons information before entry into a residence, investigation tips, etc.

https://www.cityalarmpermit.com/fams/city/rocklin

S241.9 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009
Revised: January 1, 2010

S242 Call Taker Response to Bomb Threat

S242.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling bomb threats.

S242.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S242.3 PROCEDURE

Call-Taking:

If you receive a bomb threat from a first party caller the following questions should be asked of the caller:

1. What is the address and location of the device?
2. Name of the caller and location and phone number they are calling from.
3. What kind of bomb is it? (Pipe Bomb, Fire Bomb, Timed Device)
4. What does the bomb look like?
5. When is the bomb going to explode?
6. Why did you place the bomb?
7. Enter a call for service using type code **CODE 10**

Attempt to keep the caller on the line as long as possible and obtain expanded answers to these five basic questions:

1. Exact words of the caller as accurately as possible
2. Age and sex of the caller
3. Speech patterns and/or accents
4. Background noises

If a call is received from a business or citizen with information that a bomb has been placed obtain as much information as possible from the caller. The decision to evacuate rests with the person in charge of the location or business.

Dispatch:

1. Notify the Watch Commander immediately. If the notification is done on the air use Code 10 **NOT** bomb threat.
2. The Watch Commander will then direct and assign officers as required for coordinating a general building search or evacuation, as he/she deems appropriate.
3. In cases where there has not been an explosion or any injuries fire and medical will not be dispatched until requested.
4. When personnel arrive on scene they may not be able to transmit via radio if there is concern that the device may be activated. In this case other means such as a landline phone may be used for further information.
5. With Watch Commander approval, notify Police and Fire Administration.

S242.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S243 Call Taker Response to a Rape Report

S243.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling rape calls. In this situation, it can be extremely difficult to obtain needed information from the caller due to the emotional shock of the victim. Primary efforts should be aimed at getting the victim medical attention if needed, and obtaining time and location of occurrence and as much suspect information as possible. Care must be used in questioning of the victim to avoid further traumatic effect. Assurance should be given to the victim that an officer is enroute and that the victim is safe now.

S243.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S243.3 PROCEDURE

Call-Taking:

1. Ask the caller where the rape occurred at. If an address isn't known obtain a general area if possible.
2. Ask when the rape occurred. If it just occurred get a location of the suspect(s) and a vehicle description and direction of travel if known.
3. Enter a call for service using type code **261 or 261R**
4. Ask if the victim needs immediate medical attention. If yes also enter a call for fire and ambulance to the victims' location.
5. Ask the victim if they know the suspect(s). If possible obtain a name(s), date of birth or approximate age. If that information is not known obtain a description of the suspect(s).
6. If the victim hasn't already done so instruct them **NOT** to bath, change clothing or go to the bathroom prior to officer's arrival. Any of the above could destroy evidence.

Dispatch:

1. Dispatch an officer to the victim's location.
2. Advise the Watch Commander of the call.
3. If it's possible the suspect(s) is still in the are send units to check the area
4. If appropriate BOLO suspect and vehicle information to outside agencies.

S243.4 ENACTED

Enacted: June 1, 2007

S244 Call Taker Response to Child Abuse Reports

S244.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling reports of child abuse.

S244.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S244.3 PROCEDURE

Call-Taking:

1. Ask the caller where the location of the abuse occurred. If the exact location in Rocklin is not known obtain a general location.
2. Is this occurring now? If yes enter the call as a welfare check.
3. Does the victim need immediate medical attention? If yes also enter a call for fire and ambulance to the victims' location.
4. Enter a call for service using type code **SUSCIRC**.
5. Is the suspect on scene with the victim?
6. What is the age of the victim?
7. Obtain basic information on the type abuse that has occurred. Is this sexual in nature or physical violence. Calls of this nature can be difficult for all parties involved. Try to get basic information without interrogating the caller.
8. Obtain name and date of birth of the suspect as well as the relationship between the suspect and victim.

Dispatch:

1. Send an officer to the location of the victim as soon as possible.
2. If no officer is immediately available notify the Watch Commander of the pending call.

DO NOT CALL A DETECTIVE OR A.C.C.E.S.S. UNTIL THE OFFICER OR WATCH COMMANDER ADVISES TO DO SO.

S244.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S245 Dispatch Procedures for Traffic Stops (TSTOP)

S245.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling traffic stops.

S245.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S245.3 PROCEDURE

All traffic stops should be entered as an officer initiated call into the CAD system. Immediately following the entry, the license plate will be forwarded to CLETS and the 28/29 information will pop up on the dispatchers screen. The vehicle information should be aired

EXAMPLE:
Officer: “3P1 11-26 Stanford Ranch and Fairway”
Dispatcher: “3P1 Stanford Ranch and Fairway”
Officer: “3P1 plate is 123ABC a silver Toyota Solara with 2”
Dispatcher: “10-4”
When the plate comes back from CLETS and the 29 is clear air to the officer:
“3P1 your plate is clear and current January of 2008 on a 2001 Toyota out of Rocklin”
After Officer goes Code 4
Dispatcher: “Code 4 Stanford Ranch and Fairway”

CAR STOP: If an officer makes a traffic stop on a vehicle that returns stolen, false tabs, plate and vehicle description do not match, or otherwise wanted, advise the officer as soon as possible, send cover unit and set the marker.

EXAMPLE:
Officer: “3P1 11-26 Stanford Ranch and Fairway”
Dispatcher: “3P1 Stanford Ranch and Fairway”
Officer: “3P1 plate is 123ABC a silver Toyota Solara with 2”
Dispatcher: “10-4”
When the plate comes back from CLETS and the 29 show its stolen or otherwise wanted air to the officer:
Dispatcher “3P1 10-12 info”
Officer: Go ahead”
Dispatcher: “3P1, your plate 123ABC is returning 10851 (or other want) on a silver 2001 Toyota Solara. Units to start to Stanford Ranch and Fairway”

Multiple units will come up on the air and advise they are responding. If the officer tells you they are code 3 repeat that information on the air and document it in the CAD.

EXAMPLE:
Officer: “3P2 responding code 3 from Sunset and Pacific”
Dispatcher: “Copy 3P2 code 3 from Sunset and Pacific”

When sufficient officers arrive on scene they may make a felony traffic stop and contact the driver and occupants of the vehicle. As soon a possible contact the original case agency to confirm that the vehicle is still stolen or otherwise wanted. If the vehicle is no longer wanted by the originating agency advise the officers immediately.

After Officer goes Code 4
Dispatcher: “Code 4 Stanford Ranch and Fairway”

S245.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S246 Dispatch Procedures for Pursuits

S246.1 PURPOSE AND SCOPE

This procedure establishes guidelines for dispatching during pursuits.

S246.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S246.3 PROCEDURE

While on routine patrol traffic stop or call for service an officer may initiate a vehicle or foot pursuit. If the officer is already on a call related to the pursuit, dispatch should document all events in that CAD call. If this is a new incident or an incident not related to a call the officer is currently on a new call should be made and all information should be documented in that incident.

Upon initiating the pursuit the officer should notify and continue to update dispatch as soon as practical of the following information:

1. Reason for the pursuit
2. Location and direction of travel
3. Speed of the fleeing vehicle (if applicable)
4. Description of vehicle (if applicable)
5. Number of known occupants (if vehicle involved)
6. The identity or description of the known occupants or subject
7. Information concerning the use of firearms, threat of force, injuries, hostage, traffic/weather conditions and/or other unusual hazards.

Upon obtaining the above information the dispatcher will:

1. Coordinate pursuit communications of the involved units and personnel
2. Notify and coordinate with other involved or affected agencies – advise the agency if assistance is or is not requested
3. Ensure the Watch Commander is aware of the pursuit
4. Turn on the marker
5. Broadcast pursuit updates as well as other pertinent information as necessary.

If the pursuit is confined within the city limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the city or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel such as Comlink or another channel accessible by participating agencies and units. If an allied agency takes over a pursuit that agency's communication center should assume primary responsibility for radio communications, however our unit may still be trailing the pursuit and provide updates.

S246.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S247 Code 3 Responses and Requests

S247.1 PURPOSE AND SCOPE
This procedure establishes guidelines for code 3 responses and requests.

S247.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 81.2.4

S247.3 PROCEDURE
A dispatcher should assign a Code 3 response when an employee requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher should obtain authorization from the Watch Commander or a field supervisor prior to assigning unit Code 3. The dispatcher should:

1. Attempt to assign the closest available unit to the location requiring assistance.
2. Immediately notify the Watch Commander.
3. Confirm the location from which the unit is responding.
4. Notify and coordinate allied emergency services (example: fire and ambulance).
5. Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated.
6. Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander.

S247.4 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

S248 Call Taker Response to Vehicle Collision Injury/Non Injury (1180, 1181, 1182, 1183)

S248.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling vehicle collision calls.

S248.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S248.3 PROCEDURE

Call-Taking:

1. Ask the caller where the accident occurred at. If they are in front of a business or address obtain the business name or address if not available obtain the cross streets.
2. Ask if there are any injuries or anyone requesting an ambulance? Are people trapped in vehicles? If yes also enter a call for fire and ambulance. If the caller doesn't know if there are injuries dispatch fire and ambulance as a precautionary measure.
3. Enter a call for service using type code **1180** for major injury accidents, **1181**, for minor injury accidents, **1182** for non-injury accidents or **1183** for accidents with no information on injuries.
4. Ask the caller how many vehicles are involved? Ask if the vehicles are blocking traffic or pulled to the side of the roadway. Ask for a description of involved vehicles.
5. If you receive several calls and any of the callers are witnesses obtain their name and phone number for possible witness information. An officer may need to contact witnesses for further investigation.
6. If the accident involves a student occupied school bus, obtain all the above information and notify CHP. CHP takes all accidents involving school buses, with children on-board, and may be requested by a supervisor to take collisions involving patrol vehicles. CHP will not respond to a Bus accident unless students were on-board during the collision.

Dispatch:

1. If this is an 1182 or non-injury accident dispatch a Community Service Officer to the location. If there is no CSO available dispatch an officer. If vehicles are blocking the roadway dispatch additional CSO's or officers for traffic control.
2. If an accident occurs on private property and there are no injuries, an officer may not be required to respond.
3. If this is an injury accident dispatch a minimum of 2 officers to the location and additional if needed for traffic control.

4. If this is an accident involving a student occupied school bus or patrol vehicle send a CSO and/or an officer to assist.

S248.4 ENACTED

Enacted: June 1, 2007
Revision: June 1, 2009

S249 Call Taker Response to Hit and Run Collision with or w/out Injury (20001, 20002 VC)

S249.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling hit and run collision calls.

S249.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S249.3 PROCEDURE

Call-Taking:

1. Ask the caller where the hit and run occurred.
2. Is anyone injured or in need of immediate medical attention? If yes also enter a call for fire and ambulance to the victims' location.
3. Enter a call for service using type code **20001, 20002 or 20001R, 20002R**
4. How long ago did this happen?
5. Obtain a description of suspect and suspect vehicle including license plate number if possible. Ask the caller if they know where the suspect vehicle is damaged.
6. Direction of travel of the suspect vehicle.
7. Obtain victims vehicle description and if their vehicle is blocking the roadway or has been moved to another location.

Dispatch:

1. Send an officer to the victim's location and other units to check the area for the suspect vehicle if appropriate.
2. If hit and run is recent and adequate suspect vehicle information is received BOLO the information to outside agencies.

S249.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S250 Call Taker Response to Stolen Vehicle Calls (10851 VC)

S250.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling stolen vehicle calls.

S250.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S250.3 PROCEDURE

Call-Taking:

1. Ask the caller where the vehicle was taken from. Address, business name or cross street.
2. When was the vehicle taken or last seen? **If the vehicle theft just occurred enter the call immediately using type code 10851.** If this is a report call, enter a call for service using type code **10851R**.
3. Obtain a description of the vehicle including license plate and any visible identifying information IE: lifted, chrome wheels, sticker in window.
4. Ask the caller if they know who took the vehicle or if anyone else has keys to the vehicle.
5. If the plate is known run the vehicle to see if it's been towed or repossessed.

Dispatch (In-progress):

1. Precede initial dispatch with 3 pre-alert tones.
2. Dispatch a minimum of two officers and the Watch Commander to copy.
   Example: (Pre-alert) "3P1, 3P2, with 3S1 to copy 10851 just occurred at Safeway on Sunset and Park"
3. Bolo the information to outside agencies on CLERS.
4. Note in the CAD that a BOLO was aired to outside agencies.
5. If necessary, send a teletype via CLETS to outside agencies.

Dispatch (not in progress):

1. Dispatch a Community Service Officer if available. If a CSO is not available dispatch an officer to the callers' location.
2. If appropriate send a teletype via CLETS to outside agencies.

S250.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S251 Notice of Located Vehicle (RECSVEH)

S251.1 PURPOSE AND SCOPE
This procedure establishes guidelines handling notification of located vehicles.

S251.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S251.3 PROCEDURE
When dispatch receives a “NOTICE OF LOCATE” from another agency on a stolen vehicle report originated by this department, the dispatcher should:

1. Advise the Sergeant/Watch Commander. He/She may want the vehicle fingerprinted.
2. Notify the registered owner by phone.
3. Enter a call for service using type code **RECSVEH**. Give the details as to what agency recovered it, location towed to, and any other related information. Note the date and time the registered owner was notified.
4. Write a supplement report using the 10851 VC templates in RIMS.
5. Recover the vehicle through DOJ by using LINXX.
6. Print, initial and forward the clear message to records. Copy and paste CLETS messages and entries into your recovery supplement.
7. Pull up the case in the records management system.
8. Uncheck the “STOLEN” box & check the “Stolen/Recovered tab.
9. From the “Recovered Stolen” tab, check “RPTD LOCAL/REC OUTSIDE” box.

S251.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S252 Call Taker Response to Petty Theft (488 PC) and Grand Theft (487 PC)

S252.1 PURPOSE AND SCOPE
This procedure establishes guidelines for petty theft and grand theft calls.

S252.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S252.3 PROCEDURE

Call-Taking:

1. Ask the caller where and when the theft occurred. If the theft was from a vehicle ask where the vehicle was parked when the theft occurred and use that location for the CAD incident. If the call is in progress, immediately enter a call for service using type code 488 or 487. If this is a report call, enter a call for service using type code 488R or 487R.
2. Ask the caller what was taken. If the theft was from a vehicle ask if the vehicle was locked or unlocked and put that in the details of the call. If vehicle was locked, the type code should be entered as a 459 rather than a 487 or 488.
3. Ask the caller the approximate value of the items stolen. Any theft valued at $400 or more is a 487 PC (grand theft).
4. Ask the caller if they have any suspect and/or weapons information. If this is in progress obtain as much of a suspect description as possible.
5. If the crime is in progress, obtain the suspects direction of travel.
6. If the theft is from a vehicle obtain a description of vehicle including license plate number if known.

Dispatch (In-progress):

1. Dispatch a minimum of two units to call. One will make contact with the caller if possible and one will do area checks.
2. If appropriate BOLO the information to outside agencies over the air and via CLETS.

Dispatch (not in progress):

1. If call is not in progress, with or without suspect information, dispatch a Community Service Officer. If there is no CSO available dispatch an officer.

S252.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S253 Call Taker Response to Suspicious Person(s) or Vehicle(s) (SUSCIRC)

S253.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling suspicious person(s) or vehicle(s) calls.

S253.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S253.3 PROCEDURE

Alert citizens are important to keeping our community safe. The incident is important enough for the citizen to call the police. Call takers should demonstrate concern during this type of call. This type of call often leads to the apprehension of individuals or prevention of serious crime.

Call-Taking:

1. Ask the caller where the suspicious activity is occurring. Obtain address and or street name(s).
2. Enter a call for service using type code **SUSCIRC.**
3. What exactly is happening that is suspicious. What are the subjects doing or why is the vehicle suspicious?
4. Obtain a description of the subject(s) and or vehicle(s) involved.
5. Ask how long the subject(s) and or vehicle(s) have been there.
6. If the subjects leave the area prior to the officers' arrival obtain a direction of travel.

Dispatch:

1. Dispatch an officer(s) to the location of the suspicious activity.
2. If there is a vehicle involved and a license plate number is given run the plate for wants and check for previous contacts in RIMS.

S253.4 ENACTED

Enacted: June 1, 2007

S254 Call Taker Response to Missing Person (MISSINGA/MISSINGJ)

S254.1 PURPOSE AND SCOPE

This procedure establishes guidelines for reporting and investigating adult missing persons.

S254.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 41.2.5 / 41.2.6

S254.3 PROCEDURE

See related Rocklin Policy Manual §332 Missing Person Reporting and Policy Manual §334 Amber Alerts for further information.

Call-Taking:

Enter call type of MISSINGJ or MISSINGA
Obtain Location of Occurrence
Name, physical descriptors including race, age, clothing if known, unusual descriptors
Residence Address
Reporting Person information
Obtain circumstances related to event
Places frequented by missing person
Last seen location and date/time last seen
Associated vehicles or people if known

Dispatch:

Always Dispatch as a priority 1 call for adults and children
Dispatch unit to RP location and additional units for area checks if appropriate.
Notify Watch Commander if no units available
Consider utilizing Fire and Investigations as resources
Consider Amber Alert protocol

BOLO
Bolo teletypes will be created and sent without delay for at risk juvenile/child missing persons and at risk adult missing persons. Not at risk adult and juvenile/child missing person Bolos can be sent if requested or deemed helpful.

CLETS
Refer to Rocklin Policy Manual §332.5 for a detailed reference chart regarding CLETS entry timelines. Removal from MUPS will be done expeditiously.

PROCEDURE: MISSING PERSON LOCATE (OUTSIDE AGENCY)
When a person missing out of Rocklin (adult or juvenile) is located by another agency, dispatch will:

1. Create an incident “SUPPLEM”, referring back to the original case, and
2. Complete the following template.

   a) MP Name:
   b) Locating Agency:
   c) Locating Officer / Badge #:
   d) Date of Locate:
   e) Time of Locate:
   f) Locating Agency Case Number:
   g) Status of MP: released, returned to parents, arrested (if indicated in teletype):
   h) Additional Narrative: [if needed]

A blank copy of this template is loaded into RIMS. Dispatch will access the original case and add the information from this template as a supplement report. All CLETS notifications and MUPS clear/locate should be copies into the RMS supplement, printed, attached to a hard copy of the supplement and routed to records.

S254.4 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

S255 MAIT Callout / Paging Procedure

S255.1 PURPOSE AND SCOPE

This procedure establishes guidelines for calling out or paging the Major Accident Investigation Team (MAIT).

S255.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S255.3 PROCEDURE

Once advised by the Lieutenant in charge of Traffic or his designee, send email page to **MAIT TEAM** in outlook directory. Follow below format for sending message.

MAIT TEAM PAGE EXAMPLE
MAIT callout, city, location of accident, number of vehicles involved and injuries

MAIT callout, Rocklin, 6550 Sunset Blvd, 3 vehicles involved, 1 death and 2 major injuries

Once the page is received, MAIT members will contact Dispatch and notify them if they can respond and their ETA. The Dispatcher will add the information they receive to the incident, including if a member cannot respond.

S255.4 ENACTED

Enacted: January 1, 2010

S256 Dispatch Procedures for Flooding (FLOOD)

S256.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling flood-related calls.

S256.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S256.3 PROCEDURE

Call-Taking:

1. Ask the caller where the flooding is. Is this from a residence? In the street?
2. Ask if anyone is hurt or in need of medical attention? If yes send fire and ambulance to the patients' location.
3. If the flooding is from a broken water main or fire hydrant enter a call for service and dispatch the fire department using type code **FLOOD**.
4. If the flooding is in the street and police need to be dispatched enter a call for service using type code **HAZARD**.
5. Is there any property damage? If yes what is damaged?

Dispatch:

1. Dispatch an officer to check the area of the flooding if in the street.
2. If flooding is from a water main or fire hydrant, dispatch the fire department. However, send officers for traffic control if needed.
3. If multiple calls of flooding are received notify the Watch Commander.
4. If there is major flooding due to weather, you may need to dispatch Public Works to the location(s).

S256.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S257 Dispatch Procedures for Hazardous Material Spills / Accidents

S257.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling hazardous material spills and accidents.

S257.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S257.3 PROCEDURE

A Hazardous Material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed. The fire department should be sent to all hazardous material spills and accidents. Refer to the Fire Department Manual for procedures regarding fire dispatch.

Call-Taking:

1. Ask the caller for the location of the spill.
2. Is anyone injured? If yes also notify AMR ambulance and have them respond.
3. Ask the caller if they know what the hazardous substance is. Is there a hazardous materials number on the container?
4. Obtain any other pertinent information.

Dispatch:

Dispatch an officer(s) to the area. If this is a small incident that only the fire department is responding to police may still be needed for traffic control.

1. Be sure the Watch Commander copies the call if it's a major incident.
2. In the event of a major spill or accident the Watch Commander may request that you call and notify Administration including the Lieutenants, Captains, Chief of Police and Fire Chief

Contacts:

- Union Pacific Railroad 1-877-726-7283
- HAZMAT National Response 1-800-424-8802
- CHEMTREC 1-800-424-9300
- Oakland Center Control 510-745-3331 (handles TFR – Temporary Flight Restrictions) They will need:
    1) Longitude/Latitude of incident
    2) Radius of flight restriction
    3) Altitude
    4) Main police frequency 156.030 and main fire frequency 154.145

S257.4 ENACTED

Enacted: June 1, 2007

November 2010 version

S258 Dispatch Procedures for Man Down Calls (MDOWN)

S258.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling man down calls.

S258.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S258.3 PROCEDURE

Call-Taking:

If you receive a call of a man down or unknown medical problem where the police and fire departments need to respond obtain the following information:

1. The location of person needing assistance. Cross streets, inside, outside, back yard, front yard.
2. Enter a call for service using call type **WELFARE** and also enter a call for service using type code **MDOWN** for fire and ambulance**.** Dispatch fire and ambulance to the location of the subject that is down.
3. Gather any information you can about the problem or condition of the patient.

Dispatch: (Police)

1. Dispatch a minimum of two officers to the location of the subject.
2. If you have any information on the subject or a possible home address check for any contact or history that would be helpful information for the responding officers.

S258.4 ENACTED

Enacted: June 1, 2007

S259 Coroner Call Out

S259.1 PURPOSE AND SCOPE
This procedure establishes guidelines for call the coroner to the scene of an incident.

S259.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S259.3 PROCEDURE
All requests for the coroner must come from law enforcement. This is to ensure any evidence that may need to be collected is done prior to the removal of the body so as not to compromise any type of investigation.

Requests for a coroner will be made through Placer County Sheriff. They will need the location of the request and cause of death if known. Document in the CAD that the coroner had been notified and any ETA if one given.

S259.4 ENACTED
Enacted: June 1, 2007

S260 Dispatch Procedures for Repossessed (REPO) / Private Property Tow (PPTOW)

S260.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling repossessed or private property vehicle tows.

S260.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S260.3 PROCEDURE

If a vehicle is reported as repossessed by a finance company or collection company, enter the vehicle as repossessed in the SVS/CLETS system. This will avoid entry of erroneous stolen vehicle reports. See CLETS/CJIS manual for formats.

If a vehicle is reported as towed by a tow company from private property, enter the vehicle as stored in the SVS/CLETS system. This will avoid entry of erroneous stolen vehicle reports. See CLETS/CJIS manual for formats.

Call-Taking:

1. Obtain the location the vehicle was repossessed/towed from. If not within the City Of Rocklin refer to proper agency.
2. Enter a call for service using the type code **REPO** for repossessed vehicle or **PPTOW** for private property tows.
3. Ask for the name and call back number of repossession/tow company and note it in the call.
4. Ask if the repossession is voluntary or involuntary and note it in the call. If tow was from private property tow ask the reason the vehicle was towed and document that in the call. Management request? Illegal parking?
5. Obtain the license plate, year, make, model and color of vehicle.
6. Run the vehicle for wants prior to hanging up with Repossession Company and verify the last six of the vehicle identification number.
7. Enter the vehicle into SVS as repossessed if repossessed. If the vehicle is a private property tow enter it into SVS as a stored vehicle and put PPTOW in the miscellaneous field prior to the tow company name and phone number.
   IE: PPTOW ABC Tow Company 123 456 789

S260.4 ENACTED

Enacted: June 1, 2007

S261 Dispatch Procedures for Handling Illegally Parked Vehicles (Parking)

S261.1 PURPOSE AND SCOPE
This procedure establishes guidelines for answering calls related to illegally parked vehicles.

S261.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S261.3 PROCEDURE

Call Taking:

1. Ask where the vehicle parked. Obtain address or cross streets.
2. Enter a call for service using the type code **PARKING**.
3. Obtain a description of the vehicle including a plate number if the reporting party has one.
4. How is the vehicle parked illegally? In a handicap spot? Facing the wrong direction? On the curb?
5. If the reporting person gives you a license plate number, be sure to run a wanted check and registration check.

Dispatch:

1. Send a Community Services Officer if available. If a CSO is not available send an officer to check for parking violation.

S261.4 ENACTED
Enacted: June 1, 2007

S262 Abandoned Vehicle Reports (ABANDVEH)

S262.1 PURPOSE AND SCOPE

This procedure establishes guidelines for answering calls related to abandoned vehicles.

S262.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S262.3 PROCEDURE

Call Taking:

1. Ask where the vehicle is parked. Is it in front of an address or cross streets?
2. Obtain the vehicle description and if possible a license plate number. Run the vehicle for wants through C.L.E.T.S. If the vehicle has been reported stolen enter the call as a **RECSVEH**.
3. If the vehicle returns as stolen ask the RP is they saw anyone near the vehicle or noticed when the vehicle arrived at the location.
4. If the vehicle is clear through C.L.E.T.S ask how long the vehicle been parked there. A vehicle is not considered abandoned until it has been parked in the same spot for more than 72 hours without being moved.
5. If the vehicle has been parked more than 72 hours without moving and is not stolen enter a call for service using **ABANDVEH** type code.
6. If the vehicle is parked on private property then the property owner or manager is responsible for the removal of the vehicle.
7. In cases where the vehicle is on property and the property owner is not removing the vehicle the caller can contact City Code Enforcement for possible removal of the vehicle.

Dispatch:

1. Send a CSO or an officer to check the vehicle for violations and possibly mark for 72-hour tow.
2. If the vehicle is stolen send a CSO or an officer to do a locate on the vehicle.

S262.4 ENACTED

Enacted: June 1, 2007

S263 Dispatcher Guidelines for Handling Warrant Procedures (ATTWAR)

S263.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling warrants received through NCIC.

S263.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S263.3 PROCEDURE
When the Rocklin Police Department receives a warrant abstract through NCIC from an outside agency the dispatcher should route it to the Watch Commander on duty for service. The Watch Commander may have the current shift serve the warrant or he may choose to save it for a later date and or time. If the warrant is served on a date other then when the warrant was received the warrant should be confirmed with the originating agency for validity. This can be done by a phone call or through teletype through CLETS/NLETS.

If we serve and arrest or issue a promise to appear on a warrant we have received from another agency the issuing agency should be notified. This can be done by a telephone call or through CLETS/NLETS. See the CLETS/NLETS manual for format.

Call-Taking:

1. Generally warrant services will be an officer initiated activity. This means an officer will radio or call into dispatch and say:
    a. the location he is going to be at
    b. which unit(s) will be with him
    c. the name of the person they are serving
    d. Enter an officer initiated call using type code **ATTWAR**.
2. You may receive a call from an outside agency requesting we attempt a warrant service.
    a. Enter a call for service using type code **ATTWAR**.
    b. Obtain the wanted persons name, date of birth and what they are wanted for.
    c. Also ask if the requesting agency has any other information on the subject. Known to be violent, weapons, etc.

Dispatch:

1. Send a minimum of two officers to the location of the wanted subject
2. If we have a physical address check the location for previous history
3. Run the wanted person for weapons

S263.4 ENACTED
Enacted: June 1, 2007

S264 Sacramento County Hotline Protocol

S264.1 PURPOSE AND SCOPE

The Sacramento County Hotline is a telephone line connection via the Motorola Radio system utilized by Communication Centers throughout the Sacramento Region. The Hotline allows Communication Center dispatchers to quickly communicate with allied agencies and update each other during critical incidents, outside agency assistance and any other emergencies which pose a threat to Officer or Citizen's safety.

S264.2 PROCEDURE

The Hotline is installed at each console, monitored and utilized by Rocklin Police Department Dispatchers during high priority incidents and "Be on the Look out Broadcasts". All Dispatchers shall stay alert to Hotline activity. Broadcasts on the Hotline should be limited to priority information such as:

Major felonies in progress or felonies which occurred within the last 30 minutes
Officer Safety Information
Pursuits, Failure to Yield, or felony vehicle stops
Request to Cover, (Clear this through the on duty Sergeant or Watch Commander)
Outside agency assists
Information requiring immediate relay
Road Hazards or closures
Updates or cancellations of recent broadcasts
BOLO – Missing Persons at Risk

Only plain English and Penal Codes shall be used during Hotline transmissions. Broadcasts should contain pertinent information and descriptions relating to Officer Public Safety.

Additional explanations not of an urgent nature should be given to the other agencies by telephone.

To raise a specific agency with the intent to relay important information or to request their assistance, start the broadcast with the agency name you are attempting to raise followed by your agency name.

Example: "Sacramento County S.O. from Rocklin PD on the Hotline"

To make a broadcast for all agencies to hear, (and if high priority) start with **3 Alert Tones** and a general announcement including your agency name.

Example: After Alert Tones, **"Attention all outside agencies, Rocklin PD just sent out an Amber Alert for a missing 7 year old, kidnapped 30 ago from the area of Stanford Ranch & Sunset Blvd; stand by to copy description of suspect vehicle"**

When transmitting information about felonies in progress or felonies which occurred within the last 30 minutes, if an Officer is still en route to investigate the crime, include this information in the broadcast. This will alert outside agencies to the fact that our agency has not confirmed the reported details.

Sacramento Region participating agencies are:

1. California Highway Patrol
2. Citrus Heights Police Department
3. Elk Grove Police Department
4. FBI
5. Folsom Police Department
6. Twin Rivers Unified School District (Formerly, Grant Unified School District)
7. Los Rios College Police Department
8. Regional Transit Police Department
9. Roseville Police Department
10. Sacramento Police Department
11. Sacramento County Control (County Operator)
12. Sacramento Regional Fire Department
13. Sacramento County Sheriff's Department
14. UC Davis Police Department
15. Yolo County Communications (West Sacramento Police Department)
16. Rocklin Police Department

The Sacramento County Control Center, also known as the "County Operator" will conduct a test of the Hotline system every Friday morning. After the "test" announcement is made, a roll call of agencies will be queried, requiring each participating agency to acknowledge the test. Each agency will answer with their agency name after being called on the Hotline, advising they copied the test; **"Rocklin Police copies".**

S264.3 ENACTED
Enacted: July 23, 2010 DD

S265 Request for Civil Stand By (CIVIL)

S265.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling requests for civil stand by.

S265.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S265.3 PROCEDURE

An officer will be dispatched to a request for a civil standby for the purposes of preventing a violent confrontation between involved parties. The officer will not permit removal of property that is contested unless proper documents of ownership are presented. A civil stand by may also be requested for child custody issues if the reporting party has proper documentation and believes there is going to a problem unless law enforcement is present.

Call-Taking

1. Obtain the address where the caller wants to go.
2. What is the reason needed for a civil stand by? Picking up personal items or child? We will only stand by long enough for someone to pick up personal items such as clothing, medication, personal hygiene items, etc. We will not stand by so someone can “move” out.
3. Are there any restraining orders in effect? We will not do a civil stand by for persons with valid restraining orders unless an extreme extenuating circumstance exists.
4. Obtain the name of the person that will be at the location that the reporting party wants to go to. We will not go to the location unless there is someone there that is responsible for the property (house, apt, etc).
5. Have the reporting party stand by in front of or near the location. Obtain their vehicle description including license plate number if possible.
6. Enter a call for service using type code **CIVIL**.

Dispatch:

1. Dispatch an officer(s) to the location of the reporting party
2. Check the destination address for any prior contacts or information of which the officer should be aware

S265.4 ENACTED

Enacted: June 1, 2007

S266 Dispatch Procedures for Vehicle Lockout Calls

S266.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling calls from individuals who have locked themselves out of their vehicle.

S266.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S266.3 PROCEDURE

Upon receipt of a reported lockout, the Communications Center personnel shall determine if the situation meets the below criteria for an emergency. An "Inconvenience" is not an emergency. The Rocklin Police and Fire Departments will respond to unlock vehicles only when immediate threat to life exists or other extenuating circumstance.

The Rocklin Fire Department will respond as the primary unit under the following conditions:

1. Person(s) locked in a vehicle, incapable of unlocking the vehicle, and in immediate danger due to heat or other medical condition.
2. Pet(s) locked in closed vehicle without air conditioning. Send on-duty ACO, and Police and Fire, if appropriate.
3. Vehicle locked and running INSIDE of a closed structure.
4. Other discretionary situations where locked condition of the vehicle is an obvious threat to the safety of person or property.
5. If a true emergency exists, the nearest engine company and ambulance will be dispatched using the type code MAID.
6. Police can be dispatched using the call type WELFARE.
7. If a lower priority emergency exists the nearest engine company will be dispatched without an ambulance using the type code PAST.

If the call is not an emergency, the caller will be:

1. Advised that the fire and police lockout procedure precludes entry assistance in non-emergency situations for the protection of the vehicles and its future occupants; and
2. Advised of our willingness to assist with contact to a locksmith on their behalf which will be at their expense, or to provide them with the telephone number of a locksmith that can assist them.

S266.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009
Revised: January 1, 2010

S267 Dispatch Procedures for Animal Control Calls (ANIMAL)

S267.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling animal related calls.

S267.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S267.3 PROCEDURE
Animal control handles a variety of animal related calls including, barking dogs, deceased animals (not belonging to the reporting party), injured animals, loose or vicious animals, found and lost animals, animals locked in vehicles, animal bite reports and questions about animal related issues. If animal control is available enter a call for service. If animal control is not available transfer the caller to animal controls voice mail for follow up by them.

EXCEPTION: If animal control is not on duty patrol officers will respond to vicious animals at large, injured animals, animals locked in a vehicle, deceased animals causing a roadway hazard and barking dogs if the owner is home.

Call-Taking:

1. Ask the caller where the address or location of the animal related problem is.
2. If the caller is reporting an injured animal and animal control is not on duty they have the option of taking the animal to Loomis Basin Animal Clinic (see RIMS for address and phone number) or wait for an ACO officer to be called out and respond.
3. If the caller is reporting an animal the have found and would like to turn it and animal control is not on duty they can take the animal to Loomis Basin Animal Clinic or the Placer County Animal Control Shelter in Auburn (See RIMS for address and phone number). We do not accept animal from citizens when animal control is not on duty.
4. Enter a call for service using type code **ANIMAL.**

Dispatch:

1. Dispatch an available animal control officer to the location.
2. If animal control is off duty and of the previous exceptions exist dispatch an officer.
3. If an officer request for an animal control officer to be called out clear the call out with Watch Commander.
4. If the report is of a deceased animal in the roadway not causing a traffic hazard route a copy of the incident to ACO for pick up the next day.

S267.4 ENACTED
Enacted: June 1, 2007

S268 Dispatch Procedures for Vacation Checks (VCCK)

S268.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling requests for vacation checks.

S268.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S268.3 PROCEDURE

Call-Taking:

1. Ask the caller the address to be checked and obtain the following information:
    a. What are the dates the residents will be gone.
    b. Is there a number the caller can be reached at in case of emergency?
    c. Alarm systems in the house. Alarm company name and phone number
    d. Any animals left inside. What kind?
    e. Obtain names addresses and telephone numbers for anyone local that will have a key to the location.
    f. Will there be anyone staying in the house. Obtain their name, number and vehicle description
    g. Are there any lights on timers? What time do they come on?
    h. Are there are service people coming? Gardeners, Pool, pet sitter etc.
    i. Are there any vehicles parked in the driveway. Obtain description(s).
    j. Any other information we should know about the property.
2. Enter a call for service using type code **VCCK** and close it out with a log note.
3. Print a copy of the incident and forward it the volunteers' inbox.

Dispatch:

The volunteer unit will be responsible for checking on "vacation check" locations. They will provide dispatch a list of locations they will be checking on and will air them with an identifying number that is listed on the page. This is a security measure so the address of the vacation check is not aired on the radio. IE: "3V42 vacation check number 42"

On the list provided by the volunteers next to number 42 will be an address. At this point an officer initiated incident should be created using the actual address.

When the volunteers are done checking the location they may say, "3V42 vacation check number 42 clear" If the volunteers report an open door or otherwise suspicious activity at the location dispatch a minimum of two officers to the location. DO NOT air the address to the officers. The officer can obtain the address via their mobile computer or a telephone call to dispatch.

S268.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S269 Request for Medical / Law Enforcement Helicopters

S269.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling requests for medical or law enforcement helicopters.

S269.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S269.3 PROCEDURE

When dispatch receives a request for a helicopter, the following procedure should be followed.

REQUEST FOR AIR AMBULANCE:

All requests for air evacuation should be directed through the California Division of Forestry, Grass Valley Communications Center. Dispatchers should not place helicopters on stand-by. The service unit for the Rocklin area is Cal-Star, located in Auburn, CA. California Division of Forestry can be contacted by phone at 530-477-5761. The following information will be needed:

1) Location of medical scene. Use cross streets or landmarks.
2) Location of the proposed landing zone or helipad. The incident commander can provide this information
3) The ground contact. Use radio call number.
4) Height, weight and injuries of the patient if known
5) Radio Frequency (Fire 154.145 Police 156.030)

REQUEST FOR LAW ENFORCEMENT HELICOPTER:

If an officer requests a law enforcement helicopter, contact Placer County Sheriff's Department (530) 886-5375 for availability or contact California Highway Patrol Air Operations (Auburn) (530) 823-4055 or by calling CHP dispatch on the state CLERS radio system. The following information will be needed:

1) Location of the scene or area that needs to be check. Use cross streets or landmarks.
2) The ground contact. Use radio call number.

If more than one helicopter is dispatched to one scene, make sure that both helicopters are advised to avoid an air collision.

S269.4 ENACTED

Enacted: June 1, 2007

S270 SWAT/CINT/RRT Callout / Paging Procedure

S270.1 PURPOSE AND SCOPE
This procedure establishes guidelines for calling out or paging the SWA/CINT/RRTT units.

S270.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S270.3 PROCEDURE

Purpose
To be clear and concise in delivering SWAT/CINT/RRT callout information to all parties involved.

Procedure
Once advised by supervisor, send email page to *Police SWAT/CINT/RRT Pagers* in outlook directory. Follow below format for sending message.

SWAT/CINT/RRT PAGE EXAMPLE
(City) SWAT callout, respond to (location), type of incident, weapons involved.

Roseville SWAT callout, respond to Rocklin PD, 211 holdup, handgun seen.

Rocklin SWAT/CINT/RRT callout, respond to Rocklin PD, active shooter, shotgun involved.

The Rocklin RRT unit will only be called out for Rocklin incidents and will not be used for Roseville incidents unless authorized or requested by the CRU Commander. Unless otherwise directed by the unit supervisor or the CRU Commander RRT members will respond directly to the scene of the incident to relieve patrol officers and allow them to resume normal patrol functions.

S270.4 ENACTED
Enacted: June 1, 2007
Revised: January 1, 2010

S271 EOC/DOC Call Out / Paging Procedure

S271.1 PURPOSE AND SCOPE

This procedure establishes guidelines for communications center personnel to initiate a callout of key City personnel during a declared emergency.

S271.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S271.3 EOC CALLOUT PROCEDURE

There are two steps required for notifying staff of an EOC activation, one via email and one via telephone.

A. Once advised by a supervisor, send email page to *EOC Alert* for an EOC activation in the outlook directory.
Follow below format for sending message. (Keep the message small due to character limitations.)

<u>EOC PAGE EXAMPLE</u>

EOC Activation, respond to Rocklin PD, (type of incident)

B. In addition to callout via the Outlook paging system communications personnel shall also follow the following procedure to initiate the EOC callout messaging system. A verbal message will be left on a voicemail that will then be forwarded automatically to a pre-determined list of individual's telephone numbers whose presence will be required during an EOC event. The system will contact these individuals repeatedly on multiple numbers to reduce impact on the communications center. One call will be made rather than numerous to each individual.

1) Dial (916) 625-5555 from any phone
2) Press # when you hear the recording
3) Enter mailbox number 9099
4) Enter 9111 for the security code
5) Press 2
6) Record your EOC Alert Message
7) Press 2
8) Press #
9) Enter 9000 for the address
10) Press #
11) Press * to quit and hang up

Verbal Message Example: This is the Rocklin Police Department calling with an activation of the Emergency Operations Center. There has been a large gas explosion at XXXX West Oaks Bl. Respond immediately to the EOC at 4080 Rocklin Rd for further instruction.

S271.4 DOC CALLOUT PROCEDURE

Department Operation Center activation is similar to an EOC activation only on a smaller scale. Only department members will be required to respond. Once advised by

supervisor, send email page to *A_Police DOC* for Department Operation Center activation in the outlook directory. Callout via the telephone message mentioned previously in this procedure is not necessary for a DOC callout.
Follow below format for sending message.

DOC PAGE EXAMPLE

DOC Activation, respond to Rocklin PD, (type of incident)

S271.5 RESPONSE REPORTING

Public Safety Management personnel are required to report that they have received the notification and their status via Police radio or telephone to the communications center. Communications Center personnel will record notification and status in CAD. When time is available, Communications Center personnel will attempt to contact those management staff who have not yet acknowledged receipt of the notification.

S271.4 ENACTED

Enacted: June 1, 2007
Revised December 1, 2007

S272 Portable Radio Emergency Alert Buttons and Dispatch Response

S272.1 PURPOSE AND SCOPE

This procedure establishes guidelines for responding to portable radio emergency alert buttons.

S272.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.4

S272.3 PROCEDURE

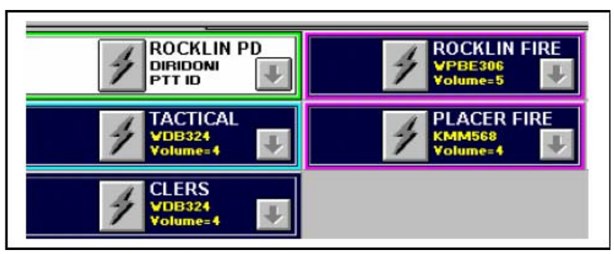
ORANGE EMERGENCY BUTTON:

Pressing this orange recessed button on the portable radio will cause an alarm to sound in dispatch, along with the name assigned to the portable radio. The employee's portable radio microphone will remain open unless the holder of the portable radio resets the alarm. **On receipt of an emergency alarm, Dispatchers should immediately announce on channel 1 that the officer's alarm has been activated, and attempt to contact the officer that activated the alarm, and broadcast the employee's last known location.**

RESETTING EMERGENCY BUTTON FROM THE FIELD:

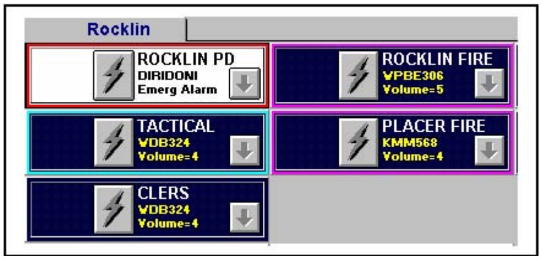
The holder of the portable radio can reset the portable radio, causing the open microphone to shut off, by simply turning the portable radio off for a moment, then turning it back on. This procedure will not reset the alarm in dispatch.

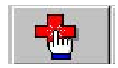
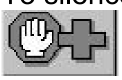
DISPATCHER RESPONSIBILITY:



Under normal conditions, the employee's name will be displayed on the radio console when the employee uses an assigned portable radio.

When an employee presses the orange button, the **Rocklin PD** control module on the console will turn from green, to **blinking red**. An audible alarm will sound, and the words **"EMERG ALARM"** will appear under the employee's name. Unless reset, you will hear the portable radio with an open microphone, you may talk over the top of the open microphone if required.



To silence the alarm, press the down arrow next to the  officer's name. Then press  located under the employee's name.

On receipt of an emergency alarm, Dispatchers should immediately announce on channel 1 that a portable emergency alarm has been activated, and attempt to contact the employee that activated the alarm. The Dispatcher should then broadcast the employee's last known location.

If no answer from the employee that activated the alarm, the Dispatcher should send at least two officers and a Watch Commander to the last known location of the employee that activated the alarm.

Request that units hold traffic on channel 1 until advised to cancel by a Watch Commander.

To totally clear the alarm, press close, and then press the up arrow to return to the normal screen.

EMERGENCY ALARM FROM UNKNOWN RADIO

It is possible to receive an emergency alarm from an unknown handheld or car radio. If this happens, the Watch Commander shall be notified. A roll call shall be initiated on the main channel until identification can be made. Roll call should be done in a logical order:

1) Units assigned to violent / priority calls
2) Units on vehicle stops
3) Units assigned to report calls
4) Units 10-8 or not assigned to calls on the screen

If still unable to locate radio, notify Watch Commander and broadcast to outside agencies.

S272.4 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009

S273 Use of Marker (10 Second Beeper) / Use of Alert Tones

S273.1 PURPOSE AND SCOPE
This procedure establishes guidelines for using the marker (10 second beeper) or alert tones.

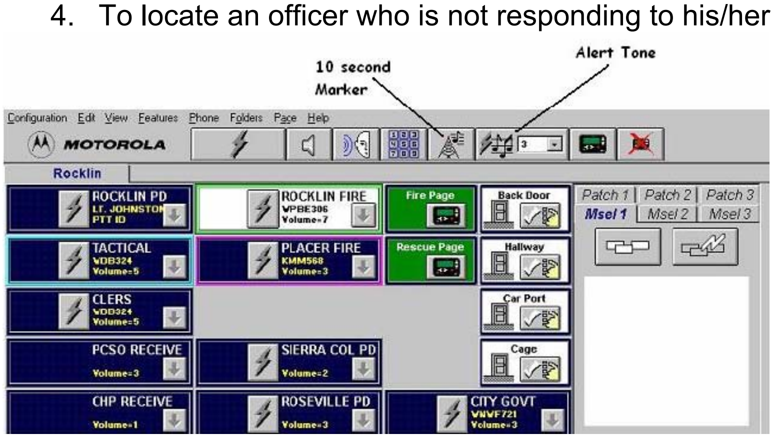
S273.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S273.3 PROCEDURE
Use of the 10-second marker will only be used under the following conditions:

1. Felony traffic stop.
2. When an officer requests the marker.
3. Vehicle and foot pursuits.
4. Serious felony in progress calls. The 10-second marker should be turned off at the request of an officer.
5. When first unit goes 10-97 on a CODE 9.
6. When officers have an open door and/or are clearing/performing building/residence checks for possible 459, etc.
7. 10-35 / Code 3 Cover call
8. 11-99 call

Use of the "ALERT TONE" (Three Beeps)
The beep alert tone will be used for:

1. Serious felony in progress calls
2. Calls involving serious personal injury
3. Code 3 mutual aide calls
4. To locate an officer who is not responding to his/her radio



S273.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S274 Media Releases and Calls from the Media

S274.1 PURPOSE AND SCOPE
This procedure establishes guidelines for handling media releases and calls from the media.

S274.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S274.3 DISPATCH INFORMATION RELEASE PROCEDURE
Any media request for information or access to a law enforcement situation should be referred to the designated department media relations representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees should consider the following:

a. At no time should any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department representative.
b. In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
c. Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

For further information refer to Policy §346.

When a press release is issued by RPD, dispatch personnel are authorized to release information contained in the release. If functioning, dispatch personnel may refer media representatives to the media information line at (916) 625-5450. If not yet operational, dispatchers may follow the below procedures and read the release directly onto the outgoing message to be utilized to provide the requested information.

If no press release has been issued and/or is in process, refer the media representative to the Departments media liaison or in his or her absence, the Watch Commander. If no one is available to handle their call, note their name, organization and phone number before advising them that someone will call them back. News media information should be released as time permits after essential dispatch duties have been completed.

S274.4 MEDIA LINE RECORDING PROCEDURES
The media line is available to assist agency personnel in issuing press related information in a timely and orderly fashion. All employees are authorized to utilize this option with the approval of the media liaison, the Watch Commander or his/ her designee.

To initiate a message on the media line dial 625-5555. When the line is answered, dial #5450 and follow the prompt to enter the security code (the security code is located in “RIMS” under “Media Line Password”). When instructed, dial #3 to access the phone manager function, next dial #1 for personal options then dial #3 to record your new outgoing message. The message should be short but specific and updated as pertinent information becomes available.

S274.5 ENACTED
Enacted: June 1, 2007
November 2010 version

S275 Recovered Stolen Property CLETS Notification

S275.1 PURPOSE AND SCOPE
This procedure establishes guidelines for recovered stolen property CLETS notification.

S275.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S275.3 PROCEDURE
If upon checking a piece of property you receive a notice that it has been reported stolen confirm with the originating agency that the property is still outstanding. The property should then be appropriately documented in CLETS/APS/AFS. See the CLETS/CJIS manual for the correct formats. If a telephone number is available for the registered owner or victim, call them and let them know the property has been recovered, then advise them to contact our investigations unit or the property and evidence clerk to find out how to claim their property. Note in the CAD incident when the property owner was advised.

Department of Justice “NOTICE OF LOCATED PROPERTY”

When dispatch receives a “NOTICE OF LOCATE” from another agency on a stolen property report originated by this department, the dispatcher should:

1. Call the registered owner or victim and inform them that the property has been recovered. Depending on whether or not we have or will have the property in our possession (property being transported or mailed to our Department), advise the owner to contact our investigations unit or the Property Clerk to find out how to claim their property. If the property is being held as evidence by an outside agency, advise the owner to call that agency to reclaim their property.
2. Write an incident into CAD for the recovered stolen property, giving details as to what agency recovered it, where the property is being stored, and any other related information. Note the date and time the property owner or victim was notified.
3. Copy and paste the CLETS message into the 10851 or property supplement in RMS. Also, forward any CLETS related print outs to records for filing.

S275.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S276 CLETS Entries for Stolen Vehicle, Recovered Vehicle, Stored Vehicle and Missing Person

S276.1 PURPOSE AND SCOPE

This procedure establishes guidelines to simplify C.L.E.T.S entries for officers in the field.

S276.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S276.3 PROCEDURE

Stolen Vehicles (10851 VC)

For a 10851 entry an officer may send an MC message or relay the appropriate information via telephone for dispatch to enter. After the entry is made the dispatcher will place the paperwork in the officer print out box located in dispatch and the officer can pick it up and attach it to his/her CHP 1-80 before the end of their shift. If the officer wishes he/she may drop the paperwork off to dispatch for entry and pick it up from the officer print out box before the end of his/her shift. The following information is needed for entry in addition to the information from CAD and the 10-28.

1. The victims name, current address and phone # (this may be different than what is on the registration or RP info in CAD).
2. Any additional identifying information about the vehicle EX: Chrome wheels, bumper stickers, damage to vehicle, date stolen etc.

Recovered 10851 VC

For a recovered stolen vehicle if the vehicle is being driven away the vehicle must be removed from C.L.E.T.S immediately to prevent an unnecessary felony stop. The locate/recovery can be done without the CHP 1-80 and the officer may relay the necessary information via computer or radio and pick up the print from the officer print out box before the end of his/her shift. The following information is needed for a recovery/locate:

1. Status of the vehicle EX: damaged, stripped or burned.
2. Status of the vehicle plate and vehicle identification number EX: one plate missing/vehicle identification number removed.
3. In custody status of suspect.

Towed/Stored Vehicles

For towed/stored vehicles an officer may drop the paperwork off to dispatch anytime during his/her shift for entry. If the officer chooses to leave the paperwork with dispatch it will be placed in the officer print out box and can be picked up before the end of his/her shift.

Missing Person

For a missing person entry dispatch needs a hard copy of the face sheet of the missing persons report. This page contains numerous items necessary for C.L.E.T.S entry including, hairstyle type, length, scars, marks, tattoos, clothing, jewelry, probable destination, prior runaway, at risk, etc. It would be time consuming and not practical for the officer to send all this information via MC for entry or via telephone. In the event the officer cannot bring the paperwork to dispatch (due to emergency or calls for service pending) the basic entry can be made and additional entry can be made upon receipt of complete paperwork. If the officer wishes he/she may drop off the missing person face sheet for complete entry and pick it up from the officer print out box located in dispatch before the end of his/her shift. If the person missing person is at risk for any reason including age (16 and under) the entry must be made within 4 hours.

S276.4 ENACTED
Enacted: June 1, 2007

S277 Sacramento Web KPF System

S277.1 PURPOSE AND SCOPE

This procedure establishes guidelines for using the Sacramento Web KPF system.

S277.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

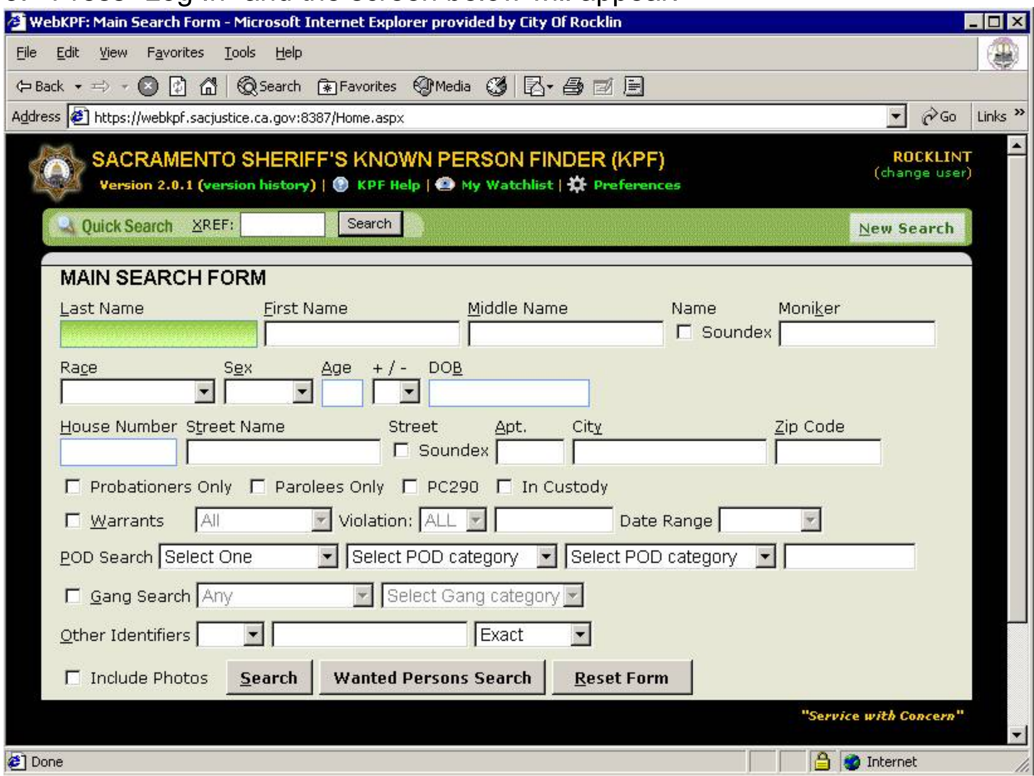
S277.3 PROCEDURE

Rocklin possesses a subscription with “view only rights” to the Sacramento Web KPF system which houses known person records , automated warrant information, probation, and other important information concerning records associated with Sacramento County Warrant Repository, Sacramento County Sheriff, Sacramento City Police, and other associated jurisdictions. The following are directions on how to access the system and basic instructions for manipulating through the system. This information is considered confidential and subscribes to the typical CLETS and CORI regulations.

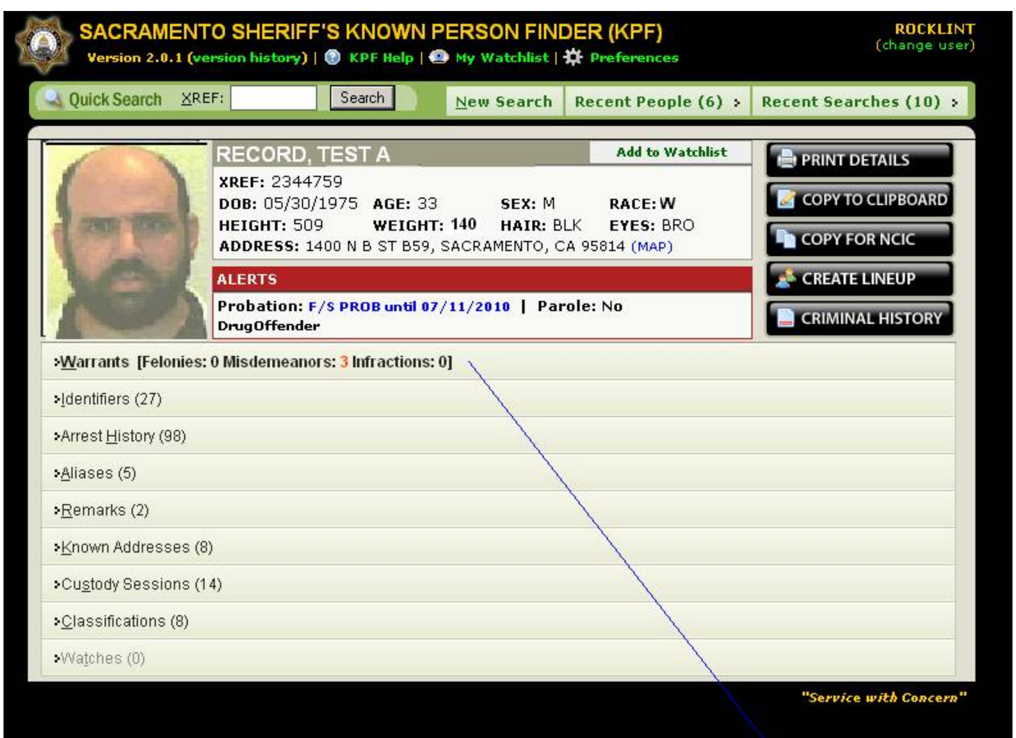
1. Double click on the Microsoft Internet Explorer icon on your desktop. On the address bar, type the following:

2. https://webkpf.sacjustice.ca.gov:8387/login/login.aspx?ReturnUrl=%2fHome.aspx and the screen below will appear. Enter your user name and password. Select “Organization 6. Other Non County Agencies”

3. Press “Log In” and the screen below will appear.



4. Enter Last Name, First Name and DOB. The screen below will appear if there is a match.



CLICK ON THE WARRANT LINE

If the subject has warrants, it will be indicated on the “Warrants Line”. Click on the warrants line for the list of warrants and bail amounts.

S277.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009
Revised: January 1, 2010

S278 Comlink

S278.1 PURPOSE AND SCOPE

The purpose of this procedure is to outline the guidelines for activating Comlink during inter-agency vehicular pursuit and other critical events as needed. The Comlink channel is utilized as a tool that allows Placer County agencies to connect radio frequencies to one another. Essentially, our agency is able to connect any of our radio frequencies to Comlink. Once, an allied agency also connects their frequency to Comlink, officers and dispatchers can communicate using this channel.

The following guidelines are intended to reduce potential hazards to the public and officers by allowing multi-agencies to utilize one frequency.

1. A pursuit is an active attempt by one or more peace officers to apprehend a suspect operating a motor vehicle while the suspect is trying to avoid capture by using a high-speed driving or other evasive tactics such as driving off-highway, making sudden or unexpected movements, or maintaining a legal speed but will fully failing to yield to the officer's signal to stop.

2. Critical events – any event that requires multi-agency response such as; terrorist act, bombing, wild land fires, civil unrest, airplane accident, train accident or natural disasters.

S278.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S278.3 PROCEDURE

1. The initiating agency's communications center should notify allied agencies of pursuits if assistance is needed, and/or the likelihood exists that the pursuit may travel into their jurisdiction. The following information should be broadcast:

    a. If assistance is needed specify type of assistance. EX: block/off ramp
    b. Or if for information only
    c. Preliminary synopsis with as much descriptive information as available.

2. When an allied agency(s) responds to a request for assistance and Comlink is requested, the communications center will initiate the Comlink patch, advising over the CLERS channel and the channel on which the incident is occurring. Patching channels is defined as connecting one radio channel to another. Until both agencies connect to Comlink separately the connection is not fully operational.

3. The following guidelines shall be used when broadcasting:
    a. Use plain language.
    b. Use the alert tone – 3 times (Triple beep)
    c. Advise the type of incident
    d. Provide:
        - Direction of travel
        - Vehicle description

- License Plate Number
- Color
- Make/model/style
- Number of occupants
- Want
- Weapon
- Speed

e. The EIP (Emergency in Progress) signal should be activated by the initiating agency. Should an allied agency assume responsibility, the EIP should continue.
f. If known, advise if unmarked vehicles/plain clothes officers are involved in the incident.

4. Allied agencies who have been requested to assist, or may become involved due to the geographical area of the call, should also initiate the Comlink patch. Allied agencies dispatch staff will advise the primary agency that their agency has initiated Comlink and is awaiting their instructions. Each agency will refer to their agency dispatcher and officers by their normal identifiers (e.g., 3P1, 3S1, 3L1, etc.)

5. If a specific request for assistance has been initiated, the allied agency should complete all steps outlined in "3" above, and should also provide the primary agency with the identifies of allied units on the Comlink channel available for the incident.

6. The initiating agency should have primary dispatch responsibility unless they relinquish the responsibility to another agency in accordance with guidelines listed in this policy.

7. All channels patched to the Comlink channel will be declared to be on "emergency traffic" and will be restricted to traffic related to the incident.

8. All agencies with units responding or involved will provide a dispatcher to monitor the traffic. The dispatcher handling will be from the agency assuming responsibility for the incident.

9. If it becomes clear that an allied agency should become primary, the primary agency will advise all other participating agencies of the change. This will only occur when the new primary dispatcher advises they are prepared and ready to assume responsibility. The originating primary dispatcher should provide the most recent information to the new primary dispatcher. The originating agency dispatcher should continue to monitor Comlink for the duration of the incident, or until the originating agency is no longer involved.

Use of COMLINK:

Scenario 1: A Rocklin PD unit advises they are in pursuit, heading into Roseville. The Officer requests dispatch to activate COMLINK. When activated, radio audio from the selected channel will be re-broadcasted over COMLINK. Once activated, Dispatch needs to make a county wide announcement over CLERS, "Rocklin PD is in Pursuit, vehicle description, location, COMLINK has been activated" Roseville PD should activate COMLINK on their console. After Roseville PD activates, mobile units from Rocklin and Roseville are able to hear and talk to each other via COMLINK. Dispatchers must use the "Patch Transmit Key" in order for all agencies and officers to hear dispatch. *(See figure 2)*

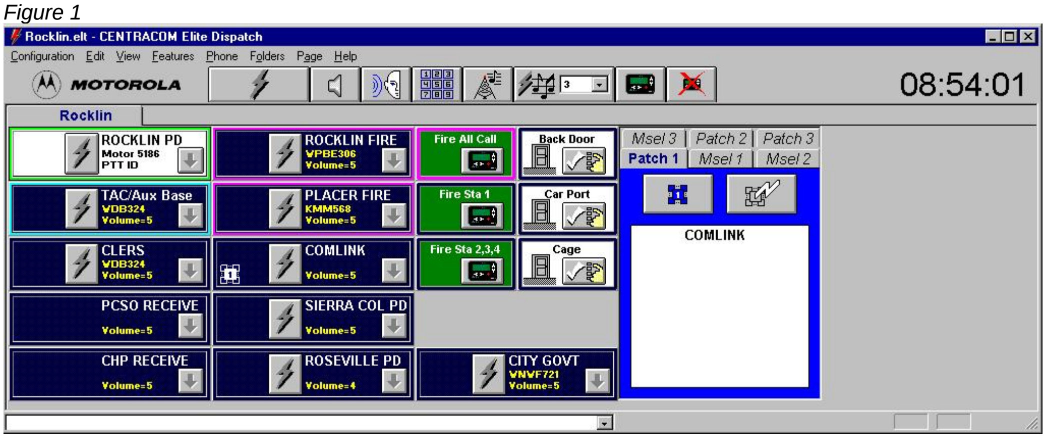
Note: Without hitting the patch transmit key, the patch has not been fully initiated. Dispatch personnel will be able to hear one another but those officers monitoring the channel will not be able to hear communications.

Scenario 2: Dispatch hears an announcement from an outside agency, "Placer County Agencies, Roseville PD is in pursuit, northbound Taylor Rd toward Rocklin, vehicle description, Comlink has been activated". Rocklin Dispatch needs to make a decision on what frequency to connect Comlink to. Your decision will be based on current activity. Do you want to tie up channel one (Rocklin PD main)? For the purposes of this scenario, we will assume that channel one is busy with two officers on a building search. Make an announcement on main channel, "Rocklin units, Roseville PD is in pursuit, northbound Taylor Rd., vehicle description, <u>SWITCH TO CHANNEL 3 FOR COMLINK</u>". Connect COMLINK as shown in figure 1 and 2 below. To transmit on COMLINK, dispatch must use the "patch transmit" key. (See figure 2).

Multi-Select Tool: Multi-Select allows the dispatcher to use the foot pedal and/or transmit key on the screen. To use the foot pedal instead of using the "patch transmit" key, you must use the multi select function of the console. Press Msel1, Turn on the multi select, the window turns green. Select COMLINK, and then select the channel you are patching to COMLINK.

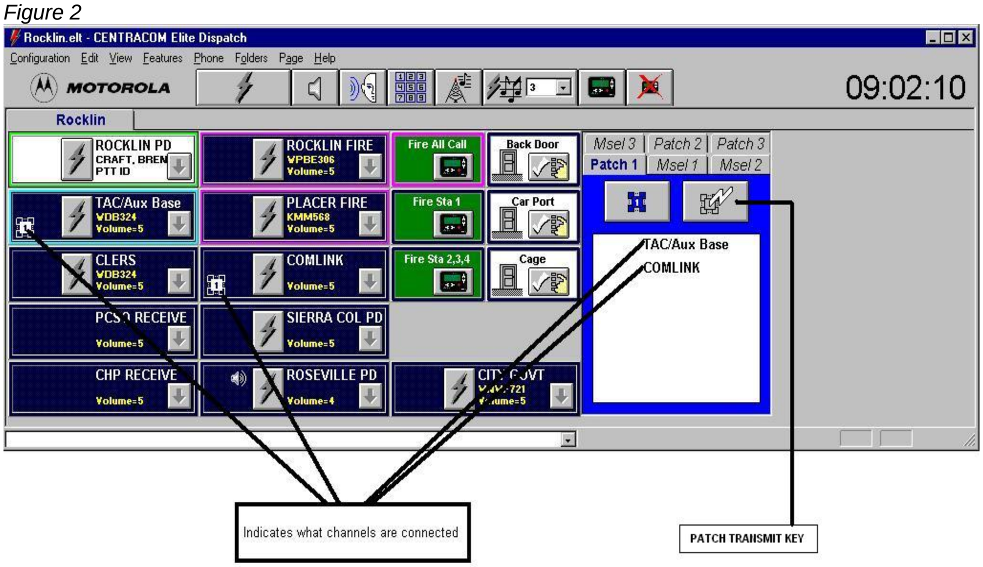
Activating COMLINK: Select "Patch ". The patch window will turn blue. Select the COMLINK Channel. The word COMLINK" will appear in the patch window.

Figure 1



Next, select the channel that you want to link to. You can use the main channel, or TAC/Aux Base. The example below shows COMLINK connected to TAC/Aux Base.

Figure 2



No

NOTE: Do not connect Comlink directly to outside agency channels. There should only be two channels in the blue box on the screen at anytime and those channels should always be our own. (One will be Comlink and one will be the chosen channel desired to broadcast on.) Outside agency personnel will need to connect directly to Comlink on their own.

All agencies connect to the Comlink channel via standard telephone lines. Comlink will not function if the telephone lines are down. This is good information to know should the lines be down or should the system fail and you are beginning to troubleshoot.

Our agency is unable to utilize Comlink to connect to any agency outside of Placer County at this time. Currently, Placer County Comlink is monitored by:

- Placer County Sherriff's Office Dispatch
- Auburn Police Department
- Lincoln Police Department
- Roseville Police Department

S278.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S279 Power Outage / Generator Failure / Telephone Failure

S279.1 ALTERNATE POWER SOURCE

Rocklin Police Department has an alternate source of electrical power that is sufficient to ensure operations of emergency communications equipment in the event of primary power failure.

S279.2 ACCREDITATION STANDARDS

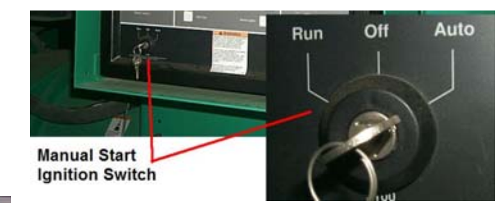
This section pertains to the following CALEA standards: 81.3.2

S279.3 PROCEDURE

When normal utility power is supplied to the building, the System Enunciator should read, “Normal Battery Power” and “Normal Utility Power”. Any other readings on the System Enunciator should be immediately reported to the City Fleet Department for repair.

POWER FAILURE

When power failure occurs, the generator will automatically start within 5 seconds. An alarm will sound from the "System Enunciator" panel located in dispatch on the North West wall. To silence the alarm, press and hold the reset button.



1. After the generator starts, the following steps should be taken.
2. Turn off any unnecessary lights in dispatch and dispatch break room.
3. If the power outage occurs during non-city business hours, at the first possible moment, page City Information Systems (IS). Advise the on call technician of the power outage. Information Systems may wish to inspect all city computer systems.

GENERATOR FAILURE

If in the event that the generator should fail during a power outage, the following steps should be taken.

1. Contact the Watch Commander, Technical Asset Coordinator, and Records and Communications Manager immediately.

2. If the radio system fails, use a portable radio located in dispatch.
3. Contact the Fleet Maintenance (check the emergency phone number book) to repair the generator.
4. Contact Public Works on call number
5. Follow alternate PSAP procedures and switch all 9-1-1 Calls to Roseville Police.

S279.4 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009

S280 Alternate PSAP Switch

S280.1 PURPOSE AND SCOPE

Rocklin Police Department has entered into an alternate PSAP (Public Safety Answering Point) agreement with Roseville Police Department. The switch is mounted in the alarm console between console one and two.

This area of the console should be kept clear of books and clutter to prevent accidental switching.

S280.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S280.3 ROCKLIN EMERGENCY

In the event of a serious emergency (i.e., power failure, equipment failure, telephone outage, etc.) or an event which requires the evacuation of Rocklin's Communications Center, the following steps should be taken prior to evacuation and prior to flipping the PSAP toggle switch, if at all possible:

1. Call Roseville Police (774-5123), advise them to flip their switch and notify them as to why the switch is being flipped. This procedure will cause Rocklin's 9-1-1 calls to be routed to Roseville Police with ANI/ALI. **Do not throw our PSAP switch. Leave it in the "Normal" position.**
2. Broadcast announcement over law and fire channels. Notify the Watch Commander and on Duty Battalion Chief. If you need to dispatch a fire call, call Rocklin Fire Station #2 at 625-5324. Rocklin Station #2 is equipped with an emergency tone encoder and can tone out fire personnel from that location.

If evacuation is necessary:

1. At the Watch Commander's discretion, take a portable hand radio, extra battery, and move to Communications trailer or to the Roseville Police Department, 1051 Junction Blvd., to assist with our calls.
2. Take Communications Center cellular telephone and charger located inside the Communications trailer along with any other binder resources necessary. (Dispatch cell number is 916-257-1828)
3. Notify Records and Communications Manager, Technical Services Manager, City Information Systems (IT), police and fire department administration, Placer County dispatch, and Lincoln Police dispatch.
4. Request Technical Asset Coordinator or City Information Systems (IS) transfer emergency telephone lines to appropriate telephone number. (A specific line at Roseville dispatch or Dispatch Cell phone may be appropriate examples.) In the event no one is available to do so, see below for manual instructions.
5. Notify Grass Valley Fire of evacuation or emergency and relay information regarding Auto-Aid and Mutual Aid Requests.
6. Notify Department of Justice to hold CLETS messages or re-route them to Roseville CLETS terminal in the event of a long term outage.

S280.4 ROSEVILLE EMERGENCY

If an equipment failure or emergency requires evacuation of the Roseville Police Dispatch Center, Roseville Police will call this department and request that we flip the Roseville PSAP toggle switch. Place the switch in the “Roseville” position. This procedure will route all of Roseville’s 9-1-1 calls to this department. Dispatch Roseville Police units directly on their frequency if requested by their department. Otherwise, call their dispatch center or any other designated number to verbally relay call information to their dispatch staff. If for some reason Roseville’s 800 MHz repeater system fails, use the California Law Enforcement Mutual Aide Radio System (CLEMARS) to communicate between stations.

In the event of a long term outage or evacuation, Roseville Police will send a dispatcher(s) to our department to assist with calls if needed. Do not put the PSAP switch back to normal until told to do so by Roseville PD. Notify the Watch Commander, Records & Communications Manager, Technical Assets Coordinator, and police and fire department administration.

S280.5 MANUAL CALL FORWARD

In the event City Information Systems (IT) and the Technical Asset Coordinator are not available emergency telephone and non-emergency telephone lines can be manually forwarded from within the communications center only. Should you have to evacuate the center or you are unable to forward the telephone lines for safety reasons, AT&T will have to perform this service on our behalf. City Information Systems (IT) can handle this function.

TO CALL FORWARD:

911 Lines: Call Roseville PD and have THEM throw our PSAP switch.
632-4093: Click on line 4093 for a dial tone. Dial 9, *72 then the number you want to transfer the line to. The lines below 4093 will automatically follow.
625-5400: Click on line 5400 for a dial tone. Dial 9, *72 then the number you want to transfer the line to. The lines below 5400 will automatically follow.

TO TURN OFF CALL FORWARD:

911 Lines: Call Roseville PD and have them place the PSAP switch back in the “normal” position
632-4093 Click on line 4093, dial 9, *73. The lines below will follow
625-5400 Click on line 5400, dial 9, *73. The lines below will follow

S280.6 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S281 Communications Center Alarm Panel

S281.1 PURPOSE AND SCOPE
This procedure establishes guidelines for using the alarm panels in the communications center.

S281.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S281.3 PROCEDURE
There are two alarm panels in dispatch located between terminal 1 and 2. One of the panels is labeled TVR business alarm panel. This alarm is linked to a very small number of businesses in Rocklin. If the alarm should sound enter a call and dispatch using the ALARM procedure.

The other alarm panel in dispatch is labeled Police Facility Alarm Panel. This alarm monitors various locations throughout the police department. Employees can press the alarm and it will sound in dispatch and throughout the building. When you receive this type of alarm notify the Watch Commander immediately and send the closest available officer to check the location of the alarm. This type of alarm is equivalent to a duress alarm as it has to be manually pressed by someone to become active. Enter a call for service at your discretion. Below is a list of abbreviations for building alarms:

POINT #	POINT TEXT	AREA ASSIGN
1	EVID#1 ROLL-UP	1
2	EVID#1 VAULT	1
3	EVID#1 VEHICLE	1
4	MAIN ELECT RM	3
5	EVID#3 DRY RM DR	2
6	EVID#1 VEH ROLL-UP	1
7	EVID#1 DROP DR	1
8	EVID#1 EAST DR	1
9	EVID#1 BOOK MD	1
10	EVID#1 LAB MD	1
11	EVID#1 STOR MD	1
12	EVID#1 E.ENT MD	1
13	EVID#1 STOR MD	1
14	EVID#3 DRY RM MD	2
15	HB LIVESCAN	3
16	SPARE	
17	EVID#2 OUTBLD ROLL-UP	2
18	EVID#2 OUTBLD DR	2
19	EVID#2 OUTREC ROLL-UP	2
20	EMERG GEN GATE	1
21	HB DET SEARCH#1	3
22	HBJAIL INTERVIEW	3
23	HB DETENTION	3
24	HB SALLYPORT	3
25	HB BOOKINGINTAKE	3
26	HB JUV INTAKE	3
27	HB JUV HOLDING	3
28	HB RECORDS NORTH	3
29	HB RECORDS SOUTH	3
30	HB INTERVIEW LOBBY	3
31	HB DET SEARCH#2	3
32	SPARE	

S281.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S282 Manual Operation of Communications Center / CAD Failure

S282.1 PURPOSE AND SCOPE

This procedure establishes guidelines for sustaining dispatch operations through manual communications.

S282.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S282.3 PROCEDURE

Manual Operation

When Computer Aided Dispatch (C.A.D.) is down, planned or unplanned, dispatchers will switch to a manual mode of operation in which all incoming calls are written on dispatch cards. The dispatcher fills in the cards with the date and time received, dispatched, arrived, and cleared. The completed cards are then set aside, in order of received time, for later entry into C.A.D. system. This method will continue until the computer is back in service and all the cards have been entered into the system.

Dispatchers will contact the Watch Commander, Records/Communications Manager, Technical Services Coordinator and City Information Systems (IT) if the C.A.D system goes down. Dispatchers will refrain from using terminology on the radio such as, “The computer has just crashed” or “System Failure”.

Catch Up Mode

When the computer is back in service, all previously noted manually written cards will be entered into the C.A.D. system. All dispatch cards will be entered in the order that they were received. Dispatchers should enter the correct times and any other radio traffic in the “COMMENTS” or “DETAILS” fields. This method will continue until all cards have been entered. Dispatchers may then resume normal operation. If for some reason the computer is down for a day or more, dispatchers may request a second dispatcher to enter all of the cards.

Dispatch Cards

Blue Cards: Regular Emergence/Non Emergency Police Calls originating from Dispatch Radio Log: Officer Initiated Activity Red Cards: All Fire/Rescue calls. Dispatch personnel shall ensure a sufficient stock of cards are located within the dispatch center.

S282.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S283 On-Site Equipment Repair Contacts

S283.1 PURPOSE AND SCOPE
Below is a list of repair shops for equipment in dispatch. Most repair shops will only respond during normal business hours. Information updated as often as possible. However, information is subject to change via word of mouth or email. The Technical Assets Coordinator and Records & Communication Manager will update staff as often as possible with any changes in number or service.

S283.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S283.3 PROCEDURE

For facility related issues, contact the City's Facilities personnel via the City's on-call roster in the Communications Center.

1. Dictaphone/NICE systems 800-642-3611 (Dictaphone/NICE Systems)
   24 hour service Freedom system Serial # 5FA000313136

2. Dispatch battery backup 800-543-2378 (Liebert)
   24 hour service Tag #1311995 / Site ID 92384

3. Dispatch Projectors 916-782-7700 x 311 (Snader and Assoc not 24 hours)

4. Door Control Panels/Security Cameras 916-368-5900 (Securitas)

5. Facility Fire Alarm System 866-728-7767 (Siemens Corp)
   24 hour service MXL system

6. Facility Gate Repair 916-972-8855 (Dura Fence not 24 hours)

7. Dispatch Radio/9-1-1 System 800-323-9949 (Motorola C&E) 24 Hour Service
   System ID for 911 = PL911BF1BD1
   System ID for Radio Console and Base Stations = CVBF1BD1

8. Red Fire Box on Dispatch Back Wall 916-447-8944 (FIKE HFC not 24 hours)

9. Rims Mobile Computers and Map System 888-791-7467 (Sun Ridge Systems)
   24 hour service

10. TVR Security System Alarm Panel 530-823-7222 (TVR security not 24 hours)

11. Emergency Generator System, phone number on the City's on-call roster in the Communications Center, (City's Fleet Division) 24 hour service – 371-0630 24 HOUR SERVICE

S283.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S284 Placer County Crime Stoppers Telephone Line

S284.1 PURPOSE AND SCOPE
This procedure establishes guidelines for answering Placer County Crime Stoppers telephone line.

S284.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S284.3 PROCEDURE
Rocklin Police Department has agreed to answer the Placer County Crime Stoppers 800 telephone line. Crime Stoppers is a Placer County wide program used by anonymous callers to report suspect or crime information on crimes committed within Placer County. The telephone number for this program is 800-923-8191. When a call from Crime Stoppers is received a non emergency line will light up and say “C Stop”. The line will ring the same as all other phone lines.

The Crime Stoppers phone line should be answered by stating “Placer County Crime Stoppers.” Communications personnel should use the Crime Stoppers information sheet located in the Crime Stoppers binder to question the callers. The caller will then be assigned a “Caller number” from the Caller Number Log. The information should then be forwarded to the appropriate person listed in the Crime Stoppers binder.

S284.4 ENACTED
Enacted: June 1, 2007
Revised: June 1, 2009

S285 Restraining Order System Entries

S285.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling restraining orders.

S285.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S285.3 PROCEDURE

Assembly Bill 1753 requires Law Enforcement Agencies to report Domestic Violence Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Order after Hearings, Juvenile Restraining Orders, Temporary Harassment Orders, and Workplace Harassment Orders, to the Department of Justice via the CLETS/CJIS system. This system insures that the restrained person(s) will be identified, in the event that they come into contact with law enforcement or attempt to purchase a firearm.

All Restraining Orders should be date-stamped and initialed by the employee receiving the order. Communications Center Personnel should, upon receipt from records, or any peace officer, enter all Domestic Violence Restraining Orders (including but not limited to, all of the above) which include the Penal Code Section 12021g firearm prohibition disclaimer, into CLETS/CJIS. If enough information pertaining to the Defendant is not listed for entry, Communications Personnel will make every attempt to obtain and/or verify the information by contacting the Plaintiff/Respondent or issuing court. All entries should be stamped and initialed and double checked for errors.

Prior to entry, the communications center personnel should make a Domestic Violence Restraining Order inquiry to determine if another agency has already entered the order. If an entry has already been made by another agency, the dispatcher should print a copy of the entry and attach it to the order. If an entry has not been made, then the dispatcher should enter the order into CLETS/CJIS.

Communications center personnel should, upon receipt of any “Proof of Service”, check the Defendant in the Domestic Violence Restraining Order System, to see if another agency has updated the Restraining Order. If another agency has already updated the Restraining Order, the employee should print and attach a copy of the updated information to the Restraining Order. If the Restraining Order has not been updated, communications center personnel should update the Restraining Order in CLETS/CJIS and attach a copy of the updated information to the Restraining Order. Communication Center personnel should fax a copy of the proof of service to the issuing court and attach fax confirmation to paperwork in file.

Communications Center Personnel should enter all of the above information, as to whether the Order has been served or not, what type of order it is, the expiration date and who the Plaintiff and/or Defendant are into the protection order database in RMS. The Plaintiff’s name and expiration date should be highlighted on the front of the Order. All Restraining Orders will be filed in Dispatch by the Plaintiff’s last name.

S285.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S288 Dispatcher Ride-Along Procedure

S288.1 PURPOSE AND SCOPE

This procedure establishes guidelines for dispatchers riding with patrol for training.

S288.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S288.3 PROCEDURE

When staffing allows, dispatchers may ride with patrol for training, or visit outside agency dispatch centers.

1. Personnel should get pre-approval from one of the following: Senior Public Safety Dispatcher, Records/Communication Manager, Sergeant or Watch Commander.
2. Have the duty sergeant assign you a portable radio in case you get separated from the officer.
3. Uniform shirts and polo shirts will be removed or covered.
4. Seatbelts will be worn at all times.
5. Have Communications Personnel log you on the CAD system as record of your ride.

Unless impractical:

1. Do not exit the car on any traffic stop unless the officer tells you to.
2. Do not exit the car on any call until the officer tells you it is safe.
3. Do not remove or touch any equipment inside the vehicle unless you are asked to.
4. Ask the officer what he/she wants you to do in the event of any kind of emergency.

S288.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2009

S290 Standardized Abbreviations List

S290.1 PURPOSE AND SCOPE

The following is a list of Rocklin Police Department Standard Abbreviations. These are the only recognized abbreviations approved for use in incidents. In the event you do not wish to use an abbreviation the entire word or phrase should be spelled out so as not to cause confusion.

S290.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S290.3 PROCEDURE

Additional – ADDL
Address – ADDR
Advised – ADV
Alarm Company – ALCO
Altered level of consciousness – ALOC
Ambulance – AMB
Anonymous – ANON
Approximately – APPROX
Apartment – APT
Assist or Assistance – ASST
Attempt to contact – ATC
Attempt to locate – ATL
Boyfriend – BF
Building – BLDG
Be on the lookout – BOLO
Between – BTWN
Business – BUSN
Backyard – BYARD
Call back – CB
Dead on arrival – DOA
Direction of travel – DOT
Description – DESC
Domestic Violence – DV
Drivers License – DL or 27
Delirium Tremors – DT'S
Drunk - DK
Emergency Protection Order – EPO
Employee – EMP
Enroute – ENRT
Equipment – Equip
Estimated Time of Arrival – ETA
Ex Boyfriend – XBF
Ex Girlfriend – XGF
Ex Husband – XHUSB
Ex Wife - XWIFE
Fire Department – FD
Follow Up – FU

Front Yard – FYARD
Failure to Yield – FTY
For Your Information – FYI
Girlfriend – GF
Gone on Arrival – GA
Gunshot Wound – GSW
Has Been Drinking – HBD
Hospital – HOSP
Hung Up or Hang up – HU
Husband – HUSB
In Front Of – IFO
Information – INFO
Injury – INJ
Interior – INT
Jacket – JKT
Just Occurred – JO
Juvenile - JUV
Last Seen – LS
Last Seen Wearing – LSW
Location – LOC
Manager – MGR
Missing Person – MP
Motorcycle – MC
Mustache – MUST
Neighbor – NEIGH
No Further Details – NFD
No Further Information – NFI
Neighborhood – NHOOD
Occurred – OCCD
Overdose – OD
Parking Lot – PLOT
Parole or Probation Office – PO
Physical – PHYS
Point of Entry – POE
Possible or Possibly – POSS
Pick Up – PU
Regarding – RE
Refused – REF
Registered Owner or Restraining Order – RO
Registration -- REG
Reporting Party – RP
Responsible – RESP
Request – REQ
Resident or Residence – RESD
Refusing to Leave – RTL
Recreational Vehicle – RV
Sutter Roseville Medical Center – SRMC
Subject – SUBJ
Suspect – SUSP

Special Weapons and Tactics – SWAT
Temporary Restraining Order – TRO
Traffic Collision – TC
Truck – TK
Unknown – UNK
Unable to Locate – UTL
Vehicle – VEH
Victim – VICT
Weapon – WPN
Wearing – WRG
With – W/
Years Old – YO
Yesterday - YEST

S290.4 ENACTED

Enacted: June 1, 2007

S291 Twenty-Four Hour Time

S291.1 PURPOSE AND SCOPE
This procedure provides an explanation of 24 hour time, also known as military time.

S291.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S291.3 PROCEDURE

2400 HOUR TIME	12 HOUR TIME
0000	Beginning of day
0001	One minute after midnight (zero zero zero one)
0015	Quarter past midnight (zero zero one five)
0045	45 minutes past midnight (zero zero four five)
0100	One o'clock in the morning (zero one hundred)
0130	One thirty AM (zero one three zero)
0200	2 AM (zero two hundred)
0400	3 AM
0500	4 AM
0500	5 AM
0600	6 AM
0700	7 AM
0800	8 AM
0900	9 AM
1000	10 AM (ten hundred)
1100	11 AM (eleven hundred)
1200	NOON
1201	One minute after noon (twelve zero one)
1215	Quarter past noon (twelve fifteen)
1300 (add 100 to 1200)	1 PM (thirteen hundred)
1345 (add 0045 to 1300)	1:45 PM (thirteen forty-five)
1400 (add 200 to 1200)	2 PM
1500 (add 300 to 1200)	3 PM
1600 (add 400 to 1200)	4 PM
1700 (add 500 to 1200)	5 PM
1800 (add 600 to 1200)	6 PM
1900 (add 700 to 1200)	7 PM
2000 (add 800 to 1200)	8 PM
2100 (add 900 to 1200)	9 PM (twenty one hundred)
2200 (add 1000 to 1200)	10 PM
2300 (add 1100 to 1200)	11 PM
2400 (add 1200 to 1200)	Midnight (twenty four hundred)

S291.4 ENACTED
Enacted: June 1, 2007

S292 Radio Codes

S292.1 PURPOSE AND SCOPE
This procedure establishes guidelines for using radio communication codes.

S292.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S292.3 PROCEDURE

10-1	Reception poor	10-39	Message delivered
10-2	Reception good	10-49	Enroute to...
10-3	Change channels	10-97	Arrived at scene
10-4	Message received	10-98	Detail completed
10-5	Relay message	11-8	Person down
10-6	Busy	11-9	Prowler
10-7	Out of service	11-10	Take report
10-8	In service	11-12	Loose animal
10-9	Repeat message	11-13	Injured animal
10-10	Off duty	11-14	Suspicious circumstance/person/vehicle
10-11	Identify frequency	11-15	Building open
10-12	Suspect listening	11-17	Wires down
10-13	Weather/road conditions	11-24	Abandoned vehicle
10-14	Convoy/escort	11-25	Traffic hazard
10-15	Prisoner in custody	11-26	Traffic stop
10-16	Pick up prisoner	11-28	Rolling 10-28
10-17	Make a pick up	11-41	Ambulance
10-19	Enroute to station	11-44	Coroner's case
10-20	Specific location	11-45	Major disaster
10-21	Phone call	11-46	Suicide attempt
10-22	Cancel	11-47	Injured person
10-23	Stand-by	11-48	Furnish ride
10-24	Lost child	11-70	Drowning
10-25	Stand by for call	11-79	Accident - ambulance sent
10-26	Ready to receive	11-80	Accident - major injury
10-27	Driver's license information	11-81	Accident - minor injury
10-28	Registration check	11-82	Accident - property damage only
10-29	Wanted check	11-83	Accident - no details
10-30	Improper radio use	11-84	Traffic control
10-32	Road block	11-85	Need tow truck
10-34	Routine cover	11-97	Meet citizen
10-35	Priority cover	11-98	Meet officer
10-36	Wanted/warrants	11-99	OFFICER NEEDS HELP!!! EMERGENCY!!!
10-37	Time check		
Code 1	Non-priority	Code 6	Out of unit for follow-up
Code 2	Important (no lights/siren)	Code 7	Lunch break

Code 3	Priority (lights/siren)	Code 8	Burglary alarm
Code 4	Okay	Code 9	Robbery alarm
Code 5	Stake out	Code 10	Bomb threat
Signal 1000	ETS activation	Signal 2000	Bait vehicle activation

S292.4 ENACTED

Enacted: June 1, 2007
Revised: June 1, 2008
Revised: January 1, 2010

S293 Voice over Internet Protocol (VoIP)

S293.1 PURPOSE AND SCOPE

The Rocklin Police Department should make all reasonable efforts to verify the existence of an emergency, the location of the emergency, and dispatch or otherwise coordinate an appropriate response based on the circumstances of each VoIP 9-1-1 call received via an internet service provider.

S293.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.10

S293.3 PROCEDURE

S293.31 GENERAL BACKGROUND

VoIP (Voice over Internet Protocol) is a new way of making telephone calls over the Internet. Recently, the Federal Communications Commission (FCC) mandated that VoIP providers deliver all 9-1-1 voice calls, the call back number, and the caller's "registered location" to the appropriate public safety answering point (PSAP) via the E911 network. VoIP converts voice signals from the telephone into digital 'packets' traveling over a broadband Internet connection, using a modem adapter with a regular phone or laptop to deliver calls. In other words, VoIP allows people to talk on a telephone via an internet connection. Examples of VoIP service providers are: HBF, Intrado and TCS.

While issues of inconsistency are being addressed, it is important to note and be aware of potential pitfalls that may be experienced by PSAPs.

- Inconsistent routing and transfers of VoIP calls to the PSAP.
- The relative ease with which VoIP can be breeched.
- Missing or inaccurate ANI and ALI information
- VoIP may misinterpret whispers as no sound and not transmit them.
- VoIP may misinterpret non-human sounds and transmit completely different sounds.

There are two types of VoIP calls: fixed and mobile. The attributes are as follows.

Fixed	Mobile
• MSAG verified • Delivered as regular landline calls • ANI/ALI info available • No latitude/longitude available (not mobile)	• Non – MSAG – verified • Delivered in 3 different ways: 1) Through 632-4093 directly or as a transfer 2) relayed by private call center 3) within the 9-1-1 network • Mobile calls can be made from ***anywhere in the world*** a broadband internet connection can be accessed, and the address delivered by the VoIP carrier is dependent on information given by the subscriber. (ANI/ALI info could be outdated since it is reliant upon the subscriber to update it.) • Can have intermittent breaking invoice transmission.

VoIP fixed calls are to be handled according to the procedure for handling landline 9-1-1 calls.

VoIP mobile calls are to be handled according to the guidelines as provided in this document.

S293.32 FIXED VOIP CALLS
Fixed VoIP calls are MSAG validated and will display full ANI/ALI information and should be processed in the same manner as any other landline call.

S293.33 MOBILE VOIP CALLS
Prompt location verification is critically important for mobile VoIP calls as the actual call source can originate from anywhere in the world there is internet access. Location information or ALI may be completely inaccurate or missing. Calls may have incorrect or missing subscriber information or incorrect or missing ALI.

Some calls may indicate the VoIP provider but no callback or address for the subscriber/caller. Occasionally the display may read “VOIP 9-1-1 CALL” or “VOIP CALLER” with no other information.

As addresses are not MSAG validated for mobile VoIP calls, some calls may be misrouted through 632-4093 or in the 9-1-1 trunks. Because private call centers may not have our correct 10-digit number, calls may be misrouted to the wrong PSAP or to a wrong internal number.

When such a call is presented, the call taker should if possible:
1. Obtain and verify the location of the emergency, always including city and state, and if applicable, country, as the mobile caller may be anywhere.
2. Obtain the caller’s information (name, callback number, etc.)
3. Ask all appropriate questions and provide pre-arrival and post-dispatch instructions as appropriate.

TTY may or may not work. If you receive a ‘silent’ VoIP call, query for TTY as soon as you would a silent landline or wireless call.

<u>Mobile VoIP Call Processing</u>

ABANDONED CALLS Circumstances	Initial effort	Resolution
No indications of duress are heard or perceived by the call taker	8. Create a CAD incident in order to document the call. 9. If the subscribers address is not provided, create a CAD incident using the Police Department address in order to document the call. 10. Make an attempt to contact the 9-1-1 caller at the telephone number if listed. In the event no one answers and a machine picks up, ***do not leave a message.***	4. Document the incident and the attempt to contact the caller in CAD and close the event. 5. If contact is made, handle as appropriate for the situation.
Indications of duress; unable to re-contact the caller	6. Create a CAD incident using whatever location information	3. Document the incident and the attempt the contact the caller

	is provided (subscriber address, lat / long, etc). 7. Broadcast an announcement of the situation, advising officers the listed address of the subscriber, but remind them this is a call placed using the internet and the address he/she is responding to is only the address listed for the subscriber. It is in no way meant to pinpoint the location of the caller. 8. Take any other reasonable measure to locate the caller. 9. If there are indications of a fire or EMS incident, create a separate fire call for units to make area checks for the emergency.	in CAD. 4. If contact is made, handle as appropriate for the situation. 5. If the location is outside of our area of responsibility for police/fire or EMS, notify the appropriate agencies.

S293.4 ENACTED
Enacted: June 1, 2007

S294 Calls from Telematic Service Providers

S294.1 PURPOSE AND SCOPE

This procedure establishes guidelines for handling calls from telematic service providers.

S294.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S294.3 PROCEDURE

Telematic service providers (TSP) offer a wide variety of programs to vehicle owners including location-based services and automatic collision notification. A common TSP is Onstar. There are four basic types of calls that you may receive from a TSP including:

1. Emergency call with voice.
2. Airbag or Automatic Collision Notification with no voice.
3. Emergency button activation with no voice.
4. Vehicle location (stolen vehicle location, stolen vehicle recovery, missing/endangered person location).

Emergency call with voice: This type of call is received when the TSP has voice contact with the occupant of the vehicle. The TSP will obtain the nature of the emergency and call the appropriate agency.

Call-Taking:

1. Confirm the location of the emergency and ensure that it is within our jurisdiction for police and/or fire.
2. Request the TSP to conference the vehicle occupant to the call.
3. Obtain and confirm any necessary information from the vehicle occupant.
4. Enter a call for service using the appropriate call type for either the police or fire department.
5. Obtain the reference number for the TSP in case we need to re-contact them.

Dispatch:

1. Dispatch the appropriate personnel, according to the call type, to the location of the call.

Airbag or Automatic Collision Notification with no voice: This type of call is received when TSP has received notification from the vehicle that the airbag has been deployed or other indications of a vehicle accident. The TSP may be able to monitor the voice connection for sounds or voices.

Call-Taking:

1. Confirm the location of the vehicle and ensure that it is within our jurisdiction for police and/or fire.
2. Request the TSP to conference the call so you are also able to monitor the vehicle for sounds or voice contact.
3. Enter a call for service for police using type code **1183** and enter a call for service and dispatch the fire department using type code **VAH, VAL or VAF**.
4. If you are unable to stay on the line with the TSP request that they call back with any additional information and obtain a reference number for the TSP in case we need to call them back.

Dispatch:

1. Dispatch a minimum of two officers and a Community Service Officer if available for traffic control to the last known location of the vehicle.
2. If it is known that this accident involves a school bus with children on board notify CHP. In the event of an accident involving a patrol vehicle, notify CHP only at the request of the Watch Commander.

Emergency Button Activation, no voice: This type of call involves activation of the in-vehicle emergency button, but no voice contact can be made with the occupant(s). There is no indication of an accident associated with the vehicle.

Call- Taking:

1. Confirm the location of the vehicle and that it is within our jurisdiction for police and or fire.
2. Request the TSP conference the call so you are also able to monitor the vehicle for sounds or voice contact.
3. Enter a call for service using type code **WELFARE**.
4. It is possible that the vehicle may be mobile during the activation. If this is the case update the call as frequently as possible with the new location(s).
5. If you are unable to stay on the line with the TSP request that they call back with any additional information and obtain a reference number for the TSP in case we need to call them back

Dispatch:

1. Dispatch a minimum of two officers to the last known location of the vehicle.
2. Update the responding units with any new location information immediately if the vehicle is mobile.

Vehicle location (stolen vehicle location, stolen vehicle recovery, missing/endangered person location): TSP's have the ability through GPS technology to locate vehicles. This is very useful in the case of stolen vehicles, missing persons, suicidal person, carjackings etc. If we initiate a call to the TSP for vehicle tracking they may require the owner password. In an emergency situation this may not be required. The TSP may also request the file-control number (FCN) associated with the NCIC entry, if this is not available advise the TSP it is not available and provide them with a case or incident number.

Call-Taking:

1. Confirm the location of the vehicle and that it is within our jurisdiction for the police and/or fire.
2. Enter a call for service using the appropriate type code ie: **RECSVEH, WELFARE, SUSCIRC**, etc
3. If the vehicle is mobile stay on the line with the TSP and update the call as frequently as possible with the new location(s).

Dispatch:

1. Dispatch the appropriate personnel depending on the type of call for service
2. Update the responding units with any new location information immediately if the vehicle is mobile.

S294.4 ENACTED
Enacted: December 1, 2007

S295 Fire Dispatch Procedures

S295.1 PURPOSE AND SCOPE
This procedure establishes guidelines for dispatching fire related calls.

S295.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards:

S295.3 DISPATCHING PROCEDURES
There are three (3) types of fire department alert tones. The first is station specific for routine or typical single unit response incidents. The second is "ALL CALL" for alerting all on-duty personnel, including volunteer or support members. The third is for alerting the on-duty Chief Officer, typically a Battalion Chief.

The following procedure outlines the dispatching protocol for various emergency and non-emergency incidents. It should be understood that although every incident encountered may not be classified, good common sense should always be considered in relationship to the type of emergency or non-emergency call received.

The responding company or chief officer may choose to upgrade the alarm to a General Alarm "Fire All Call" or additional alarm as deemed necessary.

S295.4 SINGLE STATION / SINGLE UNIT
The following list depicts the types of emergency and non-emergency incidents that typically require a single unit response. A thorough list of incident types is located in the CAD system.

- MEDICAL
- VEHICLE ACCIDENT (LOW)
- VEHICLE FIRE (NO EXPOSURE THREAT)
- PUBLIC ASSISTS
  - Carbon Monoxide Alarms
  - Vehicle Lock-Outs
  - Citizen Assists (Pick Up and Put Back)
  - Welfare Checks
  - Illegal Burning
  - Odor Investigations
- REFUSE FIRES
- FIRE ALARM SOUNDING (Residential or Commercial)
- HAZARDOUS MATERIALS INCIDENT <u>(LOW) (May require B/C)</u>
- VEGETATION FIRE (WINTER MODE)
- AUTOMATIC/MUTUAL AID (One Apparatus response according to call type)

When dispatching the Fire Department to any single station/single unit call, the following procedures should be used:

1. Select proper radio channel

2. Tone the appropriate station and announce the following:

   Rocklin Fire, Station ___, (Type of Incident), Complete Address

   Repeating for Rocklin Fire, Station ___, (Type of Incident) Complete Address, Cross Street (both if applicable), Map Page, Map Page phonetic

   Example: *Rocklin Fire, Station-24, Medical Aid for Chest pain, 3400 Crest Drive Repeating for Rocklin Fire, Station 24, Medical Aid for Chest pain, 3400 Crest Dr, Cross of Stanford Ranch, Map Page D3-B4 (David three – Boy four.)*

   Example: *Rocklin Fire, Station-23, Vehicle Lock-out, 4661 Rocklin Rd Repeating for Rocklin Fire, Station 23, Vehicle Lock-out, 4661 Rocklin Rd, Cross of Aguilar and El Don, Map Page D3-D1 (David three-David one.)*

   ***If incident is at an apartment complex, business, school, etc provide the business name, apartment number or suite number while dispatching the address**

   Example: *Rocklin Fire, Station 23, Vehicle Lock-out, Campus Liquor, 5060 Rocklin Rd*

3. Upon confirming response of fire department unit or apparatus, give any additional details or information.

   Example: *Truck 24 responding Crest Drive, 50 year old male with chest pain, the patient is located in a car outside the residence.*

   Example: *Engine 23 responding 2nd street, 30 year old female with chest pain located inside the restaurant.*

   Example: *Engine 23 responding 5th street, blue ford truck with a child inside, it is located in the front of the store.*

S295.5 MULTIPLE STATIONS / MULTIPLE UNITS (GENERAL ALARM – FIRE ALL CALL) (First Alarm Assignments)

The following list depicts the types of emergency and non-emergency incidents that typically require MORE than a single unit response:

- COMMERCIAL STRUCTURE FIRE
- RESIDENTIAL STRUCTURE FIRE
- COMMERCIAL GAS LEAK
- VEG. – SUMMER MODE (GRASS FIRE)
- LEAKING HAZMAT (HIGH)

- PLANE DOWN
- RESCUE (TECH) OR (WATER)
- VEHICLE ACCIDENT (HIGH)
- VEHICLE ACCIDENT WITH FIRE (HIGH)
- VEHICLE FIRE THREATENING A STRUCTURE
- TRAIN WRECK
- SMOKE IN A STRUCTURE
- ANY ACCIDENT DEEMED APPROPRIATE

When dispatching the Fire Department to any of the incidents listed above, the following procedures should be used:

1. Select proper radio channel

2. Tone "Fire All-Call" followed by announcing:

   Example: *Rocklin Fire, Station-24, Structure Fire response for flames from oven, 3400 Crest Drive Repeating for Rocklin Fire, Station-24, Structure Fire response for flames from oven, 3400 Crest Drive, Cross of Stanford Ranch, Map Page D3-D2 (David three-David two.)*

   Example: *Rocklin Fire, Station-23, HazMat, Rocklin Manor Apts, 5420 Rocklin Rd, apartment 5 Repeating for Rocklin Fire, Station-23, HazMat, Rocklin Manor Apts, 5420 Rocklin Rd, apartment 5, Cross of Sierra College and James Dr, Map Page D3-E3 (David three-Edward three.)*

3. Upon confirming response of fire department unit or apparatus, give any additional details or information.

   Example: *Truck 24 responding Crest Drive, multiple reports of a house on fire, unknown if there is anyone in the residence.*

   Example: *Engine 23 responding 2nd street, Chimney fire, flames seen coming from the Chimney.*

   Example: *Engine 23 responding Dominguez Road, Bag houses on fire with Explosions.*

NOTE: When the first unit responds, give as many details about the call as possible. This is the appropriate time for additional details.

Maintain CAD incident information. All comments should be entered into the comments field.

S295.6 TONING FOR OUT OF SERVICE DISTRICT

When dispatching a call to another station for district coverage, the following procedures should be used:

1. Select proper radio channel

2. Tone and announce to covering station: Rocklin Fire, Station___, out of district response to (area they are responding to), incident type and location (street)

   Example: *Rocklin Fire, Station 23, out of district response to district 24 for a fire investigation, Creekwood Dr*

3. Tone the covering station and announce the following:

   Rocklin Fire, Station ___, out of district response to (area responding to), Type of Incident, Complete Address Repeating for Rocklin Fire, Station ___, out of district response to (area responding to), Type of Incident, Complete Address, Cross Street (both if applicable), Map Page, Map Page phonetic

   Example: *Rocklin Fire, Station 23, out of district response to 24 for a fire investigation, 3515 Creekwood Dr Repeating for Rocklin Fire, Station 23, out of district response to 24 for fire investigation, 3515 Creekwood Dr, cross of Rawhide Rd and Clover Valley Rd, map page D3-B1 (David three-Boy one.)*

S295.7 ALERTING SYSTEMS

To properly alert and dispatch Fire Personnel to emergency and non-emergency incidents, an integrated alerting system has been installed within the dispatch center with appropriate supporting components throughout the city.

This alerting system consists of base radios, station radios, mobile radios, portable radios, pagers, station printers, and supporting hardware and software.

To properly alert and dispatch fire personnel to emergencies, the dispatch center has a variety of tones to dispatch one or all of the following: Specific Fire Stations, Specific Fire Personnel, All Fire Stations and/or all fire personnel.

The following tone systems are currently in place:

S295.8 TONING

Tones have been established to activate one (1) or more stations based on the nature of the emergency and the needed resources designated to respond. Toning activates station alerting systems and/or fire department pagers carried primarily by Volunteer Fire Personnel and Chief Officers.

The following tones are currently in place:

- Station-23 (1)
- Station-24 (2)
- Station-25 (3)
- DUTY CHIEF (BATTALION CHIEF)
- Fire All-Call

NOTE: INCIDENTS LOCATED IN DISTRICT 26 ARE ASSIGNED TO STATION-24 IN THE AUTO-CAD.

GREATER ALARMS (2nd and 3rd Alarms)

It is not uncommon for Incident Commanders to request assistance to various types of emergencies, typically via 2nd and 3rd Alarm activations.

NOTE: Refer to AUTO CAD recommendations for apparatus responses for 2nd and 3rd Alarms.

NOTE: Typically, for each requested additional alarm assignment, resource request should equal that of the first alarm assignment.

Example: Medical Aid in Rocklin, Engine on scene requests a 2nd alarm, dispatch the closest station or unit.

Example: Residential Structure Fire response in Rocklin requires 3 Engines and a Chief Officer. (This leaves the city with no available fire resources, and additional calls need to be rerouted to another agency)

2nd Alarm:

-Request Mutual Aid from the closest agencies to the incident. Resources appropriate to the AUTO CAD Incident type alarm assignments

AND

-Tone “Fire ALL Call”, this alerts all volunteer firefighters

NOTE: Notify Roseville Fire, Lincoln Fire, Placer County Fire or Grass Valley Fire for Resources.

Example: Incident Command request a 2nd Alarm for a Residential fire. Rocklin Fire Units are working in the Northwest Rocklin Area. Follow apparatus recommendations – 3 additional engines and B/C would be requested on 2nd Alarm.

Example: Incident Command request a 2nd Alarm for a Structure fire at Sierra Pine. Mutual Aid requests for 1 engine from Loomis (Placer County), 1 engine from South Placer (Placer County), 1 Truck and 1 Chief Officer from Roseville should be requested.

3rd Alarm:

Request Mutual Aid from the closest agencies to the incident appropriate to the AUTO CAD Incident type alarm assignments

S295.9 PAGING / CALL BACK (OFF DUTY CAREER MEMBERS AND CHIEF OFFICERS)

Currently, each Firefighter and Chief Officer carries a "Text" pager which can be accessed through Microsoft Outlook. When requested to conduct an "all Page", the following procedure should be used:

1. Open Microsoft Outlook
2. Access a New E-Mail Message
3. Address Message to (Fire All - Pagers), which is located in the Global Address book

Note: you may also page individuals or specific groups of people within the fire department.

4. Type in your message and Send keeping in mind the 60 character limitation.

   Example: *All call for firefighters, fire at Sierra Pine, Report to your stations.*

   Example: *All call for firefighters, localized flooding in city, Report to your stations.*

S295.10 F.A.S.T. (FIRE AID SUPPORT TEAM)

The Fire aid Support Team (F.A.S.T) was established to provide support services to the Rocklin Fire Department during extended emergency response situations. The primary role of the F.A.S.T team is to take all action necessary to provide nourishment and assist with the rehabilitation of response personnel on the fire ground or at designated facilities during extended emergency operations From time-to-time, the Incident Commander or requesting officer may activate F.A.S.T. to respond and support an emergency operation. This activation is typically conducted by or through the dispatch center.

F.A.S.T. Level of dispatch:

When dispatching F.A.S.T., indicate Level-1 or Level-2

Level-1: **Small incident, need liquid refreshments**

Level-2: **Larger incident, need liquids and Food**

1. Currently, members of the F.A.S.T. team carry pagers that can be accessed or called out through Microsoft Outlook. The following procedure should be used to activate F.A.S.T.: Open Microsoft Outlook
2. Access a New E-Mail Message
3. Address Message to (**FIRE-FAST TEAM - Pagers**), which is located in the Global Address book.

Note: you may also page individuals or specific groups of people within the fire department.

4. Type in your message and Send. Do not send a message more than 60 characters or it may cut the end of the message off.

Example: *FAST Request for Liquid Refreshment fire on 1000 5th St*

Example: *FAST Request for Liquid and Food refreshment Allan Dr*

5. Notify Incident command if you receive or fail to receive a call back from a member of the team within twenty minutes.

S295.11 MUTUAL AID, TASK FORCE, AND STRIKE TEAM REQUESTS

MUTUAL AID (Requested or Received)
Mutual Aid requests should be made or requested through the appropriate requested agency's dispatch center. The following information should be relayed or requested of said agency:

-Type of apparatus requests, i.e., Type-1 Engine, Type-3 Engine, Truck, Air Unit, etc.
-Incident Name
-Incident Type
-Incident Location
-Radio Frequency (Command & Tactical Frequency)
-Staging Location
-Any additional details

Note: Occasionally, based on the size and complexity of an incident, a single request ordering point may be used. This will either be placer County Fire Dispatch or Grass Valley Fire Dispatch.

STRIKE TEAM REQUESTS (In City)
Strike teams consist of 5 like resources of a specific type and a leader. Strike Team requests will be initiated by the Incident Commander through the dispatch center. The dispatch center will then contact the Placer County Fire Dispatch center to fill said requests.

Strike teams = 5 resources and 1 leader.

Example: *5 type-1 or 5 type-III engines and 1 strike team leader*

Information to be received from the Incident Commander and relayed to Placer County includes:

-Incident Name
-Incident Type
-Incident Location
-Request mode: (1 of 3) i.e., initial attack, immediate need or planned need
-Staging Location (if appropriate)
-Radio Frequency (Command & Tactical Frequency)
-Any additional details

STRIKE TEAM/LEADER REQUESTS (Outside The City)
If Placer County Fire contacts the communications center to request a fire resource for part of a strike team, contact the on-duty Chief Officer for the specific resource request.

There are three (3) types of Strike Team/Leader Request:

1. Out-of-County
2. In-County
3. Regional

Obtain the following information:
-Incident Name
-Incident Type

-Incident Location
-Request mode: (1 of 3) i.e., initial attack, immediate need or planned need
-Staging Location (if appropriate)
-Radio Frequency (Command & Tactical Frequency)
-Any additional details
-Strike Team Number
-Rendezvous Point
-Order and Request Numbers

TASK FORCE (Inside/Outside The City)
Task Forces are mixed units, three to seven units including a leader. Procedure is the same as a strike team request in or outside of the city.

OVERHEAD STAFF REQUESTS (Outside The City)
If Placer County Fire contacts the communications center to request a fire resource for an overhead assignment, contact the on-duty Chief Officer for the specific resource request.

There could be many variable requests for overhead management staff. These may include, but are not limited to the following:

1. Safety Officer
2. Line EMT
3. Resource Unit Leader
4. Situation Unit Leader

Obtain the following information:
-Incident Name
-Incident Type
-Incident Location
-Specific Type of Resource requested (ie: Type 1 Planning Section Chief)
-Specific Individual – if name requested
-Agency making request
-Request mode: (1 of 3) i.e., initial attack, immediate need or planned need
-Radio Frequency if available (Command & Tactical Frequency)
-Any additional details
-Reporting location and time
-Order and Request Numbers

OVERHEAD (Placer County Management Team) REQUESTS (In City)
Placer County agencies have developed an incident support management team which will consist of 5 overhead Chief Officers or qualified individuals to work with the existing field incident command structure on incidents of significance. An incident commander in the field may request dispatch to respond this management team. Request for this team may be made through Placer County Fire who will coordinate the response.

Information to be received from the Incident Commander and relayed to Placer County includes:

-Incident Name

-Incident Type
-Incident Location
-Request mode: (1 of 3) i.e., initial attack, immediate need or planned need
-Staging/Command Post Location (if appropriate)
-Radio Frequency (Command & Tactical Frequency)
-Any specific qualifications/positions requested
-Any additional details

S295.12 INCIDENT DISPATCH TIME CHECKS

During large scale and/or time consuming incidents, it is imperative to track time for the Incident Commander. These time checks allow for tracking and accountability of all fire suppression personnel working at an incident.

The 20 minute time check is determined by the amount of time a firefighter can breathe or their available air supply of self contained breathing apparatus.

The time check requires the Incident Commander to do a welfare check of all personnel including air supply and fatigue.

Time Checks should be announced throughout an incident at 20 minute intervals for any of the following situations:

1. Incident Commanders Request
2. 2nd alarms or greater
3. Hazardous Materials Spill
4. Any working fire where firefighters are in an IDLH atmosphere

Time Checks should be conducted as follows:

Command, your 20 minutes into the incident
Command, your 40 minutes into the incident
Command, your 60 minutes into the incident
and so on.

Time Checks may be discontinued only after the Incident Commander requests so.

S295.13 EMERGENCY HAZARD ALERT PROCEDURE

In order to provide adequate warning of hazardous conditions to responding fire personnel, the following procedure shall be initiated:

1. If at any time after the initial dispatch information is received indicating that a condition exists at the incident scene which poses a threat to the life safety of the responding personnel, such as electrical power lines down, ammunition in the area, hazardous materials present, etc., the Dispatch Center shall do the following:

    A. Record the type and location of hazardous condition and the time
    B. Transmit three (3) alert tones on the radio
    C. Announce the nature of the hazardous condition to all units responding
    D. Confirm receipt of announcement with each unit

E. Advise Incident Commander of the units not acknowledging
F. Continue attempting to contact units that have not checked back
G. Confirm with Incident Commander when all units have acknowledged
H. Contact the appropriate agency or company to abate the hazard
I. Document contacts made and actions that will be taken
J. Advise Incident Commander of contacts made and estimated time of arrival
K. Record all contact information electronically on the Detailed History for Fire Call.

S295.14 AMBULANCE REQUESTS

There are times when an ambulance only is requested through the Rocklin dispatch center either through a private party or Rocklin P.D. If the information received clearly indicates that there is NO medical emergency, contact the private ambulance company for transport. DO NOT dispatch fire.

S295.15 NO FIRE APPARATUS AVAILABLE

There are times when all Rocklin Fire Department resources are committed to emergencies for extended periods of time, most commonly – Structure Fires. Ultimately, station coverage request lies with the responsibility of the Duty Chief. When this occurs, dispatch shall prompt the Duty Chief for station coverage request rather than wait for the request.

Level of coverage will depend on the length of the delay from the original commitment. Extended periods of commitment (Level 2) will generally require backfill in both stations 23 and 24. Short term commitments (Level 1) will only require coverage at station 24.

S295.16 ARSON INVESTIGATOR REQUEST

Generally all shifts staff an on duty Arson Investigator. If an Arson Investigator is unavailable or a special request is received from the on duty Battalion Chief, on duty crew, or outside agency, Communications personnel should contact the appropriate in house investigator by telephone, through outlook, or contact an outside agency if directed by Battalion Chief.

Current Rocklin Fire Department Arson Investigators:
BC Bart Petitclerc
Sedric Ketchum - Lead
Joe Siminski
Jon VanDort
Greg Stensler

S295.17 INCIDENT CAD CALL TYPES AND APPARATUS RECOMMENDATIONS

The following List depicts the CAD Call Types and Apparatus Recommendations.

E=Engine T=Truck AM= Ambulance B/C=Battalion Chief M=PC Management Team

Incident Type			1st Alarm	2nd Alarm	3rd Alarm
1.	CALARM	Commercial Fire Alarm	E	E,T,B/C	E,E,T,M, AM
2.	RALARM	Residential Fire Alarm	E	E,E,B/C	E,E,T
3.	CSTRUC	Commercial Structure Fire	E,E,E,B/C	E,E,T,AM	E,E,T,M
4.	RSTRUC	Residential Structure Fire	E,E,E,B/C	E,E,E,AM	E,E,T,M
5.	RGAS	Residential Gas Leak	E	E,E,B/C	E,E,E,M
6.	CGAS	Commercial Gas Leak	E,E,B/C	E,E,E	E,E,T,M
7.	CO	Carbon Monoxide Alarm	E	E,E,B/C	E,E
8.	FLOOD	Flooding Condition	E	E,E,B/C	E,T
9.	FTRASH	Trash/Dumpster Fire	E	E,B/C	E,E
10.	FVEH	Vehicle Fire	E	E,B/C	E,T
11.	FVSUMM	Veg-Summer Mode	B,B,B,B/C	B,B,BWT	B,B,B,M
12.	FVWIN	Veg-Winter Mode	E	B,B/C	B,B,B
13.	HWIRE	Hazardous Wire	E	E,B/C	E
14.	HZL	Contained Haz-Mat (Low)	E	E,B/C	E,T,H, AM
15.	HZH	Leaking Haz-Mat (High)	E,E,B/C	E,E,AM,H,T	E,E,M
16.	FINV	Fire Investigation	E	*Balance of Assignment Type*	
17.	LAND	Landing Zone	E	E,B/C	
18.	MAID	Medical Aid	E,AM	E	E,B/C
19.	MDOWN	Man Down (Law)	E,AM	E,B/C	E
20.	MUTAID	Mutual Aid	*Requested Apparatus Type*		
21.	PAST	Public/Invalid Assist	E	E	E,B/C
22.	PLANE	Plane Down	E,E,AM,B/C	E,E,E	E,E,T,M
23.	POLICE	Agency Assist	E	*Requested Resource*	
24.	RESCUE	Rescue (Tech)	E,E,AM,B/C	R,E,T	E,E
25.	RWATER	Water Rescue	E,E,AM,B/C	R,E,T	E,E
26.	VAL	Vehicle Accident (Low)	E,AM	E,B/C	E,T
27.	VAH	Vehicle Accident (High)	E,E,AM,B/C	E,T,AM	E,E
28.	VAF	Vehicle Accident/Fire	E,E,AM,B/C	E,E	E,E
29.	STRIKE	Strike Team	*Requested Apparatus Type*		
30.	BOMB	Bomb Threat	E,AM,B/C	E,E,	E,E,T
31.	TRAIN	Train Wreck	E,E,E,AM,B/C	E,E,T	E,E,E,M
32.	FTEST	Test Event (Dispatch Only)			

S295.18 CAD CALL TYPE DESCRIPTIONS / INCIDENT TYPE

CALARM **Commercial Fire Alarm**
Fire alarm in any type of structure other than a single family home (Church, Business, Retail Store, School, Apartment Complex)

RALARM **Residential Fire Alarm**
Fire alarm from a single family home

CSTRUC **Commercial Structure Fire**
Reported structure fire or smoke in any type of structure other than a residential home (Church, Business, Retail Store, Apartment)

RSTRUC **Residential Structure Fire**
Reported structure fire or smoke in a single family residence

RGAS **Residential Gas Leak**
Reported leaking of Natural Gas within a residential home

(The odor of gas only-with no known source)

CGAS	**Commercial Gas Leak** Reported leaking of Natural Gas from a commercial structure (Construction Site, Pipeline, Apartment Complex)
CO	**Carbon Monoxide Alarm** Reported carbon monoxide alarm sounding in any structure
FLOOD	**Flooding Condition** Reported flooding (Water Main Break, Creek Overflow, Residential Flooding)
FTRASH	**Trash/Dumpster Fire** Reported dumpster fire or Debris on fire away from structure (Road Side Garbage, Street Side Garbage Can)
FVEH	**Vehicle Fire** Reported vehicle on fire outside of a structure
FVSUMM	**Vegetation Fire - Summer Mode** Reported vegetation Fire (Fire Season) (Grass Fire, Brush on Fire, Tree on Fire)
FVWIN	**Veg-Winter Mode** Reported vegetation Fire (Winter Season) (Grass Fire, Brush on Fire, Tree on Fire)
HWIRE	**Hazardous Wires** Reported hazardous wires (Wires Down, Arcing Wires, Low Hanging Wires)
HZL	**Contained Haz-Mat (Low)** Reported Contained Hazardous Materials Incident (Car Battery, Jug or Barrel Not Leaking, Container on Roadside)
HZH	**Leaking Haz-Mat (High)** Reported Hazardous Materials Incident with signs of leaking (Leaking Rail Car, Plume or Vapor Visible, Fluid Leak Visible)
FINV	**Fire Investigation** Smoke in the area – unknown type fire (Can See or Smell Smoke from Unknown Location)
LAND	**Landing Zone** Helicopter landing zone requested
MAID	**Medical Aid** Medical Aid with ambulance
MDOWN	**Man Down (Law)** Reported medical aid – Requiring Law Enforcement

MUTAID	**Mutual Aid** Request from another agency for assistance under Mutual Aid agreement (Specific Types of Resources will Be Requested)
PAST	**Public/Invalid Assist** Request for non life threatening assistance (Pick-Up – Put Back, Help from a Vehicle, Assistance with Smoke Detector)
PLANE	**Plane Down** Reported Aircraft Down
POLICE	**Agency Assist** Request for assistance from law enforcement agency (Ladder a Roof, Search for Lost Subject, Incident Command)
RESCUE	**Rescue (Technical)** Reported Technical Rescue – Unknown Type Rescue (Trench Collapse, Building Collapse, Confine Space, Person Trapped)
RWATER	**Water Rescue** Person in swift moving water needing rescue – Person trapped under water
VAL	**Vehicle Accident (Low)** Low impact vehicle accident – Extrication not likely (Reported as Minor Injury, Low Speed, Minor Damage)
VAH	**Vehicle Accident (High)** Major injury accident – Extrication likely (Head-On, Over an Embankment, Vehicle Verses Solid Object, Vehicle Roll-Over, Person Trapped, Vehicle into Structure)
VAF	**Vehicle Accident/Fire** Reported vehicle accident with fire involvement
STRIKE	**Strike Team** Strike Team Request (Specific Type and Number of Apparatus will be Requested)
BOMB	**Bomb Threat** Reported Bomb or Suspicious Package (Law Enforcement Assist)
TRAIN	**Train Wreck** Reported train derailment or vehicle verses a train
FTEST	**Test Event (Dispatch Only)** Used to run dispatch testing

S295.19 RADIO IDENTIFIER SYSTEM

The following Placer County Radio Identifier System has been in effect since January 1, 1987. The system is designed to numerically designate departments.

INDIVIDUAL IDENTIFIER NUMBERS

Chief Officers	
Fire Chief Bill Mikesell	2100
Secretary	2100A
Duty Officer	Battalion 21
Battalion Chief Jim Summers	2104
Battalion Chief Tim Palmer	2105
Battalion Chief Kurt Snyder	2106
Battalion Chief John Shelton	2107
Battalion Chief Bart Petitclerc	2110
Fire Prevention	
Fire Marshall	2110
Fire Inspector	2122
Staff Officers	
Station #1 Officer	2111
Station #2 Officer	2112
Station #3 Officer	2113
Station #4 Officer	2114

S295.20 APPARATUS TYPES

Fire apparatus are classified by function, use, and/or need. The most common fire apparatus are the type-1 and type-3 engines. The Type-1 engine is typically a structural apparatus, whereas, the Type-3 engine is for wildland firefighting. A Truck is a unique fire apparatus in that it has a specific function, i.e. forcible entry, ventilation, salvage, etc.

It is extremely important to understand the type of apparatus needed and/or requested for a specific incident and/or incident commanders request.

TYPE-1 ENGINE

TYPE-3 ENGINE

TYPE-4 ENGINE

TRUCK

S295.21 FIRE COMMUNICATIONS QUALITY ASSURANCE

Communication between Rocklin Communication Center and Rocklin Fire personnel is essential. Good communication ensures that all customers are given fast, essential and reliable information which enables all personnel to perform job functions in a timely and appropriate manor. Without appropriate communication or a mechanism to enhance communication, our ability to work as a team is jeopardized.

The purpose of a Communication Center/Fire Department Quality Assurance program is to:

- Identify areas of strength or a job well done
- Identify areas needing improvement
- Identify training needs
- Identify inconsistencies
- Have a mechanism to improve and/or understand the role and/or needs of the dispatcher or fire personnel
- Have a mechanism to improve and/or understand the needs of fire/dispatch personnel regarding radio communications
- Have a mechanism to improve and/or understand areas of the fire service that communications personnel may not be familiar with
- Increase communications between fire and communications personnel

Employees are encouraged to address concerns/issues at the lowest level possible. Employees are also encouraged to pay credit, when credit is due, for a job well done. This can be accomplished through a simple telephone call. However, there are times when immediate communication cannot be accomplished for a variety of reasons. When this occurs, the Quality Assurance form can be utilized to capture the question, concern or job well done. When appropriate, complete RPD Form 09-05. Fire personnel should forward the form to their on-duty Battalion Chief. Communications personnel should forward the form to the Dispatch Manager.

The Battalion Chief or Dispatch Manager will review the form and forward, if needed, to the appropriate department utilizing the chain of command.

Routine Quality Assurance incident reviews will be conducted when needed and/or requested by a Battalion Chief or the Dispatch Manager.

ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

CITY OF ROCKLIN
Fire and Police Communications
Quality Assurance Review Form

Check One: ____Quality Assurance ____General Inquiry

CAD Incident #:	**Date of Incident:**	**Time of Incident:**
Location:		
Request By (Name):		

Concern/Inquiry

Y	N	N/A	Incident Correctly Dispatched
Y	N	N/A	Correct Location
Y	N	N/A	Correct Times
Y	N	N/A	Correct Resource/Station Dispatched
Y	N	N/A	Good Communication
Y	N	N/A	Appropriate EMD
Y	N	N/A	Radio/Equipment Problem
Y	N	N/A	Protocol Followed
Y	N	N/A	Commendable Performance (Describe Below)
Y	N	N/A	General Inquiry (Describe Below)

QA Review (Check all that apply)

	Protocol/Procedure		
	Greater Alarm Incidents		
	EMD Incidents: CPR, etc.		
	Strike Team Requests		
	Citizen Complaint		
	Citizen Compliments (Job Well Done)		
	Multiple/Simultaneous Incidents		

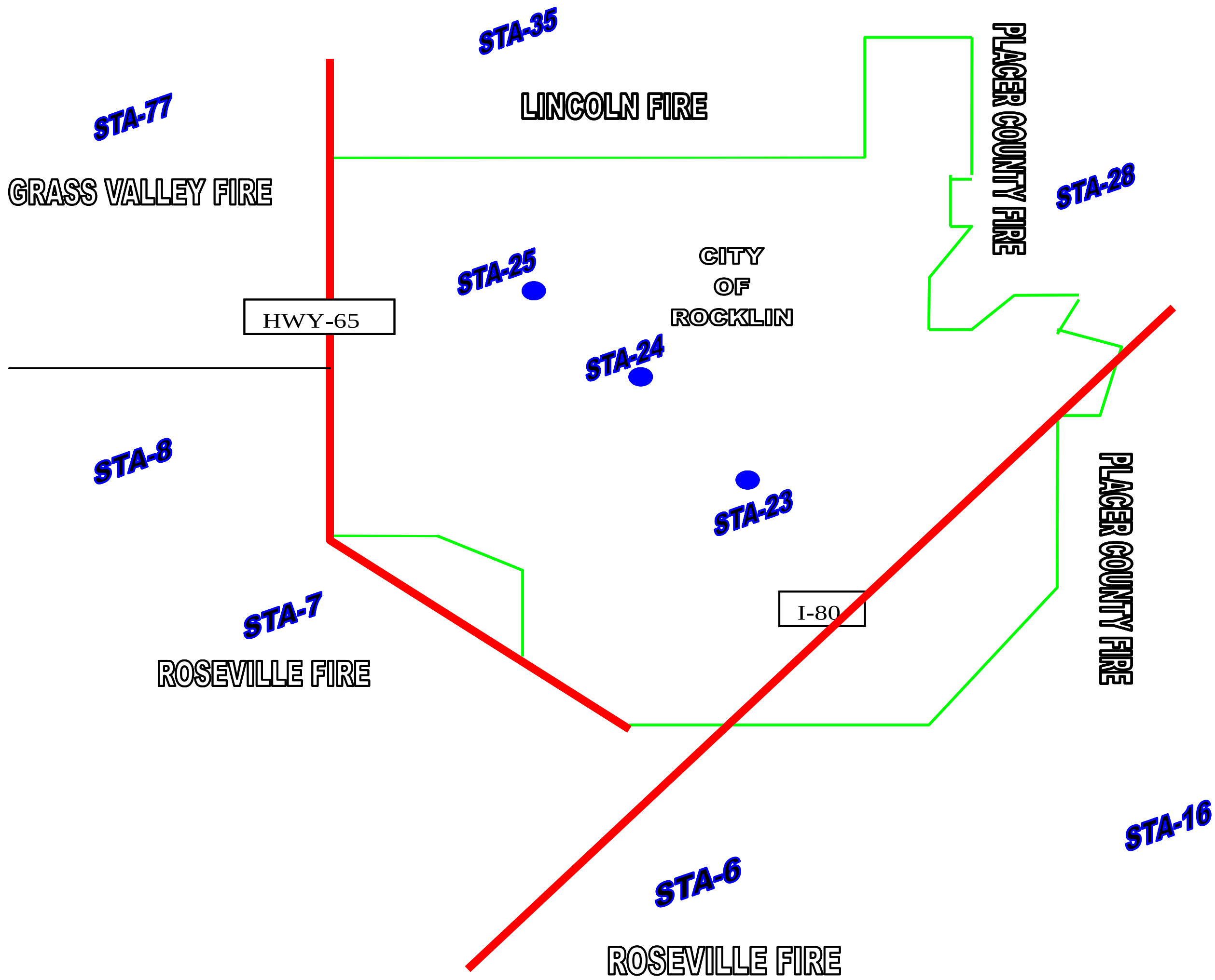
Comments:

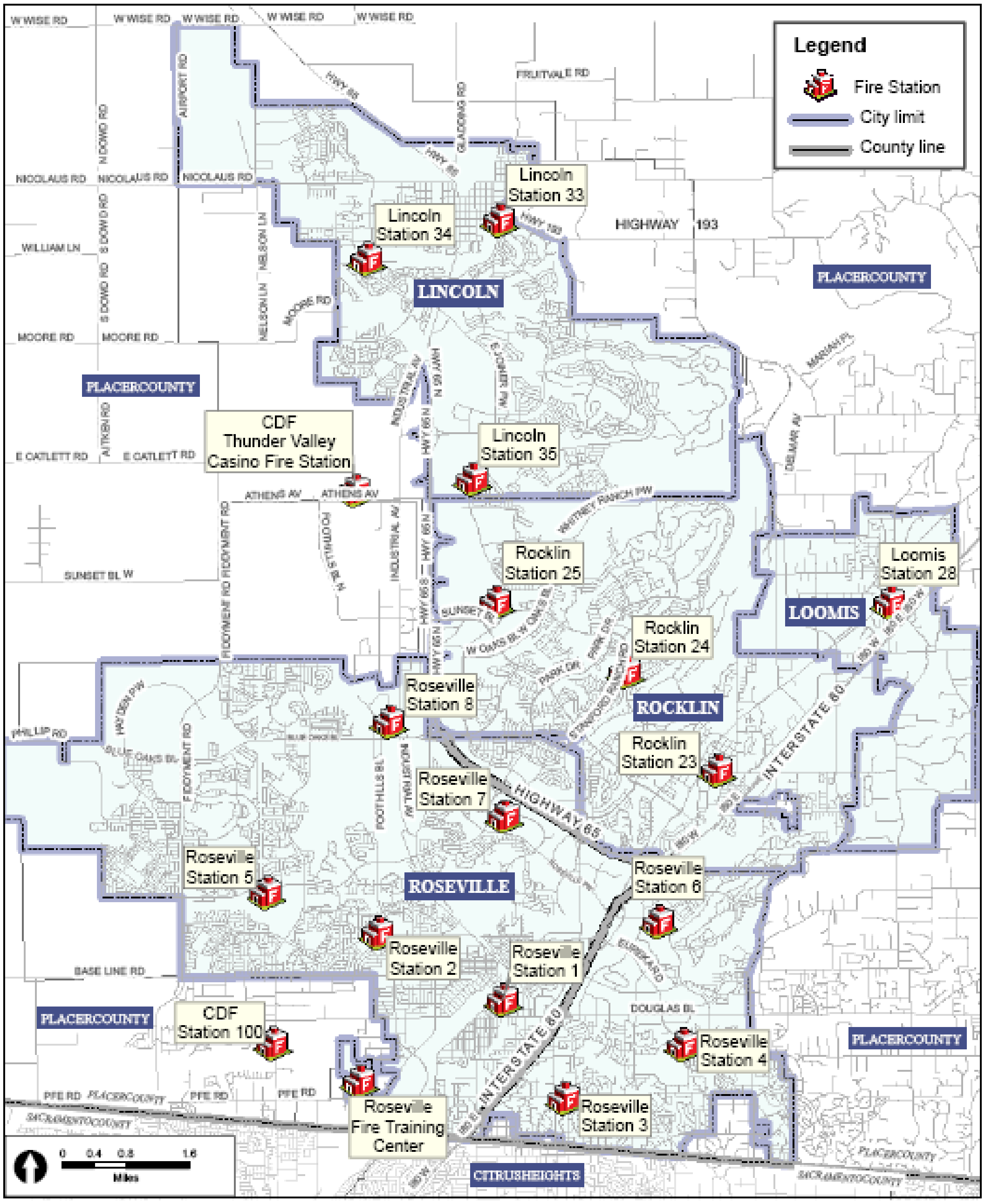
Reviewed Date:____________________________ By:______________________________

Forwarded to:______________________________ Date:____________________________

November 2010 version

S295.22 CLOSEST AGENCY MAP




Legend
Fire Station
City limit
County line
Lincoln Station 33
Lincoln Station 34
Lincoln Station 35
LINCOLN
CDF Thunder Valley Casino Fire Station
Rocklin Station 25
Rocklin Station 24
Rocklin Station 23
ROCKLIN
Loomis Station 28
LOOMIS
Roseville Station 8
Roseville Station 7
Roseville Station 5
Roseville Station 6
Roseville Station 2
Roseville Station 1
Roseville Station 4
Roseville Station 3
ROSEVILLE
CDF Station 100
Roseville Fire Training Center
PLACERCOUNTY
CITRUSHEIGHTS
HIGHWAY 193
HIGHWAY 65
INTERSTATE 80
Miles

S295.23 GLOSSARY OF FIRE TERMINOLOGY:

Initial Response	The first unit(s) to be dispatched to an incident, pre-determined based on incident type.
2nd Alarm	A pre-determined response plan requiring dispatch of additional resources to an incident. Same definition for 3rd Alarm.
Alpha	Term used to describe a specific side of a fire building. Typically the Alpha side is the front side of a building facing the street.
A.L.S.	Advanced Life Support. This refers to the degree of patient care that the care provider or the transport unit is applying.–Allowable procedures and techniques utilized by EMT-P personnel to stabilize critically sick and injured patient(s) that exceed Basic Life Support procedures.
A.M.A.	Against medical advice. This term is used to describe a patient that does not follow the medical advice of the emergency personnel.
Anchor Point	Access point where you tie in or anchor in to the fire. May be at a roadway or roadside away from the fire.
Area Command	Is an expansion of the Incident Command function primarily designed to manage a very large incident that has multiple incident management teams assigned. However, an Area Command can be established at any time that incidents are close enough that oversight direction is required among incident management teams to ensure that conflicts do not arise.
B.L.S.	Basic Life Support. This refers to the degree of patient care that the care provider or the transport unit is applying. Basic non-invasive care procedures and techniques utilized by EMT-P, EMT-I and EMT-D personnel to stabilize sick and injured patient(s).
Bravo	Term used to describe a specific side of a fire building. Once the Alpha Side has been determined, the Bravo side would be the side of the building To the left.
Burn:	Part of a wildland fire that has already burned.
Charlie:	Term used to describe a specific side of a fire building. Side of the Building opposite the Alpha side, ie, the back of the structure.
Clear Text	Use of plain English and common terminology that is understandable by all during radio communications.
C.P.R.	Cardio pulmonary resuscitation applied to patient. Units will advise, "CPR in progress".
Code 2	Immediate response but with no lights or sirens. All traffic laws are obeyed while responding code 2.
Code 3	Emergency response. Lights and sirens are used.

Command:	The person or persons in charge at an incident. The act of directing, ordering and/or controlling resources by virtue of legal, agency or delegated authority.
Complex	Two or more individual incidents located in the same general proximity that are assigned to a single Incident Commander or Unified Command to facilitate management.
Delta:	Term used to describe a specific side of a fire building. Right side of a Building.
District	An area assigned to a specific Engine Company or Department.
Duty Chief	On Duty Chief (typically a Battalion Chief), responds to major incidents or incidents requiring command.
Echoing	Repeating back a radio transmission to confirm that message was Understood correctly.
Engine	A fire suppression support vehicle with a minimum pumping capacity of 1000 gallons per minute.
F.A.S.T.	Fire Aid Support Team (F.A.S.T.)
Finger	A small or large fire that is burning away from the main body of fire along the perimeter.
Grass Rig	Fire suppression support vehicle with a pumping capacity of 300 gallons per minute.
Green	The unburned area around the fire.
HazMat	Hazardous materials incident. These can vary greatly in degree of severity and scope.
Hazardous Materials	Any material that, because of its quantity, concentration, physical or chemical characteristics, poses a significant risk to people or the environment if released into the work place or the environment. Hazardous materials include, but are not limited to, hazardous substances, hazardous waste, and any material which a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the work place or the environment.
Head	Usually the hottest and fastest moving part of a wildland fire.
I.A.P.	Incident Action Plan that contains objectives that reflects the incident strategy and specific control actions for the current or next operational period.
I.C.	Incident Commander. On scene manager of resources.

I.C.P.	Incident Command Post. That location at which the primary command functions are executed and usually collocated with the incident base.
I.C.S.	Incident Command System. The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
I.D.L.H.	Any atmosphere that that is considered to be Immediate Dangerous to Life and Health.
JAWS	Extrication tool used primarily at vehicle accidents to free trapped patients.
Knock Down	A common term depicting that the main body of fire has been contained.
L.Z.	Helicopter landing zone. Used at the scene of an incident to land the EMS aircraft and load patients for transport. An LZ Commander is usually assigned.
M.C.I. Alert	Indication of a possible multi-casualty incident has occurred based on information provided by the caller. Also known as condition Yellow.
MCI Confirmed	Emergency responders on scene have confirmed that an MCI has occurred.
Move up	An assignment to an Engine Company requiring they move to a specified location for area or station coverage.
Multi-Casualty	An incident with multiple injuries requiring more than one ambulance.
PAR	(Personnel Accountability Report) Used for accountability at incidents. Used to track personnel at incidents.
Perimeter	The fire's edge
Primary Staging	A location where the next incoming unit stops at the nearest water source, facing the direction of the incident and waits for additional needs from units already on scene.
P.R.S.	Patient release at scene. Medical crews administer first aid and release the patient in lieu of transporting to a hospital.
P.S.A.P.	Public Safety Answering Point.
Pathfinder	An employee of the jurisdiction that assists agencies that comes into the jurisdiction with finding their way to calls while they provide coverage.
Recovery Mode	Terminology that refers to attempts to locate a body or bodies involved in an incident. The expectation is that the patient is deceased.

Rescue Mode	Terminology that refers to attempts to reach patients believed to still be alive.
R.I.C.	R.I.C. stands for Rapid Intervention Crew. A team of firefighters assembled at an incident to rapid rescue situations involving fire Personnel.
S.A.R.	Search and Rescue
Shelter in Place	Common defensive action. Shelter in place is a procedure to keep people in their homes keeping windows and doors shut until further notice and/or emergency has been mitigated.
Shut-Off	Term used to advise that all Fire Units and personnel have cleared from an incident.
Size-Up	A verbal or mental observation that may be reported over the radio at the scene of an emergency.
Squad	A fire apparatus designed and equipped primarily for medical aid, vehicle accidents, hazardous materials assists, and manpower.
Staging Area	Areas near an incident where additional resources wait to be called in to the scene. This can apply to incidents where scene safety is an issue. The units will stage until law officials declare the scene safe for them to enter.
Status Reports	A report on conditions at a given location from the I.C., division, or group. The status report consists of Conditions, Actions, and Needs, (C.A.N. Report)
Strike Team	A specified combination of the same kind and type of resources, with common communications and a leader that is typically utilized on large-scale incidents. The OES Region Office usually requests a Strike Team.
Task Force	A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at the incident.
Triage	Screening and classification to determine priority needs in order to ensure the efficient use of personnel, equipment and facilities.
Truck	An apparatus that may or may not have the same capabilities of an Engine but also has an aerial ladder with a specified amount of ground ladders. Truck companies typically specialize in forcible entry, ventilation, roof operations, search-and-rescue operations above the fire and deployment of ground ladders.
Turnouts	Protective clothing worn by firefighters when engaged in an incident.
Unified Command	Is a team effort that allows all agencies with jurisdictional responsibility for the incident, either geographically or functionally, to manage an incident by establishing a common set of incident objectives and strategies. This

is accomplished without losing or abdicating agency authority, responsibility or accountability.

Utility — A firefighter typically in his/her own personal vehicle, equipped with radio communications, and may have minimal supplies on board.

WMD — Weapons of Mass Destruction. Reference to those substances that can be weaponized and are developed for the purpose of creating widespread injury, illness and death. Agents are produced in quantity and/or filled into munitions in a specialized formulation with enhanced shelf life or dissemination properties.

S295.24 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007
Revised: June 1, 2009
Revised: January 1, 2010

S296 Backup Fire/Police Radios

S296.1 PURPOSE AND SCOPE

This procedure establishes guidelines for operating the back up radios in the event of a primary radio control station malfunction.

S296.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

S296.3 PROCEDURE

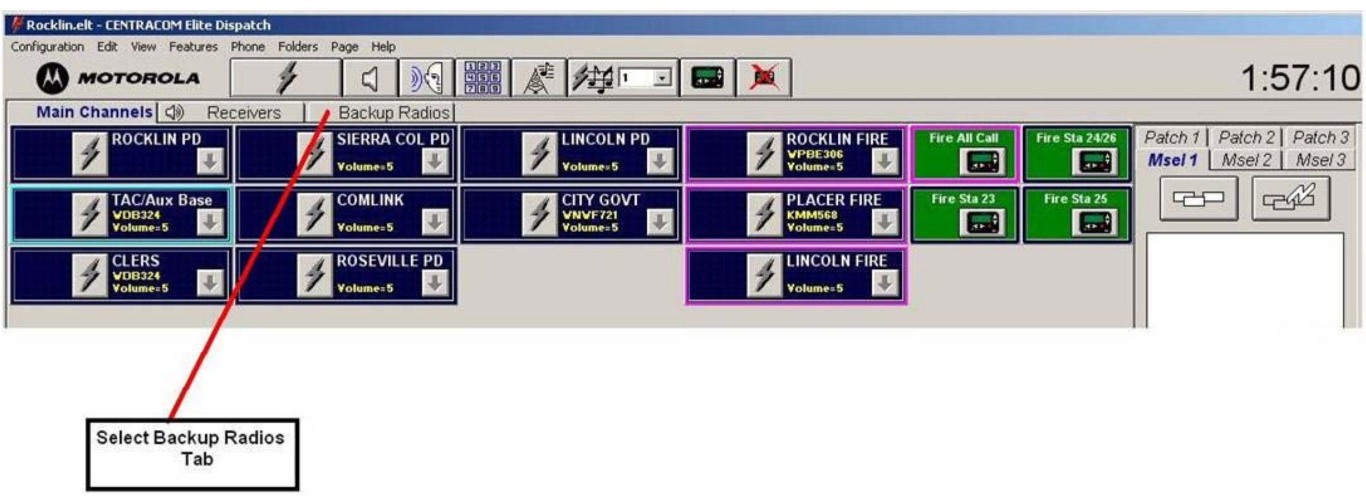
Within the radio infrastructure, we have the ability to switch to backup radios in the event the fire dispatch control station and or fire repeater goes down. If either situation occurs, follow the instructions listed below.

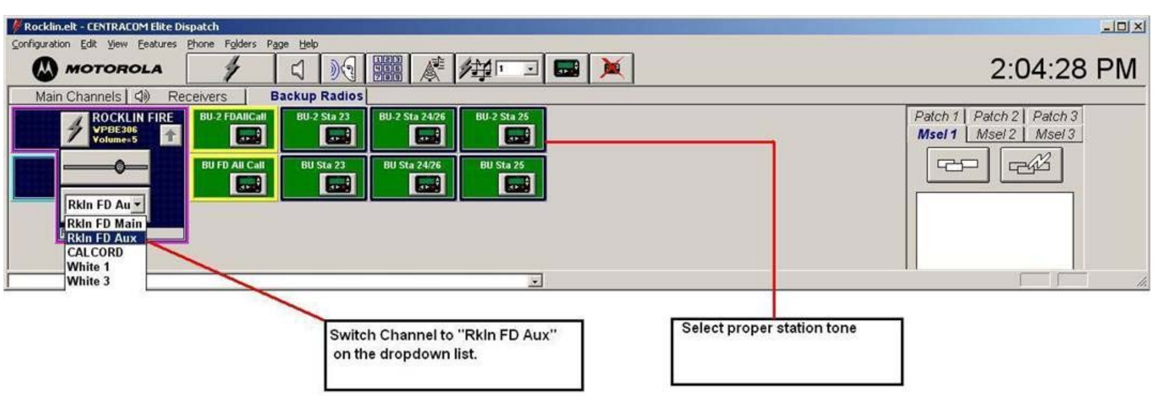
Two backup radios are built into the console.

Dispatch is notified that the fire radio system appears to be down:

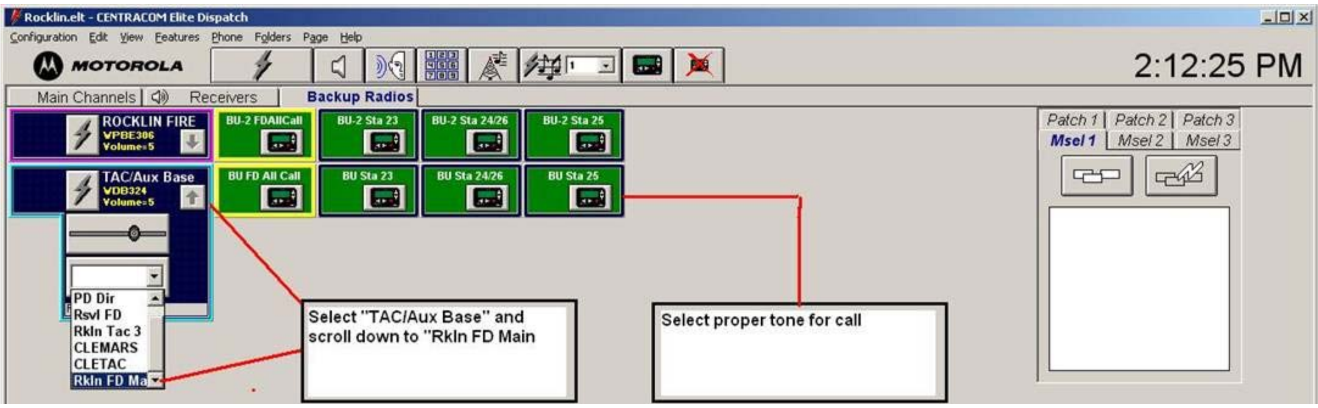
a. Follow the directions below.
b. Page Technical Services.
c. Page Motorola.

1. On the top of the radio screen, select BACKUP RADIOS.





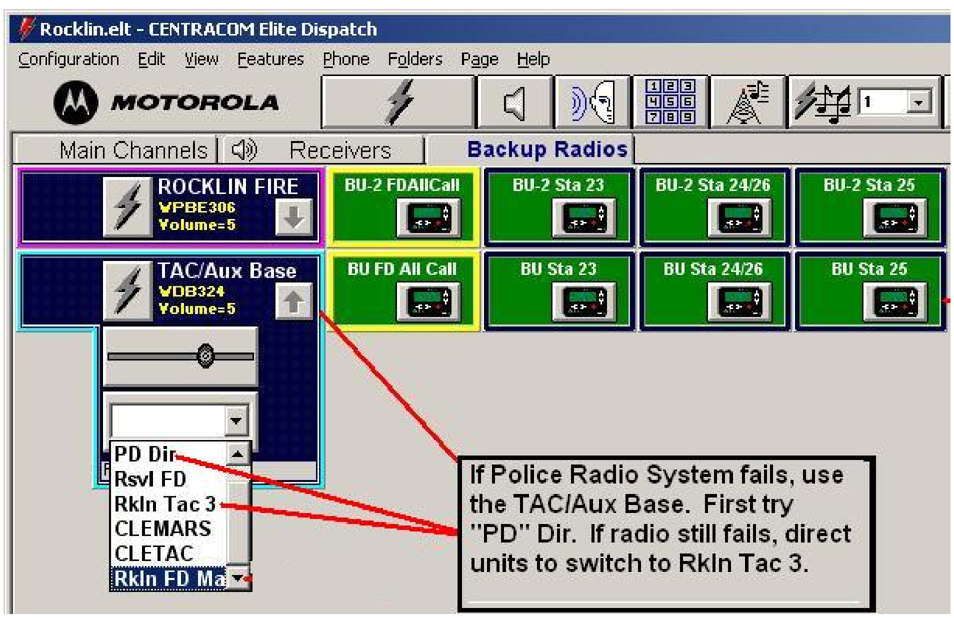
The Rocklin Fire and TAC / AUX Base radios will appear. On the ROCKLIN FIRE radio, switch channel to "Rkln FD Aux" on the dropdown list. Then select proper tone for the call and page the fire department. If for some reason this system also fails; to plan C by using the TAC / AUX Base.



Switch channel to "Rkln FD Main" on the dropdown list. Then select proper tone for the call.

IF POLICE RADIO SYSTEM FAILS:

Select backup radios tab and use the TAC / AUX Base radio.



S296.4 ENACTED
Enacted: December 1, 2007

S297 Chaplain Call Out

S297.1 PURPOSE AND SCOPE
This procedure establishes guidelines for calling out a chaplain for an incident.

S297.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 81.2.11

S297.3 PROCEDURE
Requests for a chaplain to be called out most often come from law enforcement personnel, however does not preclude the fire department from utilizing this resource and making the request. Chaplains are called out for many reasons including, but not limited to: critical incidents, death notifications, high stress incidents, etc.

Police Requests
Requests for a chaplain, for a citizen based incident will be made through the Placer County Chaplaincy. Their call taker will need to know the location of the request (on scene or remote location, i.e. police department, hospital, etc), brief nature of incident, name of parties involved and contact person for the call out. Their call taker will take down the information and then page out the on-call chaplain. The on-call chaplain will then get in touch with Rocklin dispatch and arrange their response. Document in CAD who makes the request for a chaplain, when the request is made to their exchange, when the on call-chaplain calls back and the ETA if one is given.

Fire Requests
The Sacramento Regional Fire Dispatch Center has agreed to dispatch chaplain requests from agencies outside of Sacramento County, including Rocklin. In the event the fire department makes a request for a chaplain for a fire based incident, follow the same procedure as stated above, substituting Sacramento County Chaplaincy for Placer County.

Internal Department Requests
The Rocklin Police Department provides a chaplain as a resource for department personnel who may experience personal problems. This Chaplain's responsibilities are for Rocklin PD employees only at their request.

S297.4 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

S298 Crime Prevention Programs

S298.1 PURPOSE AND SCOPE
This procedure establishes guidelines for crime prevention programs coordinated by the Police Community Programs Coordinator.

S298.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 45.1.1, 45.1.2, 45.1.3, 45.2.1, 45.2.3

S298.3 NEIGHBORHOOD WATCH PROGRAM
The City of Rocklin's Neighborhood Watch Program enlists the active participation of citizens, in cooperation with the Rocklin Police Department, to reduce criminal activity and improve neighborhood safety.

S298.31 NEIGHBORHOOD WATCH CONCEPT
The residents of each neighborhood are familiar with the streets and individuals living in the area. Because of this, residents are in an excellent position to identify, observe, and report suspicious activities, people, and vehicles to the Police Department. Neighborhood Watch groups utilize telephone membership rosters and maps to communicate with each other. Members watch over their neighbors' property, work together to solve problems, improve safety and stay informed by receiving a monthly newsletter from the Rocklin Police Department. Each neighborhood watch group receives specific training and information on how to secure their property and make it less attractive to burglars and other criminals.

S298.32 FORMING NEIGHBORHOOD WATCH GROUPS
Rocklin residents who are interested in participating in the neighborhood watch program initially contact the Police Community Programs Coordinator who is then responsible for the following:
- Arranging a meeting date and location.
- Preparing invitation announcement flyers and coordinating their distribution with the meeting host.
- Preparing crime analysis of the neighborhood prior to the meeting.
- Assigning a RPD Volunteer to facilitate the initial meeting.
- Assisting the participants in selecting a Block Captain and Alternate.
- Ensuring that neighborhood maps and membership rosters are created and then provided to each participant and the Police Department.
- Advising the group that a neighborhood watch sign may be provided, at their own expense and determining the best locations for their placement if purchased.
- Placing a work order with the City of Rocklin's Public Works Department to install the signs after the fees have been collected.
- Organizing an annual neighborhood watch meeting.
- Coordinating bimonthly meetings with the Block Captains.
- Updating maps and member roster as needed

The Rocklin Police Department participates in the National Night Out. The National Night Out is an annual event for Neighborhood Watch groups across the nation. It is held on the 1st Tuesday in August. Neighborhood Watch groups organize an evening activity to promote neighborhood unity and crime prevention. On National Night Out, the Police Department, Fire Department, City of Rocklin Staff and City Council members participate by visiting neighborhood watch group celebrations to partner with the community to maintain safe neighborhoods.

S298.4 RESIDENTIAL CRIME PREVENTION PROGRAMS

The Community Programs Coordinator or designee conduct residential security inspections and provides residents with information on how to improve safety with the following program information:

S298.41 HOME SECURITY CHECKS

The Community Programs Coordinator or designee inspects residential homes and prepares a written security assessment. The inspection is designed to increase personal safety and reduce property-related theft and vandalism.

S298.42 VACATION CHECKS

Rocklin Police Department offers vacation checks for City residents upon request.
Rocklin residents who are interested in participating in the vacation check program initially contact the Police Community Programs Coordinator who coordinates RPD volunteers to periodically conduct checks as outlined in the RPD Volunteer Manual.

S298.43 OPERATION IDENTIFICATION

The Rocklin Police Department encourages people to safeguard their property and to give themselves the best opportunity to recover their property if it is ever lost or stolen.

The Operation Identification Program can increase the odds of recovering lost or stolen property, and help to deter criminals at the same time. The Community Program Coordinator or designee encourages residents to take the following precautions to safeguard their property:

- Record the date the item was purchased, the type of item, brand name, model number, serial number and value.
- Engrave valuables with your California Driver's License number or your California Identification Card number. Be sure to engrave the letters "CA" before the number to indicate what state the number represents. Engrave the item near the serial number or in some other visible place that does not damage the appearance/value of the item. Do not engrave your Social Security Number on valuable items.

S298.5 BUSINESS CRIME PREVENTION PROGRAMS

The Community Programs Coordinator or designee conduct business security inspections and provides businesses with the following program information:

S298.51 BUSINESS SECURITY CHECKS

The Community Programs Coordinator or designee inspects businesses and prepares a written security assessment. The inspection is designed to reduce burglary, robbery, shoplifting, internal theft and vandalism.

S298.52 CHECK PRINT PROGRAM

In order to deter check fraud and forgery and to assist in apprehending and prosecuting people that commit check-related crimes, the Rocklin Police Department recommends that businesses obtain a thumbprint from people who write personal checks to pay for merchandise or services rendered. The Check Print Program provides businesses with special forms, identification requirements and guidelines, and one inkpad to obtain thumbprints.

S298.53 ROBBERY PREVENTION AND RESPONSE TRAINING
The Community Programs Coordinator meets with management and employees to discuss ways to reduce the likelihood of a robbery, and address how to respond if a robbery should occur.

S298.54 SHOPLIFTING PREVENTION PRESENTATION
The Community Programs Coordinator discusses ways to deter shoplifting, legal and safety issues concerning shoplifting arrests, and typical shoplifting profiles, characteristics and methodology.

S298.55 WORKPLACE VIOLENCE PREVENTION AND RESPONSE PRESENTATION
The Community Programs Coordinator offers insight into recognizing potential workplace violence perpetrators and situations, and enacting policies and procedures to reduce and respond to workplace violence.

S298.6 CHILD CRIME PREVENTION PROGRAMS
The Community Programs Coordinator or designee coordinate numerous child crime prevention programs and provide children, parents and teachers with the following services:

- **CHILD FINGERPRINTING AND IDENTIFICATION**
  The Rocklin Police Department provides parents with Child Identification Kits several times throughout the year at numerous community events. The Police Department also helps with fingerprinting and ID photos for this purpose.

- **Other programs include:**
    - Stranger Awareness and Abduction Prevention
    - Bicycle and Pedestrian Safety
    - Computer/Internet Safety
    - Drug and Alcohol Awareness

S298.7 SHARING CRIME INFORMATION

S298.71 RECEIVING PUBLIC INFORMATION
Rocklin Police Department actively solicits the community's opinions and perceptions on crime and safety, and provides multiple avenues for citizens to communicate their concerns. RPD members receiving crime prevention-related information from the public should transmit it to the Community Programs Coordinator and other relevant employees via electronic communications and/or written report.

S298.72 DISSEMINATING PUBLIC INFORMATION
Rocklin Police Department disseminates crime prevention information to the public using a variety of methods that may include:

- Neighborhood and business watch newsletters
- Crime Alerts (knock and talks, emails, door-hangers, flyers)
- Monthly newspaper column
- Annual neighborhood survey and survey results
- Community forums and presentations

S298.73 INTER-DEPARTMENT FLOW OF CRIME INFORMATION
When the Community Programs Coordinator receives relevant crime-related information he/she should share this information with appropriate department members.

At least quarterly, the Community Programs Coordinator will prepare and submit a report to the Chief of Police regarding:

- Current community concerns or potential problems he has become aware of
- Actions he/she recommends regarding the concerns or problems
- Any progress made toward the solution of the concerns or problem

S298.8 CRIME PREVENTION INPUT TO DEVELOPMENT PROJECTS

Rocklin Police Department serves as an informational resource for effective crime prevention planning during the permit process for new construction. The Department should not influence decision making in regards to zoning proposals, building codes, or construction permits during this process.

The Rocklin Police Administrative Sergeant and/or other police management personnel attend bi-monthly Planning Evaluation Committee meetings. These meetings provide a venue for police personnel and representatives from all other city departments to examine and discuss future building projects. By attending these meetings, we are able to provide (1) a law enforcement perspective on how the project might impact our community, and (2) valuable CPTED (crime prevention through environmental design) information.

The Police Community Programs Coordinator works closely with the Building Department and is responsible for providing written security plans to the developers/contractors of all new business and residential construction projects during the initial building permit approval process. These plans are designed to enhance the security of these projects during and after construction, and must be completed before the project is allowed to proceed.

S298.9 ENACTED

Enacted: December 1, 2007

Chapter 3 –Operations

O300 Admonition and Waiver of Rights (Miranda)

O300.1 PURPOSE AND SCOPE

This procedure establishes guidelines for admonishment of suspects prior to interrogation.

O300.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 1.2.3

O300.3 DEFINITION

Any person who is arrested, or who is subjected to a contact with law enforcement which has the formal attributes of an arrest, and is questioned, must first be advised of, acknowledge his understanding of, and freely and voluntarily waive, his **Fifth Amendment** right against self-incrimination, pursuant to ***Miranda v. Arizona*** (1966) 384 U.S. 436 [16 L.Ed.2nd 694].)

O300.4 MIRANDA ADVISEMENT

Officers should comply with the Miranda decision guidelines by giving the following four advisements before interrogation.

1. You have the right to remain silent. Do you understand?
2. Any thing you say may be used against you in court. Do you understand?
3. You have the right to the presence of an attorney before and during any questioning. Do you understand?
4. If you cannot afford an attorney, one will be appointed for you, free of charge, before any questioning. Do you understand?

Whenever possible, officers should read the suspect his/her advisement rather than recite them from memory. Reading the suspect his/her rights guarantees that you will not forget anything. Officers may read from their department issued Miranda advisement card or have the suspect read and sign RPD form 97-03 (Warning Admonition and Waiver).

After advising the suspect of his/her rights as stated above, you should establish that the suspect understands his/her Miranda rights and is willing to waive them. If you desire an express waiver, ask a yes or no question such as:

Do you want to talk to me now?

Taking a statement from a suspect will be admissible only if the suspect understands and waives his/her rights. The admonition must be clearly understood and intelligently waived by the suspect.

All questioning must immediately cease when a suspect invokes their right to remain silent. Under certain circumstances, prior to arraignment or the hiring of an attorney, officers may re-contact the suspect to determine whether or not the suspect has changed their mind about talking to the officer. If the suspect is willing to talk, he/she must be re-advised of Miranda and knowingly and intelligent waiver must be obtained.

If the suspect invokes the right to have an attorney present, all police initiated questioning must cease and cannot be reinitiated on the crime charged. If the suspect remains in continuous custody, there can be no police initiated questioning about any crime, charged or uncharged, unless otherwise allowed by law.

Once a waiver has been obtained, officers may question the person. However, a waiver may be withdrawn at any time during the questioning. If a person unequivocally indicates that he/she wishes to stop talking with the officer, questioning must cease.

O300.5 DOCUMENT THE ADMONITION

If the suspect is admonished, the narrative section of the report should indicate that the suspect was admonished per the RPD-issued Miranda card or by utilizing RPD form 97-03.

Officers should attempt to obtain a verbal waiver in the presence of another officer or on audio or video tape.

O300.6 INVESTIGATIVE ASSISTANCE

Prior to interviewing any suspects accused in cases requiring the assistance of the RPD Investigations unit, employees should contact the on-call Detective and provide him/ her details surrounding the Investigation. The Detective will inform you as to whether or not an interview is desired.

O300.7 ADMONISHMENT OF JUVENILES

Section 625 W & I Code states that when a minor is taken into temporary custody under section 601 or 602 W & I, the minor must be advised of his/her rights prior to release from RPD custody.

O300.8 SPONTANEOUS STATEMENTS

If a suspect in custody makes a spontaneous statement to an officer, the officer is encouraged not to respond.

O300.9 OTHER INTERVIEW ADMONISHMENTS

Circumstances sometimes arise where the custody component required for Miranda admonishments is unclear. In an effort to clarify those instances where a suspect is being interviewed and is not in custody for the purpose of Miranda, officers may consider a Beheler admonition. The Beheler admonition informs the suspect that they are not in custody and are free to leave.

O300.10 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

O301 Field Training

O301.1 PURPOSE AND SCOPE

This procedure establishes guidelines for instructing trainee officers in essential skills required, relevant to the Rocklin Police Department.

O301.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 33.4.3, 16.3.3

O301.3 FIELD TRAINING – PATROL SCHOOL

Trainee Patrol School will consist of a 40 hour work week. The trainee will be required to complete this training prior to their first week assigned to the formal P.O.S.T. approved Field Training Officer (FTO) program. During this week, the trainee will report directly to the FTO coordinator or his/her designee. Daily Observation reports (DOR) will not be required during this instruction, however all aspects of training shall be documented.

The following list of classes will be utilized. The classes are subject to change based on the needs of the trainee and the Department. The outline for each type of class taught will be on file with the training unit or the FTO Coordinator.

- Accreditation training (standards, policies, procedures, etc.)
- CLETS/ RPD paperwork
- DUI/ 11550 H&S training
- Firearms
- Defensive Tactics/ Impact weapons
- Taser/ restraint devices (WRAP)
- Tactics (i.e., high risk stops, building searches, contact/ cover)
- Evidence processing
- Dispatch orientation
- Records orientation
- Human Resource orientation
- RPD report writing instruction
- RMS training (RIMS)
- RPD Policies and Procedures associated with Use of Force (to include Use of Force Policy, Shooting Policy, Control Devise and Techniques Policy, Weapons and Ammunition Procedure, Taser Policy)

O301.4 FIELD TRAINING PROGRAM

The field training program guidelines are located in the Field Training Manual.

0301.5 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

O303 Report Writing

O303.1 PURPOSE AND SCOPE

This procedure establishes guidelines for writing Police Reports to include traffic reports.

O303.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 82.2

O303.3 PROCEDURE

As a Police Officer or Community Service Officer, we will complete many reports. The Rocklin Police Department currently uses RIMS to complete this task. A typical report will consist of several pages which will include at a minimum, a face page, a persons page and a narrative. Other pages may include a property page, a vehicle page photo page etc.

Located in procedure O304 is a step by step guide for completing RIMS report forms. Additional RIMS guides can be located by going to My Computer; locating the "H" drive and opening the RIMS MANUALS section H:\RIMS MANUALS in this drive. Once inside, open the tab titled "RMSman" and proceeded to the index section which will guide you to the appropriate place in the manual. After locating the specific section in the index, use your mouse and click directly on the title which should take you to the first page of the Chapter or Subchapter that you are looking for.

REPORT WRITING BASICS

There are two acceptable ways to complete reports at the Rocklin Police Department. Reports are generally typed in our report writing system but may be handwritten when the circumstances dictate.

If reports are handwritten, it is important to print using all capital letters and make an effort to be neat so that your work is clearly legible. Excessive mistakes, white out or erasure marks may require that the report be rewritten and submitted with the corrections.

When typing reports on the computer it is not necessary to type in all capital letters. If using the cut and paste method from an external program i.e. Microsoft Word, the font style and the font size should be consistent with RIMS. Prior to turning in any report or form, ensure that the spelling and or grammar have been checked and all corrections have been made.

IDENTIFYING DESCRIPTORS

When writing your narratives it is important to refer to the individual that you are writing about by first the identifying descriptor (i.e. Suspect/ Victim/ Witness) proceeded by the person's last name. Unless otherwise necessary to clarify your report, referring to the descriptor and name in this fashion is only required once in each paragraph, then that person can continue to be referred to by last name only. If two individuals you are writing about share a common last name, it is acceptable to refer to them by descriptor (i.e. Suspect/ Victim/ Witness) proceeded by their last name, first name. After the descriptor and their name have been established, you can continue referring to them by first name unless doing so would cause confusion with the reader.

CONFIDENTIAL VICTIM(S)/ PERSON

When referring to a Confidential Victim and or Person, the accepted method is to omit the name from the report and insert (*) in its place or CV (#)/ CP (#). If referring to two confidential victims place their corresponding identifying number after the #. If writing with multiple confidential victims, it is acceptable and sometimes easier for the reader to understand if you refer to the confidential victim by first name. In most cases, this will be done only if doing otherwise would cause confusion to the reader.

Below are some examples:

C/V (#1) told me that she was struck in the eye by Suspect Smith who hit her with his closed right fist.

C/V (#1) told me that **C/V (#2)** was in her room during this incident and did not witness the event however she was able to hear what had transpired.

C/V (#2) Gina told me that she was in her room with her brother **C/V (#3) Mark** and her sister **C/V (#4) Mary**. **Gina** told me that **Mark** and **Mary** were sleeping and they didn't see the incident. **Gina** told me that she heard **C/V (#1)** and Smith involved in a verbal argument before she heard a loud thud and **C/V (#1)** scream that she had been hit by Smith.

Active vs. Passive

When completing narratives, officer's observations should be completed using first person as opposed to third person which is often confusing and difficult to follow and understand. Documentation of witness/ victim/ suspect etc. statements should be documented in the third person.

Below are some examples:

I asked suspect Smith what he stole from the store **(Active).**

Suspect #2 was asked what was taken from the store **(Passive).**

Victim Jones told me that she parked and locked her vehicle **(Active).**

Jones indicated that all the doors were locked when she parked **(Passive).**

NARRATIVE FORMAT

The body of the narrative should be formatted in chronological order beginning with the call type received and the actions taken in response. If writing a report regarding an item that was not dispatched but rather on viewed by you, begin your report with what you were doing when this incident was drawn to you attention, See below.

A typical dispatched report will consist of the following areas. The **"Call Type" or "Incident"** that you were dispatched too.

For example, on 01/02/2006 at 0735 hours I was dispatched to 1234 6th St. on the report of a burglary that had occurred the night prior.

Victim/Witness Statement

This is not a verbatim quote of what the victim told you rather an accurate summary describing in detail the incident as seen by the Victim. For example, Victim Jones told me the following statement in summary. Jones told me that he parked and locked his 1999 Chevrolet Tahoe on the driveway of his residence at 2115 hours on Tuesday 01/01/2006. He told me that he returned to his vehicle on 01/02/2006 at 0730 hours and found that his driver side door was open and his in-dash CD player was missing.

If this had been a crime in progress witnessed by the victim, you would need to ensure that you accurately document the description of the suspect(s). For example, Jones told me that the suspect was a WMA, 25 years of age, 5'7", 200 lbs, wearing a black T-shirt and dark blue jeans.

If there are multiple victims, you would use this same format for each victim, starting a new paragraph for each. Ensure that each victim's statement is accurately summarized and their suspect description is noted.

Investigation

For example, my investigation revealed that that unknown suspect(s) used an unknown object to unlock the driver side door. After gaining entry, the suspect(s) used a pry tool to pry the in-dash CD player from the dash, cut the wires with an unknown type tool and fled the vehicle undetected.

When completing your investigation ensure that you attempt to locate witnesses as well as physical evidence. If evidence is located, document this in the investigation portion of your narrative as well as making the appropriate property entry on the RIMS Property page. Likewise if no evidence is located at the scene and you are unable to locate any witnesses, document this fact in the Investigation portion of your Narrative. Make sure that you note where you attempted to locate witnesses so that if follow up is required, your efforts will not be duplicated.

MODUS OPERANDI (M/O)

When completing a report that involves a theft or unusual circumstance, the top of your narrative should contain the heading M/O followed by a brief detailed description of how the event occurred.

> ***Below is an example:***
>
> **M/O:**
> Unknown suspect(s) used an unknown object to pry the driver side wing window open and gain access to the interior. The suspect(s) then used a screwdriver to pry the dash apart and remove the in-dash stereo. The wires connecting the stereo were pulled from the back of the stereo leaving its harness in place.

ON-VIEW NARRATIVE FORMAT

When writing an on-view style or arrest report, complete your narrative in a chronological format. Begin your narrative by detailing your observations and indicating whether you were in uniform or in plain clothes.

> ***For example***, on 01/01/2006 I was on duty in full uniform operating a marked unit south on Pacific St. when I observed……

Continue writing chronologically until you reach the conclusion portion at which time you will document how the incident was completed, I.E. Cited or Arrested. If the subject was cited or arrested, document this fact at the end of the narrative.

> ***For example***, Smith was arrested for 23152 (a) CVC and transported by me to the Placer County Jail where he provided a breath sample. The results of the sample were .11/ .12. Smith was additionally charged with 23152(b) and booked on the listed charges.

SUPPLEMENTAL (FOLLOW UP) REPORT

If after your original report is complete, turned in and approved, and the original case report requires follow up, this new information must be documented in a supplemental narrative report with the word **SUPPLEMENT** typed across the supplemental narrative page on the top line.

If during your subsequent investigation, you have to make any changes to the original case report I.E. adding property, time changes etc., this must be documented in a supplemental narrative. To accomplish this, enter all additional property and make the necessary additions to the report. After these changes are complete, go to the supplemental narrative page and place the cursor two spaces under the SUPPLEMENT title that you typed. Next, push the "add other info" button located at the bottom of the narrative page and check each box that applies. After pushing ok, all changes that were made to the original report will now be documented and shown at the top of the page, under the SUPPLEMENT title.

If information that needs to be changed is not located with-in the "add other info" feature, document the fact that information has been changed by typing "Add INFO:" to the supplemental narrative, under the SUPPLEMENT title that you type.

For example, "ADD INFO": Incident time changed from between 0800 and 1700 to 1135 hours.

If adding a supplemental narrative to an arrest report, title the supplemental narrative, "SUPPLEMENT" followed by the original Arrestee's name and DOB.

> ***For example***, "SUPPLEMENT: Smith, Rickey DOB 07/07/1977". If an additional suspect has also been arrested, note this just under the first arrestee.

> ***For example***, "SUPPLEMENT: Smith, Rickey DOB 07/07/1977
> Brady, Thomas DOB 01/01/1973."

FORMS APPLICATION MATRIX

Below is the Rocklin Police Departments report forms application lists. This matrix is designed to assist officers in determining which report form attachments may need to be included with specific reports.

ROCKLIN POLICE DEPARTMENT FORMS APPLICATION LIST

	CRIME REPORT	ASSAULT REPORT	DOMESTIC VIOLENCE	CHILD/DEP. ABUSE	SEX CRIME REPORT	NARCOTICS REPORT	459 PC	487/488 PC	647f PC	415 PC	300 WI	601/602 WI	MISSING PERSON	FOUND PROPERTY	DEATH INVESTIGATION	ARREST REPORT	ANIMAL BITE	5150 W&I	2800.1/2CVC EVADING	4462.5 FALSE TABS	10851 CVC	RECSVEH	12500a CVC	23152a&b CVC DUI	14601.1 CVC	14601.2 CVC	WARRANT ARREST	11550 H&S	VANDALISM	MUNI CODE VIOLATION	TRAFFIC CITATION	TRAFFIC ACCIDENT	TRAFF-PDO	PARKING VIOLATION	TOWED VEHICLE	
INCIDENT REPORT	X	X	X	X	X	X	X	X	X	M	X	X	X	M	X	X	M	X	X	M	M	M	M	X	M	M	M	X	M	M	M	M			M	
CHP 180																					X	X		M							M	M	M		X	
GRAFFITI REPORT																													M							
PTA	X	M				M			M			M				M			M	M			M		M	M	M	M								
TRAFFIC CITATION																			M	M			M		M	M				X	X	M	M			
NARR ON CITE BACK REQUIRED																										X				X						
PARKING CITATION																																		X	M	
SS8583 CHILD ABUSE		M	M	M	M						M																									
CENTRAL INDEX NOTIFICATION		M	M	M	M						M																									
11166 SUS CHILD ABUSE		M	M	X	M						M																									
DEP/ ADULT ABUSE			M	X	M						M																									
CONTROLLED DOC			X	X	X																															
MEDICAL RELEASE			M	M	M						M				M																					
EPO			X	M																																
MISSING PERSON FACE PAGE													X																							
DENTAL X-RAY RELEASE													X		M																					
5150 DETENTION																		X																		
ANIMAL BITE REPORT																X	M																			
5150/12028 SEIZE FIREARMS			M															M																		
PHOTO LINE UP FORM																																				
CRIME SCENE LOG															M																					
DISTURB COST RECOVER										M																										
DV/ VICTIM NOTIFICATION		X	X	X	X																															
PERMISSION TO SEARCH						M									M																					
PROPERTY RECORD/RECEIPT						M	M	M	M					X	M														M							
ARREST:																																				
DOJ JUS8715 (NCR) ADULT									X							X			X								X	X								
DOJ JUS8716 (NCR) JUVENILE									X							X			X								X	X								
JUVENILE REFERRAL									M			M				M												M		X						
JUVENILE BOOKING									M			M				X											M	M								
PLACER ADULT BOOKING									M							X											M	M								
WARNTLESS ARREST DECL									X							X												M								
JUV DETENTION DECISION									M			M				M												M								
MIRANDA ADV						M			M			X				M												M								
849b PC									M							M																				
DMV (10-27)									M			M				X			X	X								X		X						
RAP SHEET									M			M				X			X	X								X		X						

X= NEED M= MAY NEED, DEPENDING ON THE CIRCUMSTANCES

	CRIME REPORT	ASSAULT REPORT	273.5/243(e) PC	CHILD/ DEP. ABUSE	SEX CRIMESREPORT	NARCOTICS REPORT	459 PC	487/488 PC	647f PC	415 PC	300 WI	601/602 WI	MISSING PERSON	FOUND PROPERTY	DEATH INVESTIGATION	ARREST REPORT	ANIMAL BITE	5150 W&I	2800.1/2CVC EVADING	4462.5 FALSE TABS	10851 CVC	RECSVEH	12500a CVC	23152a&b CVC DUI	14601.1 CVC	14601.2 CVC	ARREST REPORT	11550 H&S	VANDALISM	WARRANT ARREST	TRAFFIC CITATION	TRAFFIC ACCIDENT	TRAFF-PDO	PARKING VIOLATION	TOWED VEHICLE	
DUI/ DRUG ARREST																																				
DUI PAGE																								X												
DRUG INFLUENCE PAGE																												X								
DMV BLOOD/URINE																								M				M								
DMV OFF STATEMENT																								X												
ADMIN PER SE																								X												
INTOX 5000 SHEET																								M												
PRESUMPTIVE TEST FORM						M																		M												
VALTOX						M																		M				M								
COST RECOVERY																								M												
TRAFFIC:																																				
PURSUIT REPORT																			X																	
TRAFFIC COLLISION CHP555																																M	M			
TRAFFIC COLLISON - RIP/TEAR																																M	M			
VERBAL NOTICE DMV																								M	M	M										
	X= NEED M= MAY NEED, DEPENDING ON THE CIRCUMSTANCES																																			

O303.4 ~~TRAFFIC COLLISION REPORTING PROCEDURE~~

DEFINITION

A traffic collision is defined as, "a vehicle in motion that is involved in an unintended act or interaction with another motor vehicle, pedestrian, bicyclist, object or property that results in any damage or injury."

COLLISION REPORTING

Police personnel should document collisions in accordance with the guidelines of this procedure. Technical instructions on the completion of forms and content of reports should be derived from the latest edition of the California Highway Patrol's Collision Investigation Manual (CIM). A copy of the CIM should be kept in the report writing area at all times.

A traffic collision report should be generated in the following situations:

1. All motor vehicle traffic collisions occurring on streets and highways within the City limits, except where all parties have already exchanged the required information and mutually refuse a police report. In such cases, officers should verify driver and insurance information that was exchanged and take enforcement action if appropriate.

2. All private property motor vehicle collisions resulting in personal injury or death, or those involving a violation of Vehicle Code section 20002, or those involving driving under the influence of alcohol and/or drugs.

3. All bicycle collisions occurring on a highway within the City limits (includes sidewalks) resulting in injury or death.

4. All motor vehicle traffic collisions involving any property or vehicle owned by the City of Rocklin.

5. As directed by a supervisor.

Collision narratives should be documented as an INVESTIGATION or as a REPORT, as defined in the most current edition of the California Highway Patrol Collision Investigation Manual (CIM).

In many non-injury, minor injury and complaint of pain collisions, a CHP Form 555-03 "Property Damage Only" (PDO) report may be used.

COLLISION INVESTIGATION (CHP Form 555)

A collision should be documented as an INVESTIGATION when one or more of the following conditions apply:

1. FATAL: A motor vehicle collision results in the death of a person.

2. SEVERE INJURY: A motor vehicle collision results in severe personal injury. For the purpose of this procedure, severe injury is defined as a significant visible external trauma injury or suspected internal injury, which requires emergency medical treatment at a medical facility, whether or not the person is actually transported to a medical facility. Severe injury may also include an arm, leg, foot, etc., which is not in a normal position, usually due to a fracture or serious dislocation.

3. PROSECUTION: The collision is the result of an identifiable Vehicle Code violation, prosecution will be sought, and the collection of detailed scene evidence is required to support prosecution.

4. ARREST: All collisions resulting in an in-custody arrest for a violation of Vehicle Code section 2800.1, 2800.2, 20002 or 23152, where the collection of detailed scene evidence is required to support prosecution.

5. HIT-AND-RUN: An involved party is in violation of the hit-and-run provisions of VC Section 20002, on or off the highway, and sufficient information is available (leads) to identify the hit-and-run driver through follow-up.

   Note: On Hit & Run Investigations: Where the driver of a hit and run vehicle cannot be identified by a witness, a REPORT or PDO may be sufficient to document the collision even when a license plate number is reported. The California Vehicle Code assigns financial responsibility to the registered owner of the suspect vehicle, regardless of the identity of the driver.

6. FACTUAL DIAGRAM: A factual diagram should be prepared for all fatal and severe injury collision investigations or where the collection of detailed scene evidence is required to support prosecution .

COLLISION REPORT (CHP Form 555)

A collision may be documented as a REPORT when one or more of the following conditions apply:

1. Non-injury collisions (also see PDO's, section D).

2. Non-injury hit-and-run collisions where there is insufficient information available (leads) to identify the hit-and-run driver and prosecution is not anticipated (also see PDO's, section D).

3. A motor vehicle collision involves serious injury where an officer witnessed the collision. In this case, a Report can replace an Investigation.

4. A collision involves a "late reported" injury (CIM 2.1.31) see section G. Exception: Fatal "late reported" collisions shall be documented as an INVESTIGATION.

5. A motor vehicle non-traffic (off highway vehicle) collision that involves an injury.

6. In any case, the on-duty supervisor may determine that the collision should be documented as an INVESTIGATION.

PROPERTY DAMAGE ONLY (PDO) REPORT

The PDO form, CHP 555-03, may be used in collisions involving one or two parties, when there is no anticipated prosecution. A PDO form may be used in any of the following circumstances:

a. Non Injury collisions.

b. Non-injury hit-and-run collisions where there is insufficient information available to identify the hit-and-run driver and all investigative leads have been exhausted or prosecution is not anticipated. In any case, any hit-and-run details or investigative steps taken by the officer shall be documented in the narrative section (back of page 1) of the PDO (e.g. result of registered owner contact attempts, suspect description, etc.).

c. Complaint of Pain: This classification could contain authentic non-visible injuries and un-verifiable complaints of injuries. Examples of “Complaint of Pain” collisions could include:

(1) Persons who seem dazed, confused or incoherent (unless such behavior can be attributed to intoxication, age related illness, mental infirmities or illness).

(2) Persons who are limping, but who do not have visible injuries.

(3) Any person who is known or claims to have been unconscious as a result of the collision and it appears that he/she has recovered.

(4) Persons who complain of neck, back or other pain they attribute to the collision.

(5) Persons who say they want to be listed as injured, but do not appear to be injured.

d. Other Visible Injury: Other Visible Injury is classified as a motor vehicle collision which results in a minor injury. Includes bruises, which are discolored, or swollen places where the body has received a blow (including black eyes and bloody noses); and abrasions, which are areas of the skin where the surface is roughened or broken by scratching or rubbing (includes skinned shins, knuckles, knees and elbows). A little blood generally oozes from abrasions.

e. No anticipated prosecution.

PROPERTY DAMAGE ONLY (PDO) FORMAT

a. The PDO form is printed on pressure-sensitive, three-page paper.

b. The top (face) page is two-sided and becomes the Department’s copy. The face page contains location, party, witness, and registered owner information; sketch and collision analysis (collision coding data). The back (lined) side of the PDO face page contains space for information and comments. Officers may attach additional CHP Form 556 NARRATIVE / SUPPLEMENTAL pages to the PDO, if necessary.

c. The lower face page contains Primary Collision Factor (PCF) and collision coding information. This section should be completed by the officer unless the PDO form is being used to facilitate “Exchange of Information” (see section Exchange of Information, below). When the lower half of the PDO form is completed, officers shall check “Yes” in the “Report Taken” box to indicate that a PCF has been assigned to one of the parties and the Collision Coding section has been competed.

d. The second and third pages (carbonless copies of page 1) additionally contain instructions for compliance with Vehicle Code section 20002 and reporting of financial responsibility to the DMV. These pages should be given to the involved parties.

e. NARRATIVE: The PDO report does not require a narrative be completed unless the damage involves city property. However, officers may write brief notes or other information they deem relevant or necessary.

f. If a PDO is used to document a “Complaint of Pain” or injury collision, the officer shall complete and attach a CHP Form 555-Page 3 INJURED / WITNESSES / PASSENGERS. The officer is not required to address the complaint of pain or injury in the narrative section of a PDO report.

g. If the damage involves city property, photos of the damage should be taken.

EXCHANGE OF INFORMATION

1. In some situations, officers may facilitate the exchange of information between the parties of a traffic collision. In these cases, a police report is not completed. Officers may facilitate the exchange of party information in when both of the following are met:

   a. All individuals involved the collision insist on exchanging information in lieu of a formal collision report.

   b. There are no injuries to any party involved in the collision.

2. Officers Responsibilities at an Exchange of Information Scene:

   a. When facilitating the exchange of information at a collision scene, officers should verify all driver license information and assist the parties in providing each other with all information required by Vehicle Code section 20002. Officers should also explain the DMV reporting requirements of Vehicle Code section 16000. This can be accomplished by providing a PDO tear-off form to the parties.

   b. Officers may use the top half of the PDO form to assist with the exchange of information between the parties. When a PDO form is used for exchange of information, the officer shall check “No” in the “Report Taken” box and check “Yes” in the “Exchange of Information box.

   c. For exchange of information, the officer should not complete the collision coding section on the bottom half of the PDO form and should not make a determination of primary collision factor (PCF) or party most at fault.

   d. When the PDO form is used for exchange of information, the officer should request a case number to provide to the involved parties and write it in the “Number” box at the top right corner of the form. PDO’s face sheets with case numbers used for exchange of information will be filed by the Records Section in the same manner as an Incident Report.

e. When a PDO form is used for exchange of information, the officer should provide each party with one of the pressure copies (page 2 and 3) of the PDO form.

CITATIONS AT COLLISION SCENES

1. A police officer having completed training as described in Vehicle Code Section 40600 may issue a citation by mail to either party involved in the collision for collision factors that are supported by the officer's investigation.

2. Citations may also be issued to parties at the scene of a collision for vehicle code violations or conditions that are observed by the officer on scene and are not contributing causes of the collision, e.g. mechanical violations, licensing restrictions (juveniles) and insurance requirements. Citations of this nature may be issued by any sworn officer regardless of the type of collision report generated or special collision investigation training received.

3. Officers may issues a citation at a collision scene when a citizen demands to make a "citizen's arrest" for observed traffic violations or licensing restrictions that are MISDEMEANORS. State law does not allow citizens arrests for infractions.

CITY VEHICLE OR CITY PROPERTY INVOLVED:

1. An uninvolved officer should investigate all traffic collisions involving on-duty police department personnel or police department vehicles. If the collision occurs in another jurisdiction, the involved employee shall immediately notify the appropriate law enforcement agency and request documentation. As soon as practicable, the employee shall notify the on-duty Rocklin Patrol supervisor or watch commander of the collision and its location.

2. A supervisor should respond to the scene of the collision to oversee the investigation. For collisions occurring in other jurisdictions, the supervisor should respond to the scene only if practical. The supervisor shall complete and forward to the Division Commander, via the chain of command, the appropriate administrative report of the circumstances surrounding the collision.

3. Any Department involved collision resulting in a major injury or fatality should be investigated by the California Highway Patrol. Requests for CHP assistance should be made through the CHP Area Office.

4. City vehicle involved non-injury collisions should be documented on a CHP Form 555. However, minor damage City vehicle collisions may be documented on a narrative-supported PDO, at the discretion of a supervisor. An INVESTIGATION should be conducted on City vehicle involved injury collisions.

5. Minor damage involving city property may also be documented on a narrative- supported PDO.

6. When applicable, Department involved collisions shall be documented in compliance with CIM section 2.1.42 relating to on-duty emergency vehicles (e.g. police officer, firefighter is driving an authorized emergency vehicle).

7. All reports involving damage to city vehicles or to city property must be forwarded to the city's Risk Manager.

COUNTER REPORT

1. A COUNTER REPORT or CITIZEN'S REPORT is a property damage only collision reported by an involved party in person at the police facility.

2. COUNTER REPORTS are completed by the involved party; however, an officer or clerical person may provide assistance. COUNTER REPORTS may be documented on a CHP Form 555-03 (PDO) or on a CHP Form 555.

3. COUNTER REPORTS are not processed into SWITRS computer files.

LATE REPORT

1. A LATE REPORT is an injury collision reported by an involved party at a time and location other than where the collision occurred (CIM 2.1.31).

2. Injury collisions where parties left the scene to get help or to prevent further injury and notified authorities as soon as possible are not considered a LATE REPORT.

3. LATE REPORT injury collisions should documented as a REPORT on a CHP Form 555. Exception: LATE REPORT fatal collisions shall be documented as an INVESTIGATION.

4. The term "Late Report" shall be entered into the "Special Conditions" box on the CHP Form 555.

5. LATE REPORTS are completed by a police department employee and not by an involved party.

0303.5 ENACTED
Enacted: June 1, 2007,
Revised: December 1, 2007
Revised: April 1, 2009

O304 RIMS Report Writing Guide

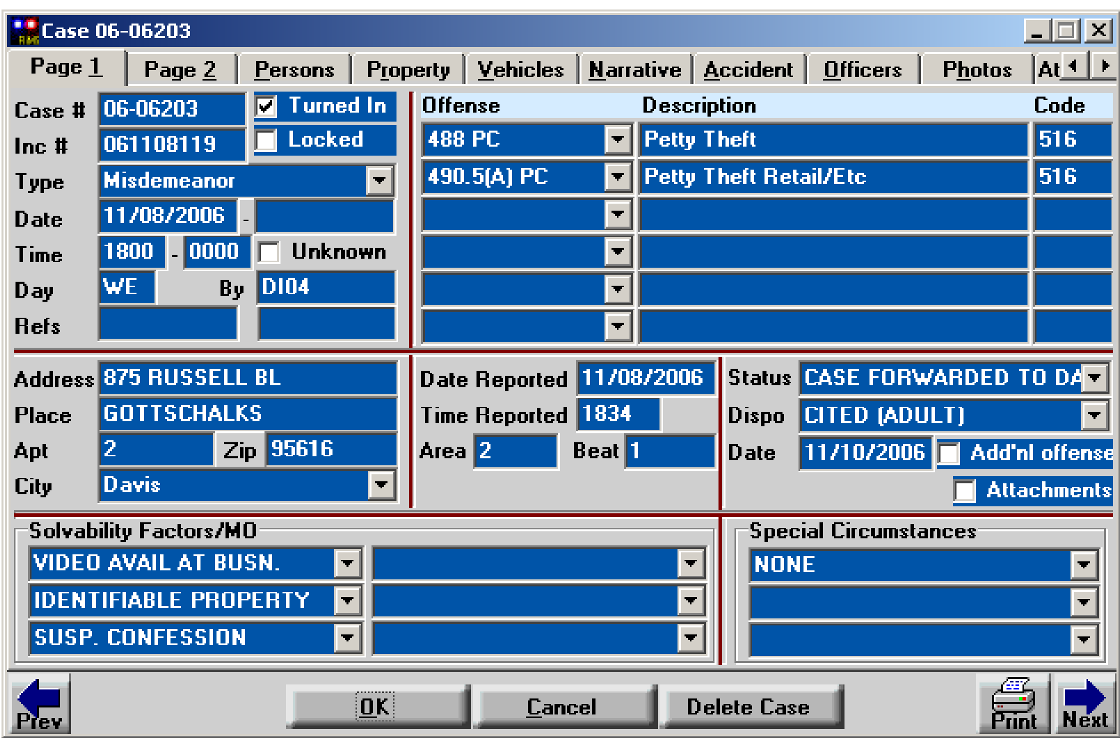
O304.1 PURPOSE AND SCOPE
This procedure establishes a guide for writing "RIMS' generated Police Reports to include traffic reports.

O304.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 82.2

O304.3 PROCEDURE

PAGE 1 Tab

Prior to starting your report:
- Always confirm the case is assigned to you by checking the officer tab to make sure you are assigned as primary officer in the "prepared by" field.
- Always double click on the incident number to confirm you are writing your report in your correct case.



NOTE:

Don't use Punctuation: RIMS runs on a SQL database and does not like punctuation type characters entered into data fields. **Do not use punctuation in the database fields.** Error messages often display when a user enters punctuation characters it may see as a data code somewhere else in the database.

Dates/Times:
- **Reported Date and Time**. The date in the lower middle section is transferred from CAD. (UCR)
- **Occurrence Date and Time**. The date in the upper left side is blank **must be filled out by the officer**. ***The middle section "reported date" cannot be earlier than the occurrence date in the upper left section*.

Type: Select your case type by one of the choices in the drop down. This selection must be accurate as it creates the header at the top of your case report.

Address: This is the location of occurrence and is geographically coded to match with a true address in the database. **Place** is the common name of the address (ie: McDonalds). Addresses must be entered as follows:
- **Directional prefix:** East, west, north and south should be entered with E, W, N, S (ie: E 14th St)
- **Street suffixes** such as street, court, circle, lane, boulevard, or avenue should always be entered with only 2 digits (St, Ct, Ci, La, Av, Bl).
- **Intersections:** Intersections need to be entered with the two street names and a slash in between (with no spaces). See above. It is not necessary to put the street suffixes in (the computer will automatically add them if the location is valid).

Offenses: (UCR)
The initial offense listed will be the CAD incident type. This must be changed to an actual offense code or plain text based on the case report. Most of the offenses are listed in the database; however, you may also type in text if you cannot locate your offense. The **offense code** is mandatory for (UCR) and will default correctly from the offense selection.

Non-Crime Offenses:
If you scroll to the bottom of the offense list, you will find the plain text non-crime selections. These should be used when they apply. (Samples of generic offenses include Towed, Accident, Domestic Violence, Hate, COPPS, Bench Warrant, registrant, MSR, missing person, etc.).

Status:
Select the correct status of the case which best describes its "current" status at time of taking report.

Dispo: select the appropriate disposition from the drop down menu. (UCR)

Attachments: If attachments will be turned in with your report, check the attachments box indicating that attachments will be included with the report.

Date (under Dispo): mandatory for cleared dates for arrests (UCR)

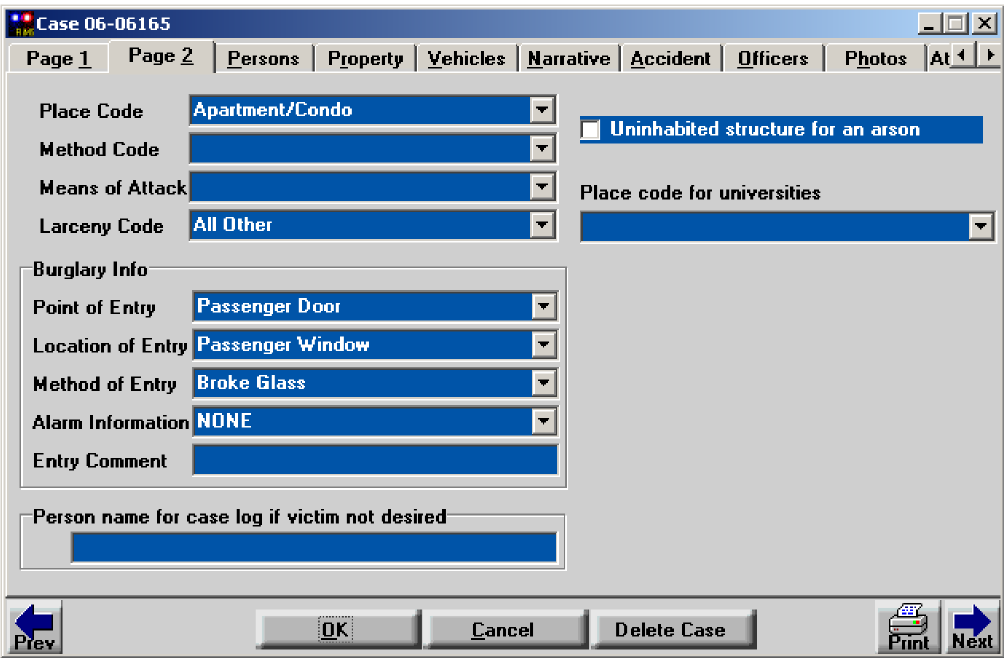
Special Circumstances:

Officers must fill out the "Special Circumstance" box at the bottom right corner. Choose “none" if none of these circumstances apply, but don't leave it blank.

(UCR) mandatory:
- Domestic Violence
- Hate Crime
- Sexual Assault

Solvability Factor:
Officers must fill out these boxes if they apply. This assists investigations in determining the priority and probable solvability of cases sent to investigations.

PAGE 2 Tab



Most of the information on page 2 applies to the mandated State Uniform Crime Reporting (U.C.R.) for thefts, burglaries, assaults and arsons.

Mandatory drop down field selection for the following types of cases:

Place Code: Mandatory for all case reports.

Method Code: N/A. Not used

Theft:
- Place Code (UCR)
- Larceny Code (UCR)

Burglary:
- Place Code (UCR)
- Point of Entry
- Location of Entry
- Method of Entry (UCR)

Vehicle Burglary:

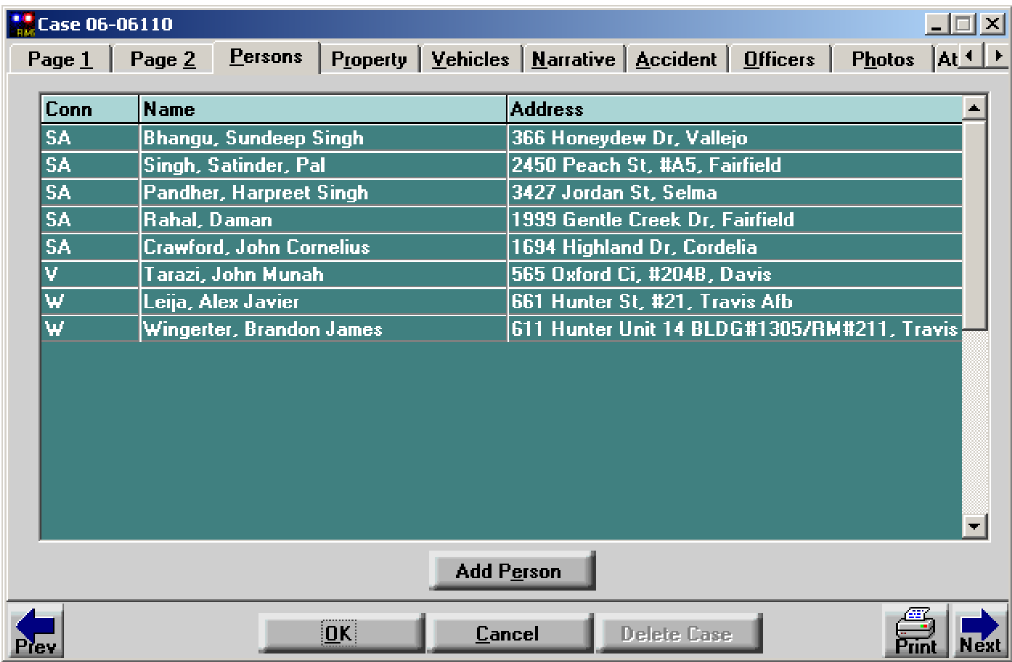
- For Place Code**, you must select "theft from Vehicle".** (UCR) scores vehicle burglaries as theft/larceny.
- Larceny Code (UCR)

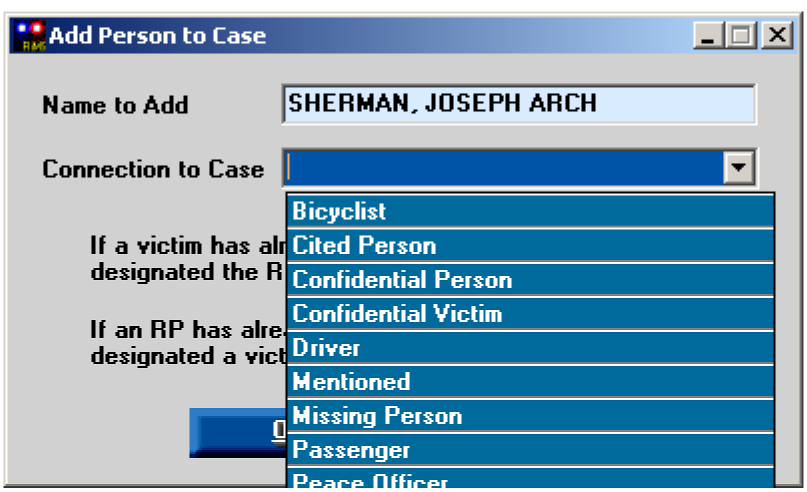
Assault:

- Place Code (UCR)
- Means of attack (UCR)

Arson: If an arson report, check the box "uninhabited structure for an arson. (UCR)

<u>PERSONS Tab</u>





- Click "Add Person" to add a person to a case.

- Enter the name **exactly** as follows: last name, comma space, first name middle name
- (see example above: Sherman, Joseph Arch). (See sample below)
- Select the correct "connection to case"
- **If the last name is hyphenated**, add the last name with a space and *no hyphen*:
  Example: Ortiz Martinez, Mary Louise
- **NOTE:** It is important to enter names correctly as note above. This allows us to accurately search names for investigative purposes and run these names through CLETS with one click of a button.
- **Connection to Case:** choose the appropriate person's involvement/connection to case.
- If the person is already in the RIMS database, it will give you a choice to select that person or add a new person. ***** It is important to select names that already exist in the report system. This will benefit you later when doing name searches, as you want all crime information attached to only one name.**
- If the person is already in the RIMS system, select that person.
- You must then **update all that person information** with their most current information.

IDENTIFYING INFORMATION: Each person entered into RIMS has three tabs to collect identifying or pertinent information. Please familiarize yourselves with these tabs and collect as much information as possible. This is extremely helpful for future investigative purposes and re-contacting the involved parties. When updating people in RIMS ensure their business address or school information is correct, if known.

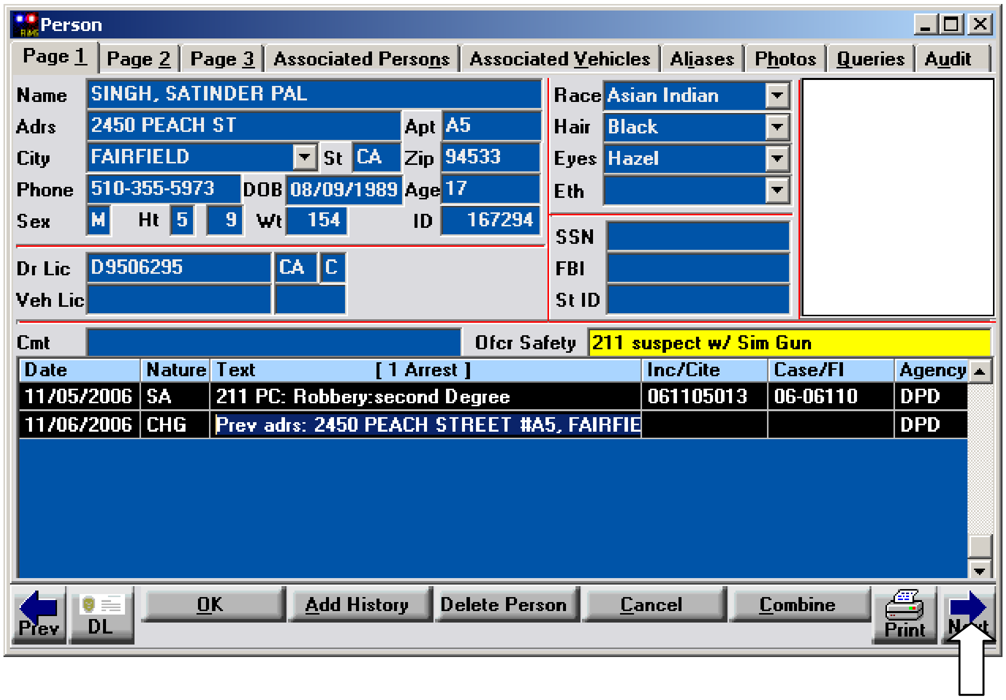
Mandatory collection if you able to obtain this (this helps to keep the names merged together as one person instead of adding new people each time).

- **First, and last name** (confirm correct spelling…*do not assume*!)
- **Middle name** *(very important)*
- **Date of Birth**
- **Driver's License Number** (or other identifying number if available).
- **CDC number or CII number (for suspects).**

Phone Numbers: *All phone numbers must be entered with 10 digits (includes area code) and always include dashes between numbers.* This is important for searching capability and future contact of parties.

- **Example: 530-747-5400**

Page 2 and 3: Additional Investigative Information gathering:
Also collect *work addresses, work phone numbers, cell phone numbers, social security numbers, and other full identifying information). **If they are students, parents addresses and phone numbers are necessary.*



Change Connection to Case: If the involvement person needs to have his connection to case changed, simply select the "Change Conn" button and choose the new connection (this often occurs when a suspect changes to "suspect arrested", or if they are no longer a suspect and need to be corrected to "mentioned".

NOTE: *The RP is automatically generated in RIMS as a person in the case (it comes from the dispatchers CAD incident). If the RP is really the "victim" officers need to change the connection to the case and choose "victim".*

Comment field: To be used only for *non-defamatory statements.*

- Examples: Transient, uses guide dog,

Officer Safety Field: *Follow the department policy when using this field.* This should be used only for caution with true and factual information. Be cautious about medical information.

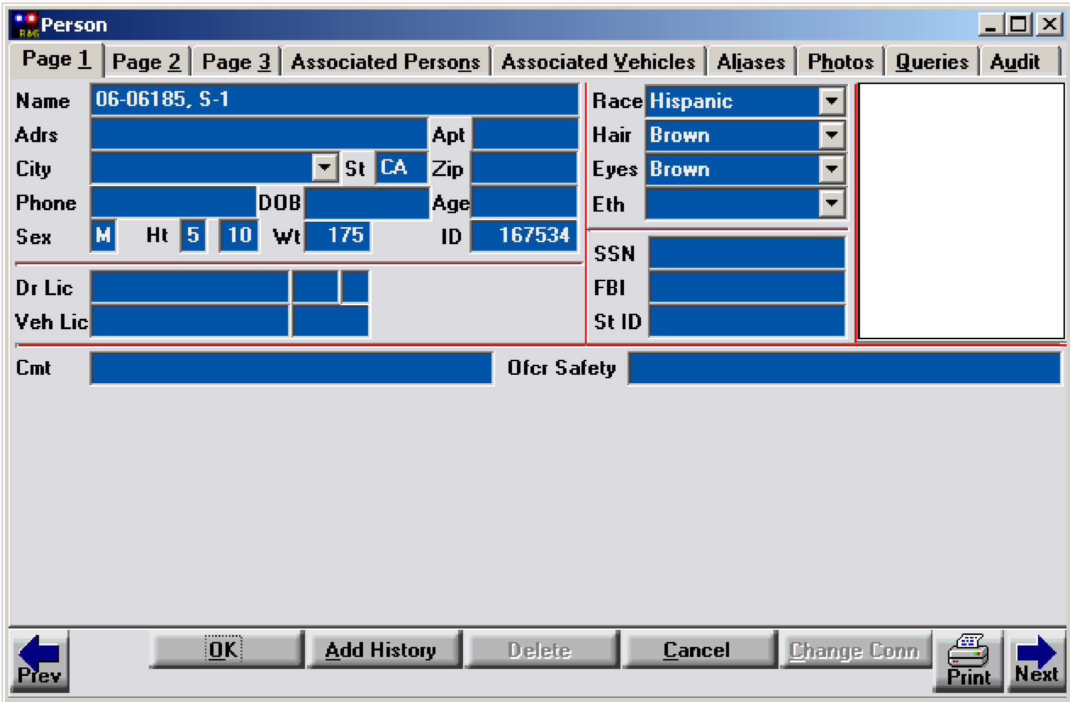
- Examples: Combative subject-2 unit response, special medical precautions, carries needles in pockets, weapon caution—carries knife, 5150 paranoid tendencies and combative.

Adding "UNKNOWN" persons to a case: DO NOT add them as a person if you have little identifying information. Simply add their limited unknown suspect information into the narrative area of your report.

If you have significant identifiable features (generally used when you have a photo), you may add them into the person tab as a suspect for connect to case and the following:

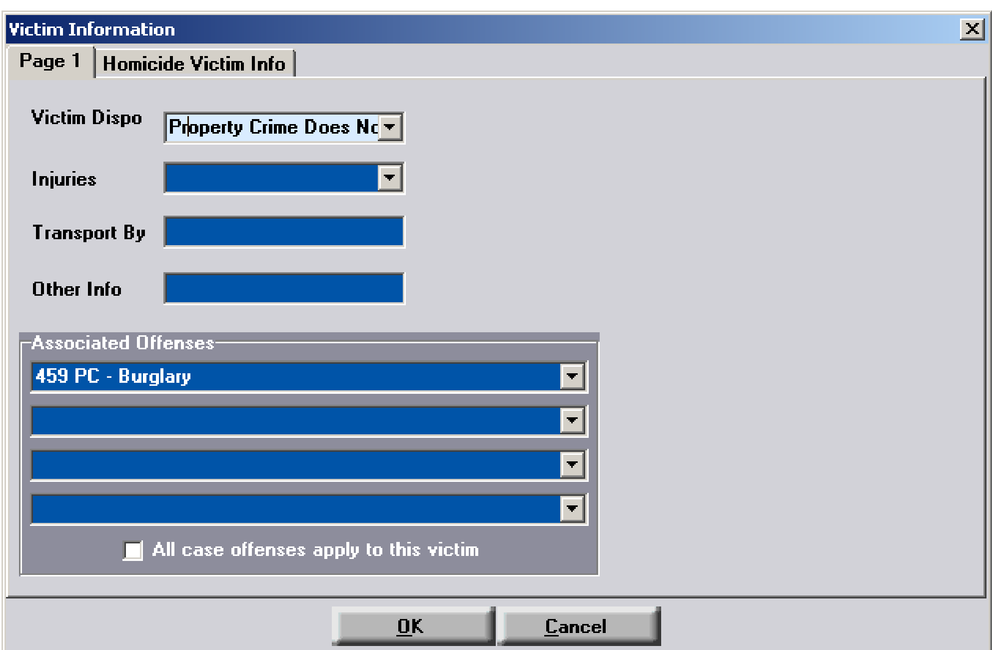
The last name should be the case number, and the first name is the connection to case.

(Example: case number, S-1 (if suspect 1), case number, S-2). See below.



Victims: By adding a person as a victim to a case, RIMS will prompt an additional entry box for the D.O.J. UCR victim assault information.

1. **Victim Dispo**: If Property Crime, select "Property Crime Does Not Apply". (UCR)
2. **Injuries:** select from drop down box. (UCR)
3. **Associated Offenses**: all offenses must be associated with the correct person. (UCR)

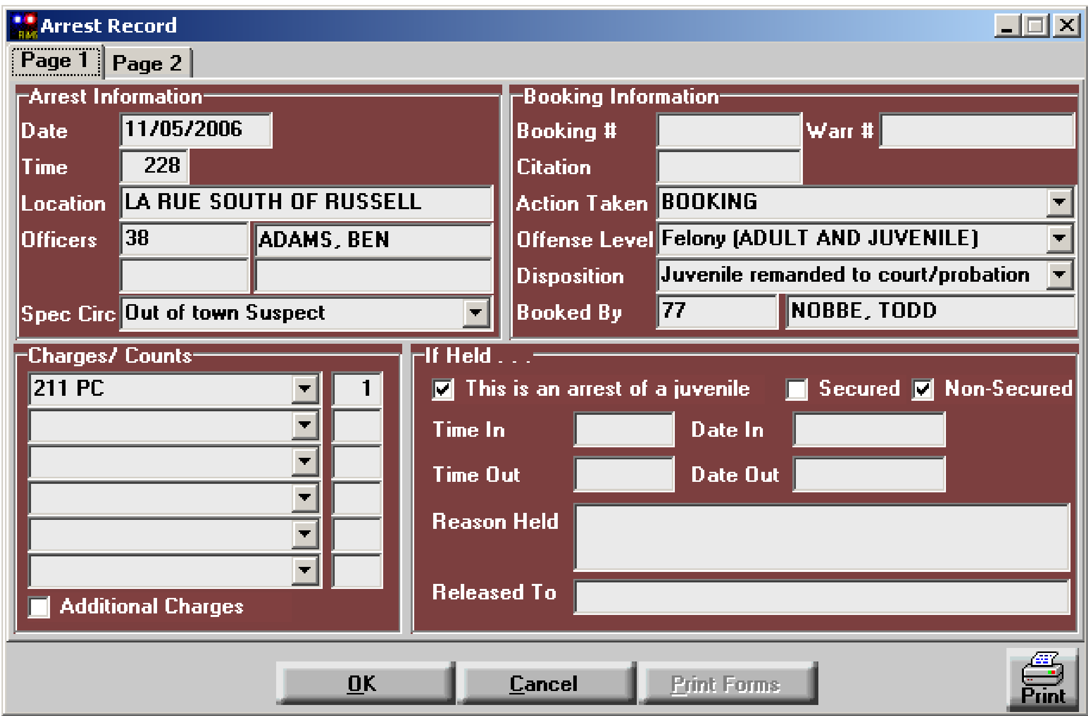


Confidential Person or Confidential Victims: In connection to case, the selection for "CP" or "CV" should be used for 293 confidentiality. By choosing this connection, the police report will not place the actual name of the protected person in the case, yet the protected person's name will be placed in the master name data file.

Confidential Informants: "CP" should be selected to protect informants.

Note: Narratives should now also reflect the identity of the confidential party as CP# or CV# (in place of Jane or John Doe). For further refer to the Narrative style portion of the manual.

ARRESTS/CITATIONS:



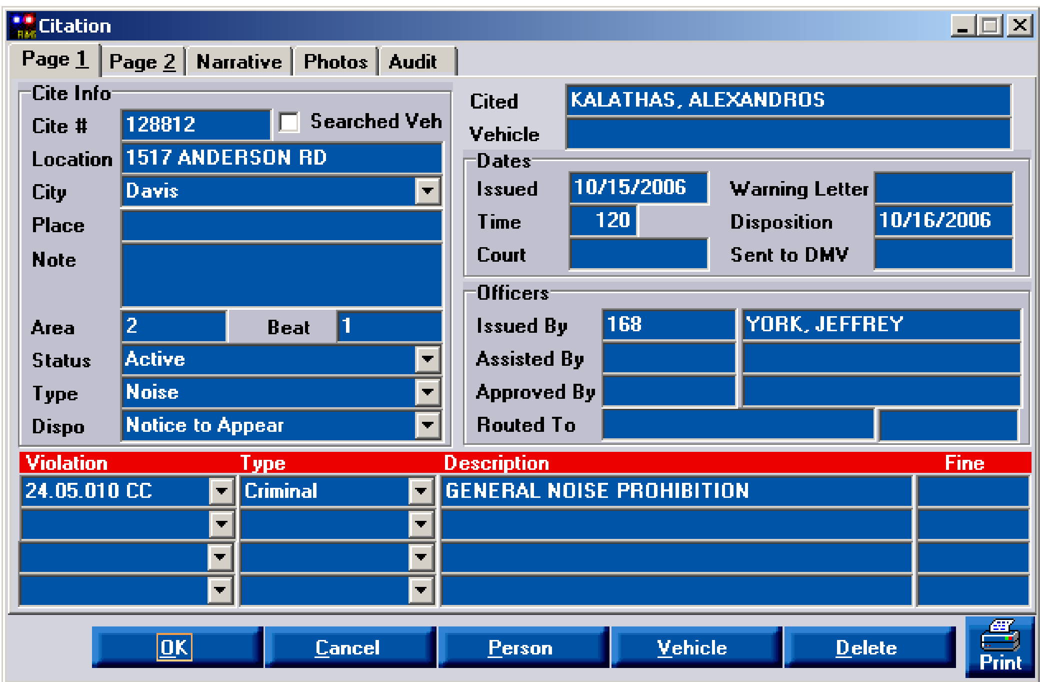
ARRESTS:

1. In the persons tab "connection to case", you must add the arrestee as "SA" (suspect arrested) or CI (cited person) for this box to display. It also displays when you call them a "S" (suspect).
2. After adding the person information, and clicking OK, the above arrest record will display.
3. On page 1, fill in the fields pertaining to your arrest and offenses.
   - **Charges:** (UCR) Most severe charge selected first. Must select from drop down menu.
   - **Action Taken:** must select from drop down menu. (UCR)
   - **Offense Level:** must select from drop down menu (UCR)
   - **Disposition:** must select from drop down menu (UCR)
4. If a citation is issued, add the citation number. You will be given a choice to add the citation when you close this tab.
5. **Page 2**: add the "case and arrest details" (a brief "booking" synopsis information narrative).

Juvenile Arrests
When entering a juvenile arrest, officers should **always choose "Sent to Probation"** in the "disposition" drop down box.

CITATION ISSUED:

1. If you add in a citation number in the citation field, you will get a choice to add a citation.
2. Select "yes". A citation box will display.
3. Fill in the following three citation fields in the lower left corner:
   - **Status**: choose from drop down box
   - **Type**: choose from drop down box
   - **Dispo**: choose from drop down box
   - **Vehicle**: add vehicle license in upper right corner
4. Case citations should be paper clipped to the other case attachments and turned in to the basket in the Sergeant's office.



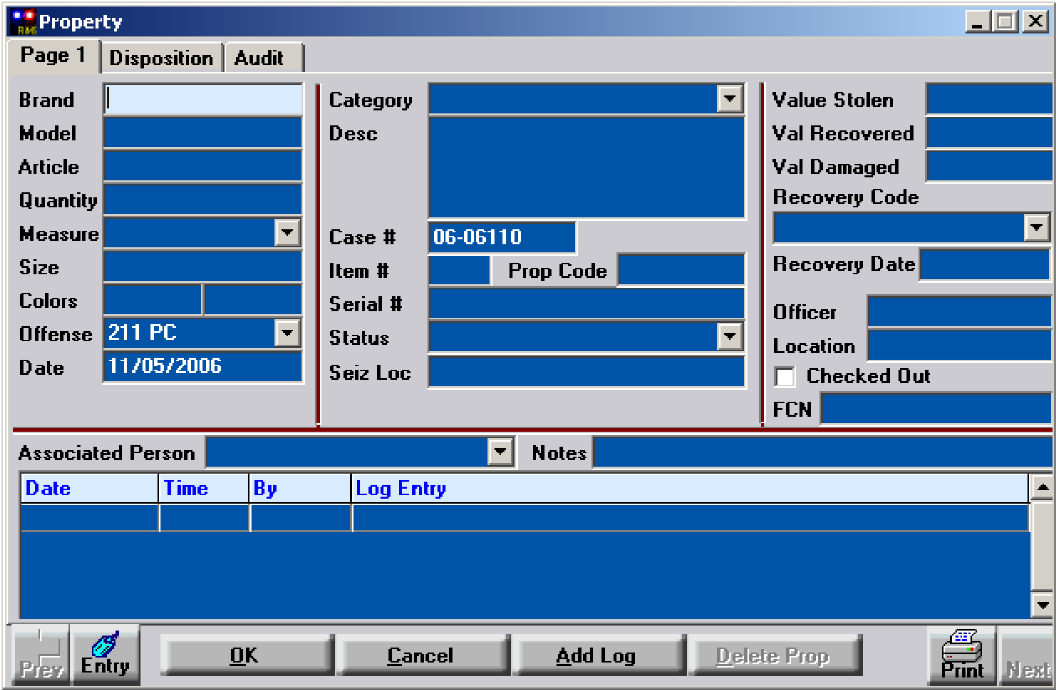
PROPERTY Tab

Officers will add all property into RIMS including:

- Damaged
- Burnt
- Stolen
- Recovered
- Safekeeping
- Evidence

MANDATORY FIELDS TO BE FILLED OUT IN RIMS

The following picture is how the property screen first looks when you add new property:



In the left hand column, the following fields should be filled out:

1. **Brand:** Manufacturer (ie: Sanyo, Mitsubishi, Winchester, Kenmore, Sony, Dell, Canon, Huffy)
2. **Model**: The model name or number
3. **Article:** Type of property (ie: television, video recorder, microwave, baseball bat, bench, car stereo, blood draw, latent prints, gun, etc.).
4. **Quantity:** System automatically defaults to 1
5. **Measure:** Use drop down menu
6. **Color(s):**
7. **Offense:** Associate the property to the appropriate offense (this also associates the property with the correct person). (UCR)

In the middle column, the following fields must be filled out:

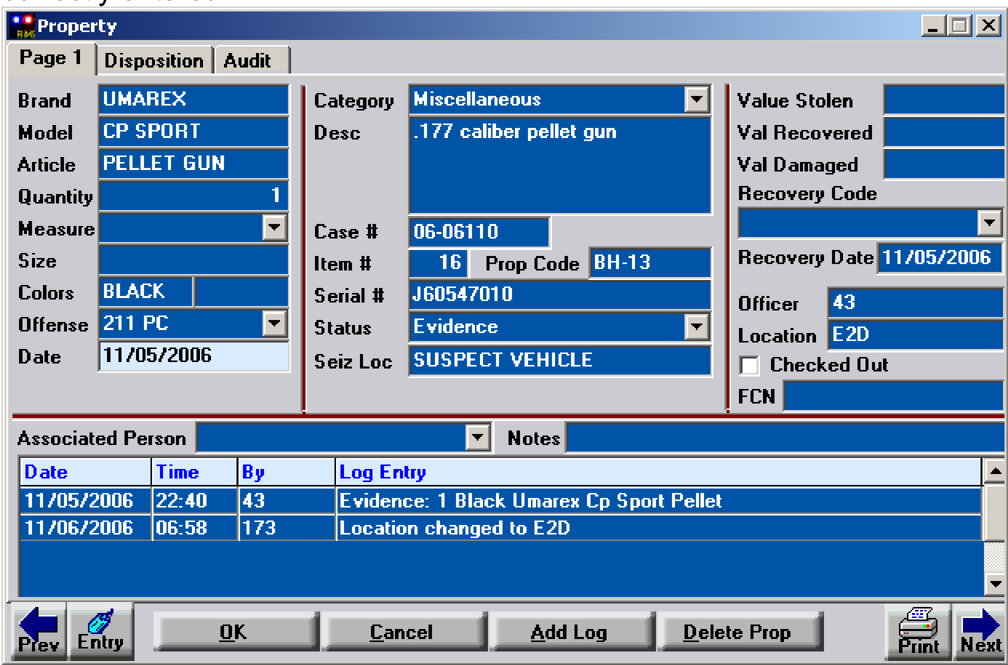
1. **Category**: Use drop down menu (UCR)
2. **Description**: A brief description of the item
3. **Item #:** Not necessary to fill out. System will number this field
4. **Prop code**: Unique item number you give to the evidence. This number should be your first/last initial and the number you give the evidence. For example, if Officer Robert Unknown books in 3 items of evidence, item 1 under the property code would be "RU-1," item 2 would be "RU-2," etc. This step is important because it helps property and evidence sort out who booked in what evidence and saves time when dealing with large quantities of evidence
5. **Serial number**: Enter serial number if item has it,
6. **Status:** Use drop down menu. (UCR)
7. **Seizure location**: Where was the evidence seized from,

On the right column, the following fields must be filled out:

1. **Value Stolen:** (UCR)
2. **Value Recovered:** (UCR)

3. **Value Damaged:** (UCR)
4. **Recovery Code:** Use drop down menu. (UCR)
5. **Recovery Date:** (UCR)
6. **Officer:** Enter your badge number.
7. No need to fill out the remainder of the fields on this column.
8. **Associated person field**: Use this field to link a particular item of property or evidence to a specific person in the report. *Must select from drop down menu*.
9. **Notes field:** Use this box to type in any notes regarding that particular item of evidence.

The following picture is how the property screen looks after all the relevant fields have been correctly entered



Booking Property into Evidence

1. **Case Evidence:** All evidence associated with a case number must be entered into rims.
   - The computer entry must be done prior to booking in the evidence into the lockers.

2. **Citation Evidence:** All evidence associated with a citation number must also have a case number assigned and be booked in with a property sheet.

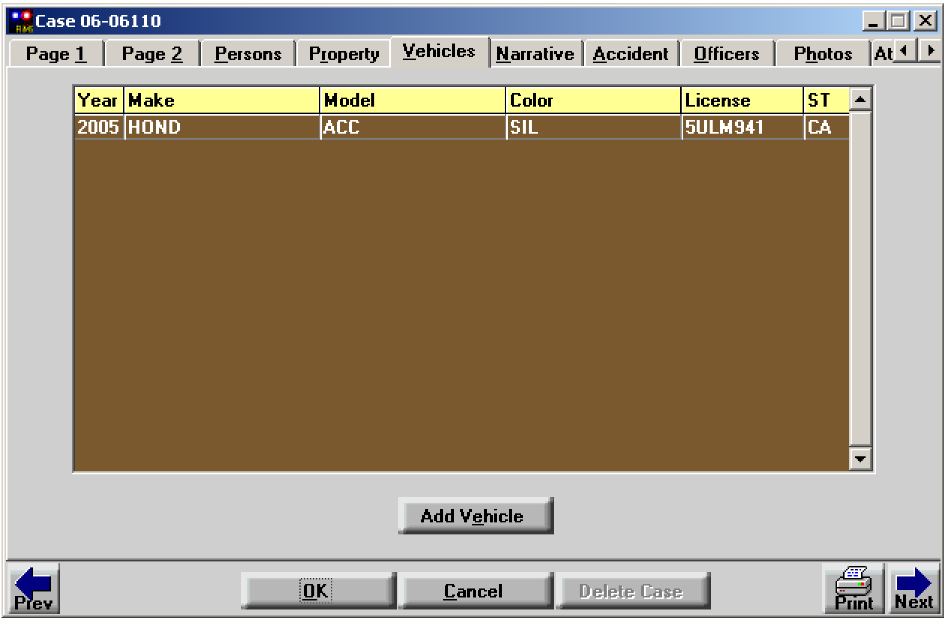
3. **Proper packaging:** All evidence that is booked into the property room must be properly packaged. This includes writing all relevant information on the package and sealing it, see the "Property" section of this manual for further.

CLETS Property Entries
After officers enter their property into RIMS and there is a CLETS entry needed:

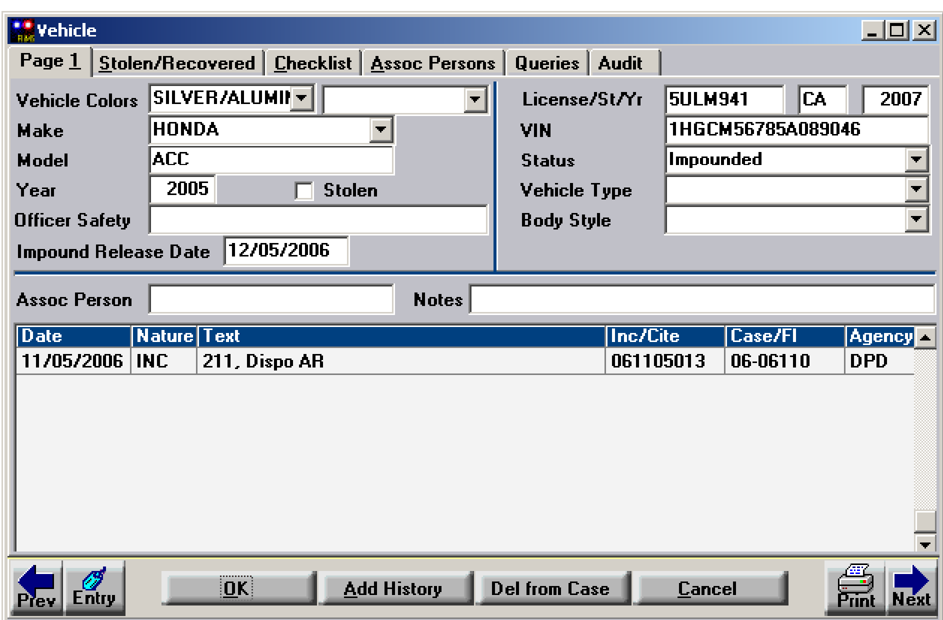
1. Print the property form from RIMS and turn it into dispatch (use the print button on the property page).

2. Dispatch will enter the CLETS entry and provide you a copy which should be turned into the approval box in the Sergeants Office, for approval. The case number will be recorded on the upper right corner of each attachment turned in.

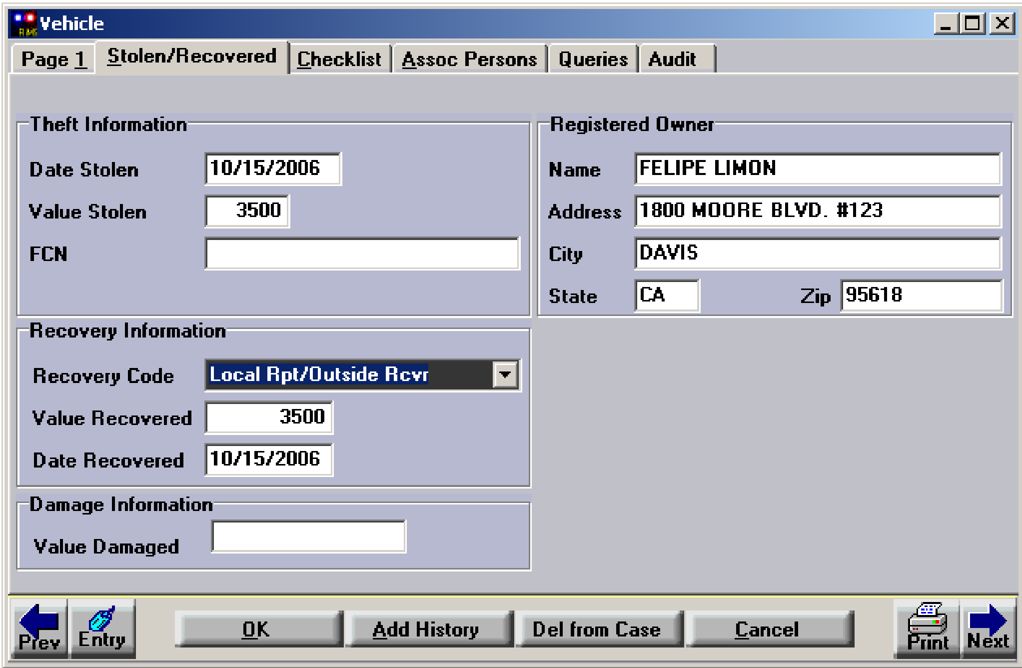
<u>VEHICLE Tab</u>



1. Choose “add vehicle” and add the license plate and state.
2. If the vehicle is in the database, select the vehicle and all the fields will populate.
3. **Add vehicle: Fill in <u>all fields</u> in page 1.**
4. **Status:** *All vehicles must have a status.* (Status as stolen or stolen/recovered if done at the same time).
5. **Stolen checkbox:** This box must be checked if taking a stolen vehicle report.
6. **Assoc Person:** Who in the report is associated with the vehicle



STOLEN/RECOVERED and VANDALIZED VEHICLES



Stolen Vehicle Reports:

If the vehicle is stolen, you must go to the “stolen/recovered” tab and complete the following fields:

- **Date Stolen:** (UCR)
- **Value Stolen:** (UCR)
- Check the “stolen vehicle” box on page 1, (this flags the vehicle in RIMS)

Stolen Vehicle Recoveries:

When adding or completing a report for a recovered 10851, you need to go into the vehicle page and enter the vehicle as “recovered” in the status. Then go to the “recovery tab” and fill out the following:

Complete the required information:

- **Uncheck the “stolen” box on page 1** (this deletes the vehicle red flag)
- **Recovery Code:** (UCR)
- **Value Recovered:** (UCR)
- **Date recovered:** (UCR)

<u>Vehicle Vandalism Reports</u>

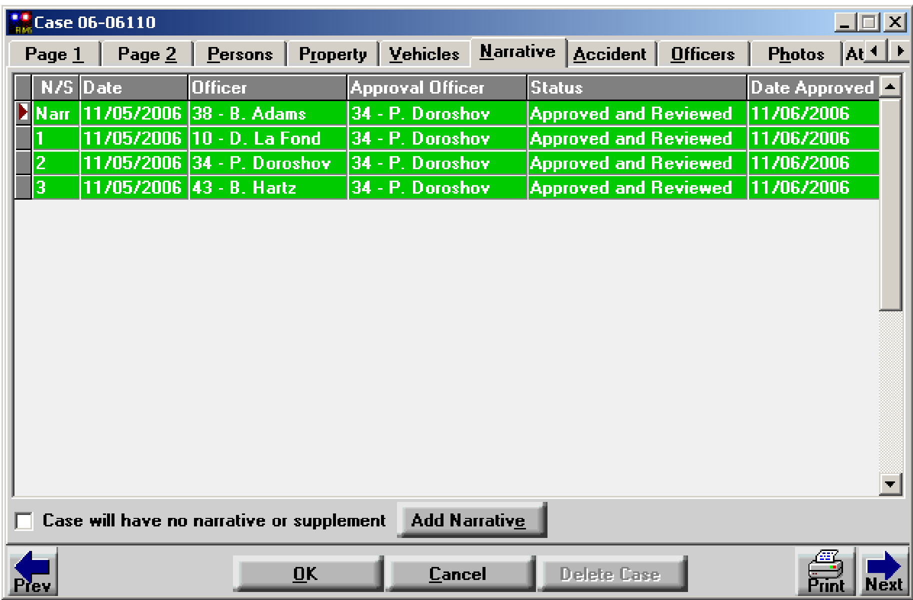
1. On page 1 of the vehicle tab enter the vehicle and choose "damaged" in the status tab.

2. Place the dollar amount of the “value damaged” on the stolen/recovery tab. *Officers need to determine the damage amount in order to determine the offense charge/classification.*

3. **Note: Vehicle Parts**: If you have specific parts from a vehicle to be listed, then list them in the property tab fields and leave out the damage amount on the vehicle tab.

NARRATIVE Tab (includes Case Supplements)

- **Primary Officer**: RIMS reports will automatically assign “supp # 0” (and display “Narr”) to this primary officer.
- **Supplementing Officers**: If you are not the primary officer, RIMS will assign your narrative as the next “Supp # “in the order officers add supplements.
- Choose “Add Narrative”
- Or check “case will have no narrative or supplement” and the report will be forwarded to sergeant review.
- **Spell check:** This works best when <u>not</u> in all capital letters
- **Note:** If other then the primary officer enters the narrative to write a supplement before the primary, the numbers assigned may be out of order. The primary officer should ensure that the “narrative” is always “0”. This number is located in the lower right corner of the narrative page



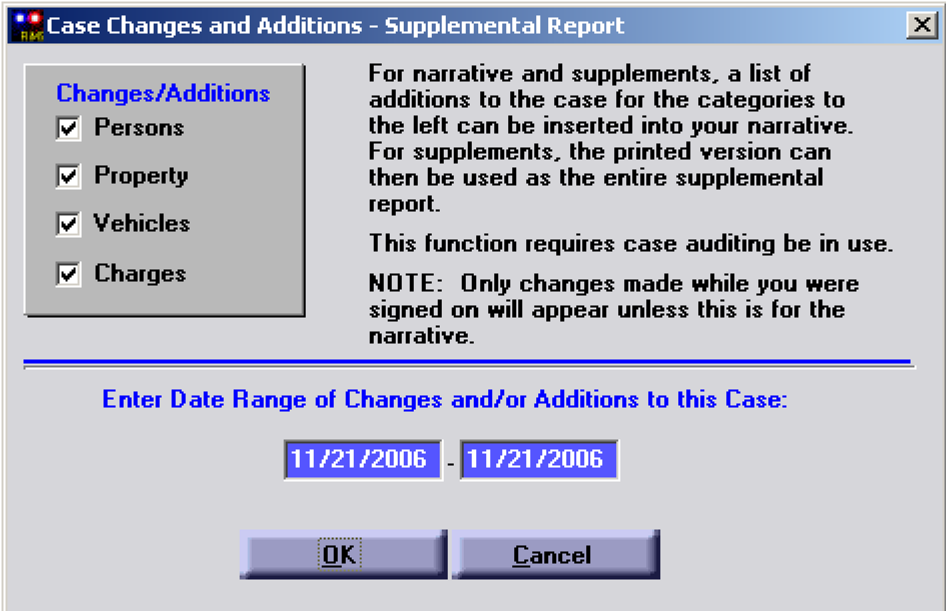
NARRATIVE FORMAT:
See Narrative styles Page

SUPPLEMENTS:

- **Adding a supplement with new persons, vehicles offenses or property into a case:** Enter the information in each of the corresponding report tabs.

Additionally, officers/investigators must use the “Add Other Info” feature in their supplement. This method serves as a simple new information notification to the party receiving the updated report information

- **Add Other Info:** Once you are in a narrative/supplement box, in the lower right corner the “Add Other Info” enables officers to add the newly entered people, property, vehicles and offense information from the case into the narrative. This greatly assists other readers in understanding the relational data in your narratives/supplements and tracks the change made to the original report.



REPORT COMPLETE & READY FOR SERGEANT REVIEW:

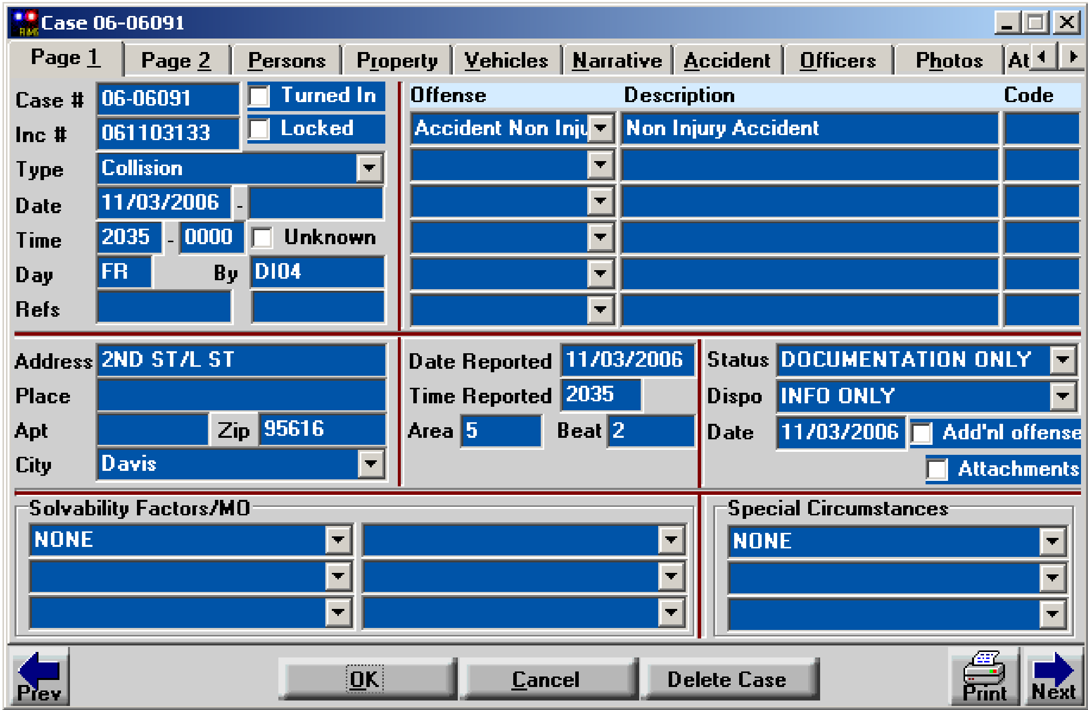
Turning in cases for Sergeants review:

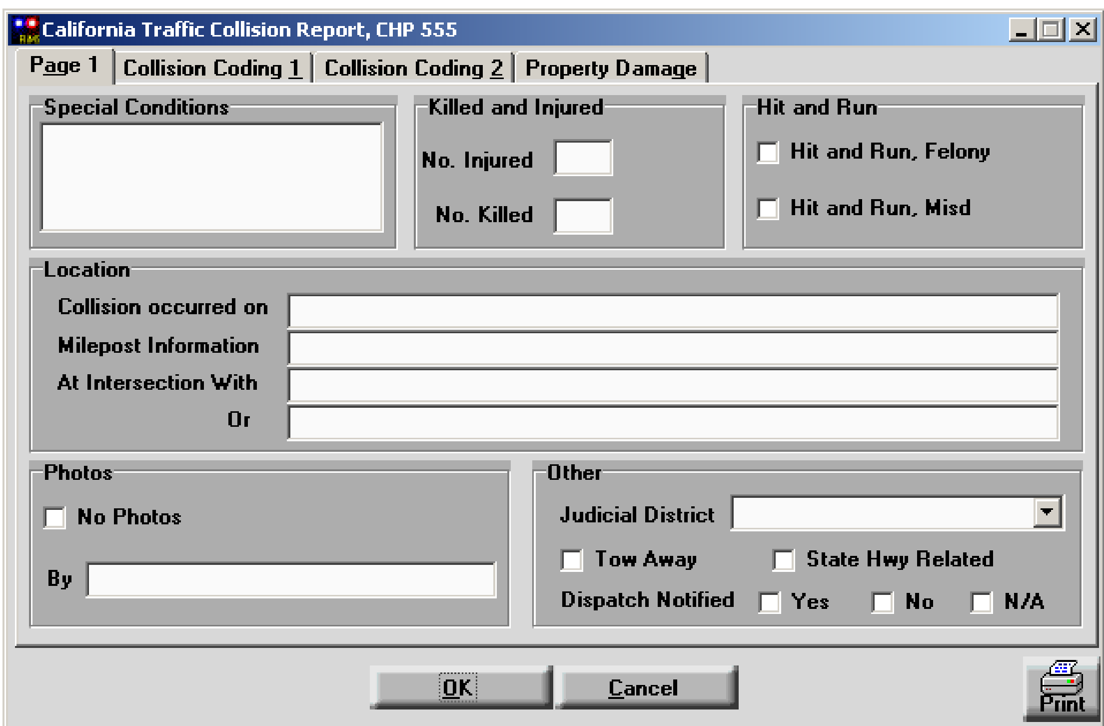
- There is only one place to turn in your case report or supplement. This is on the narrative tab. By checking the "completed box", your case will be forwarded to the sergeant's approval log.

- If you report does not require a narrative, you can check the "no narrative or supplement" box, and that too will trigger the case to be sent to the sergeant's approval log.

- Place the associated case number in the upper right corner of each attachment and place them in the approval folder in the Sergeants office

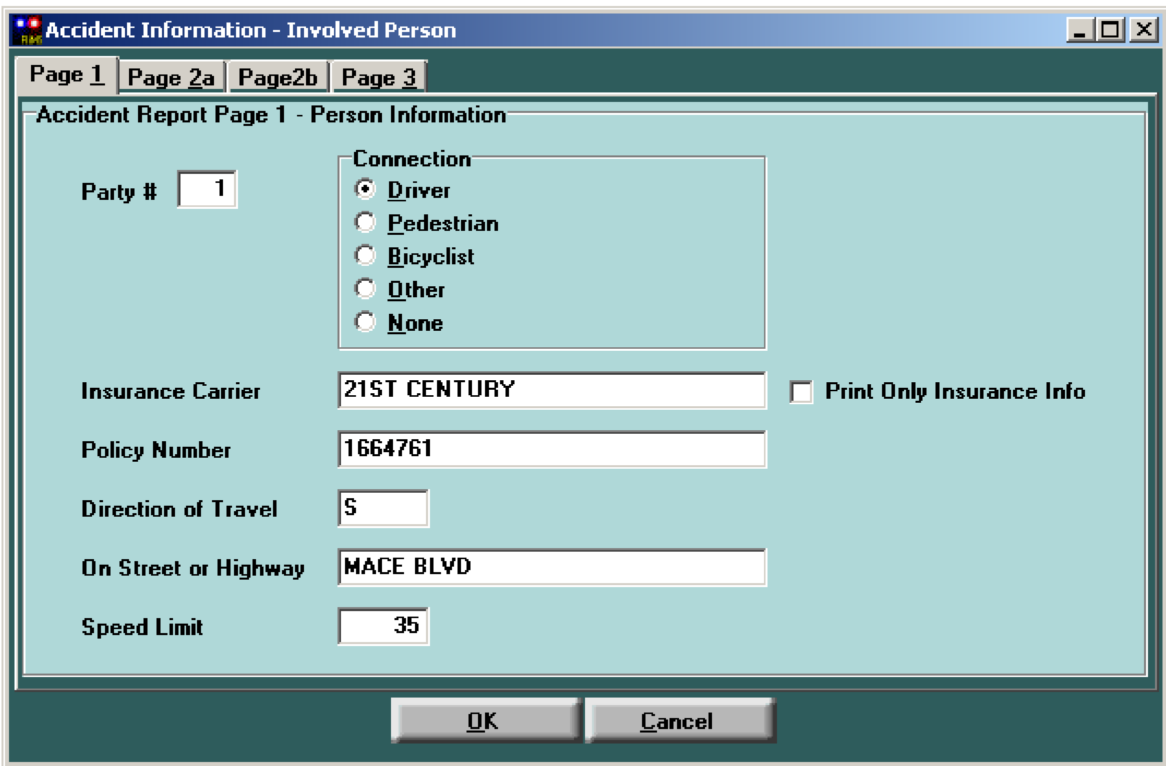
ACCIDENT Tab:


Case 06-06091
Page 1
Page 2
Persons
Property
Vehicles
Narrative
Accident
Officers
Photos
At
Case #
06-06091
Turned In
Inc #
061103133
Locked
Type
Collision
Date
11/03/2006
Time
2035
0000
Unknown
Day
FR
By
DI04
Refs
Offense
Description
Code
Accident Non Inju
Non Injury Accident
Address
2ND ST/L ST
Place
Apt
Zip
95616
City
Davis
Date Reported
11/03/2006
Time Reported
2035
Area
5
Beat
2
Status
DOCUMENTATION ONLY
Dispo
INFO ONLY
Date
11/03/2006
Add'nl offense
Attachments
Solvability Factors/MO
NONE
Special Circumstances
NONE
Prev
OK
Cancel
Delete Case
Print
Next


California Traffic Collision Report, CHP 555
Page 1
Collision Coding 1
Collision Coding 2
Property Damage
Special Conditions
Killed and Injured
No. Injured
No. Killed
Hit and Run
Hit and Run, Felony
Hit and Run, Misd
Location
Collision occurred on
Milepost Information
At Intersection With
Or
Photos
No Photos
By
Other
Judicial District
Tow Away
State Hwy Related
Dispatch Notified
Yes
No
N/A
OK
Cancel
Print

1. **Page 1 Report**: In the upper left corner, you must select a crime type. For crashes, you should select “Accident” or “Accident Criminal” as the type. This will prompt the CHP 555 form to display.
2. **Drivers, pedestrians, bicyclists always go on page 1,** *and never on page 3.*
3. **Passengers and witnesses always go on page 3***, and never on page 1*.
4. **Injury information on page 3:** any collision injury information must be entered on page 3. This pertains to any injured party (not just associated with witness or passenger).
5. **Sketches**: When your 555 is complete, print out your report and create your sketch. When your sketch is complete, turn in the printed version of your report along with any attachments and place them, together, in the approval folder in the Sergeants Office.

NOTE: For further refer to the CHP Collision Investigation Manual (CIM).



HANDWRITTEN CHP 555 FORMS

All RPD accidents are written based on the California Highway Patrols Collision Investigation Manual (CIM). This manual should be consulted to answer questions regarding these forms.

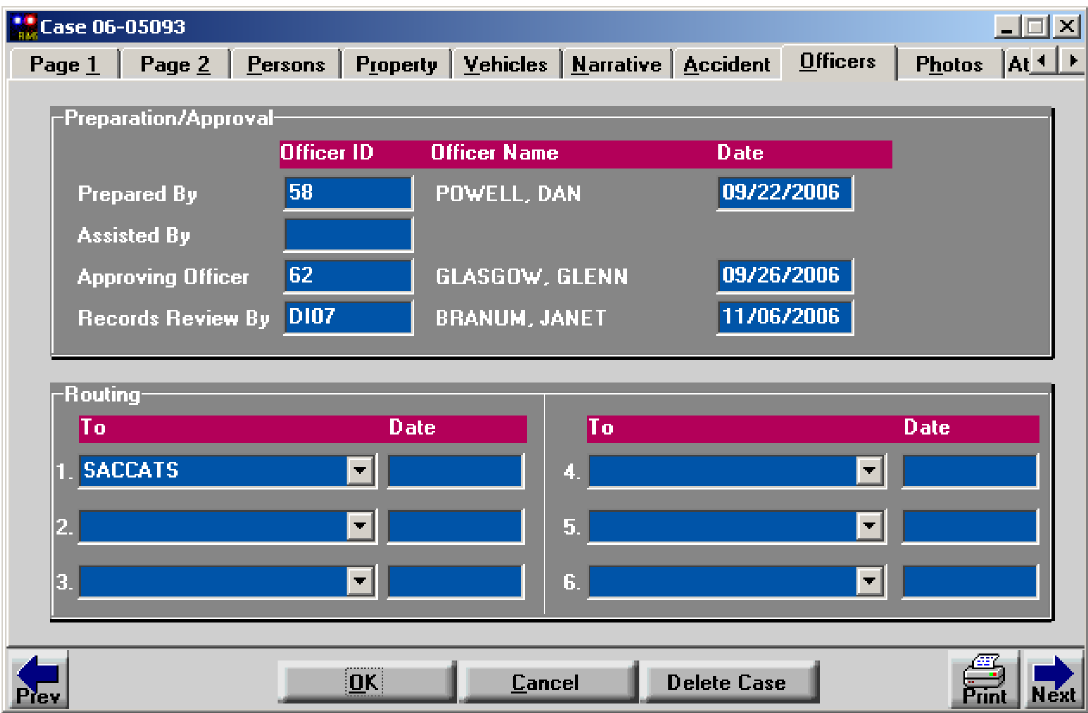
OFFICERS Tab

Prepared by: The top portion of the “officers” tab is automatically filled in based on who was assigned as primary officer to the case.

Approved by and reviewed by: these fields are also automatically filled in based on the approver or reviewer’s login ID.

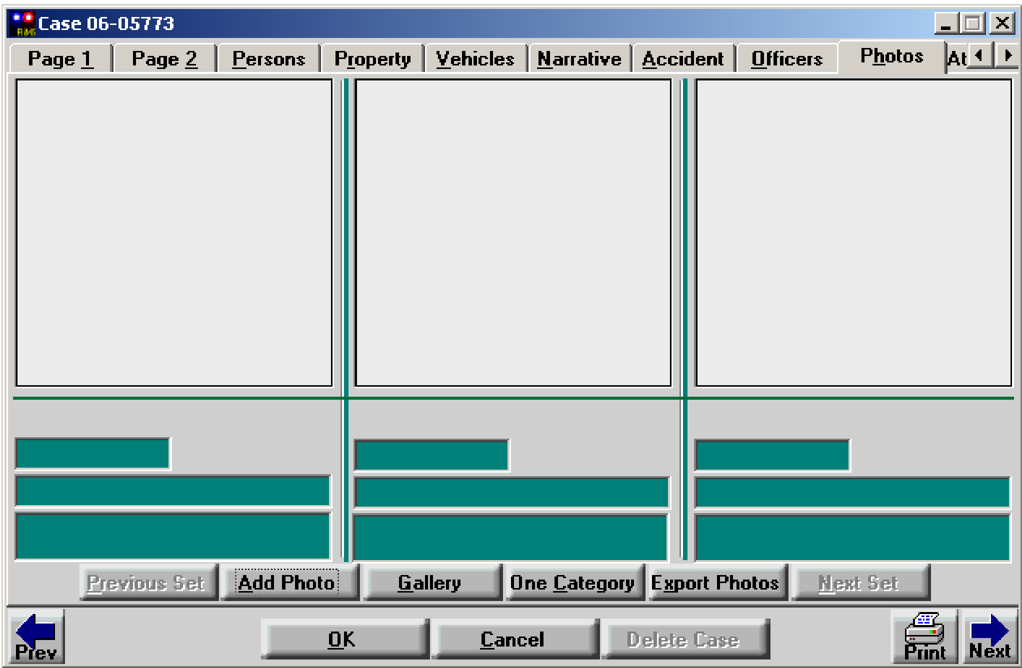
Important: When an officer begins a case report, he/ she should **always check this tab** to confirm the case was assigned to him correctly. If not, the officer should change the “prepared by” box and assign it to himself.

Routing to: Sergeants are responsible to fill out the “TO” portion for routing assignments (records will take care of the date field when the report copy is provided to the requester).



PHOTOS Tab

The photo tab is to be used for adding reference photos (ie: missing persons, grafitti, tattoos, etc)



Add a Photo:

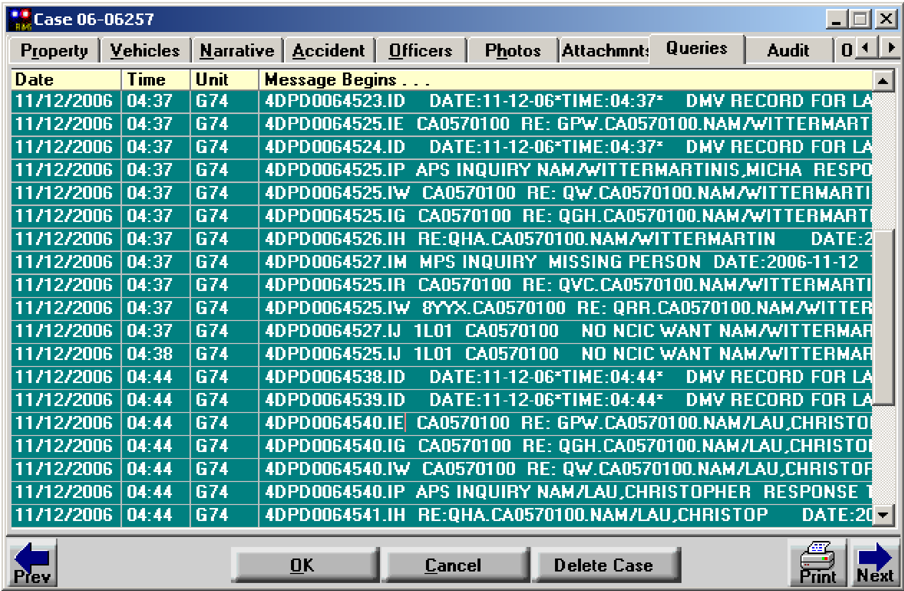
1. Choose “Add Photo”.
2. Enter the case number in the case field.
3. Enter notes in the notes field describing the photo.

ATTACHMENTS Tab

The attachment tab is used to attach scanned documents to your case. *NOTE: Audio files should be booked into evidence but may be attached to case reports.*

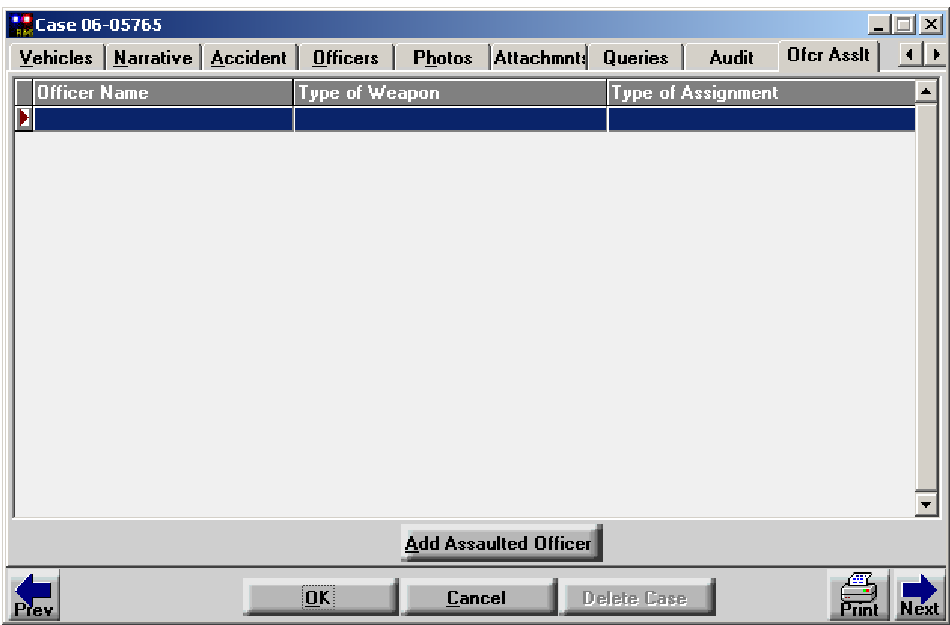
QUERIES Tab

This tab automatically populates and attaches a list of all CLETS queries run that are related to the case or incident.



OFFICER ASSAULT Tab

The records unit will handle the information for this tab for state reporting (UCR) requirements.



ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

BOOKING FORMS:

1. RPD detention forms must be filled out if a prisoner is temporally house at RPD prior to booking at the Placer County Jail.
2. Once the new Livescan fingerprint machine is active in the booking area, you will be requested to print arrestees prior to issuing them a Promise to Appear (PTA) for a bookable offence. You will still need to fill out the RIMS report.

CHP 180s (tows and 10851s):

Towing: These may be "stand alone" single document reports.

1. When dispatch does the CLETS entry, they will scan the 180 and CLETS documents.
2. Dispatch will turn in the 180 to the data entry basket to complete the report.
3. Towing with a citation: Staple the citation to the tow form and turn it in to dispatch for the CLETS entry and scanning. Also turn this into the data entry basket. Data entry will take care of the citation scanning and citation entry into RIMS.
4. Note: **vehicle value is mandatory for stolen vehicles** and must be filled out. This is located in the lower right hand side of the 180 form. *The value field towards the top of the form pertains to towed and stored vehicles only.*

CITATIONS:

1. Turn in both copies of the citations into the Sergeants approval box in the Sergeants Office.
2. Records will complete the data entry and scan copies of the citations if necessary.

REGISTRANTS:

Completed by Records.

1. New or existing registrants should initially be entered into RIMS with a fresh case number if they have not been entered in RIMS their first time.
2. On page 2 of the name, there is a checkbox to designate which registrant type they are. When you check the box, it gives you a choice to add a registrant record. You need to do this. There are only a couple fields to fill out. This is what flags their name as a registrant.
3. In the miscellaneous box, put in the pertinent information and when their registration expires.
4. Scan the registrant form to the original or first RIMS case as an attachment.

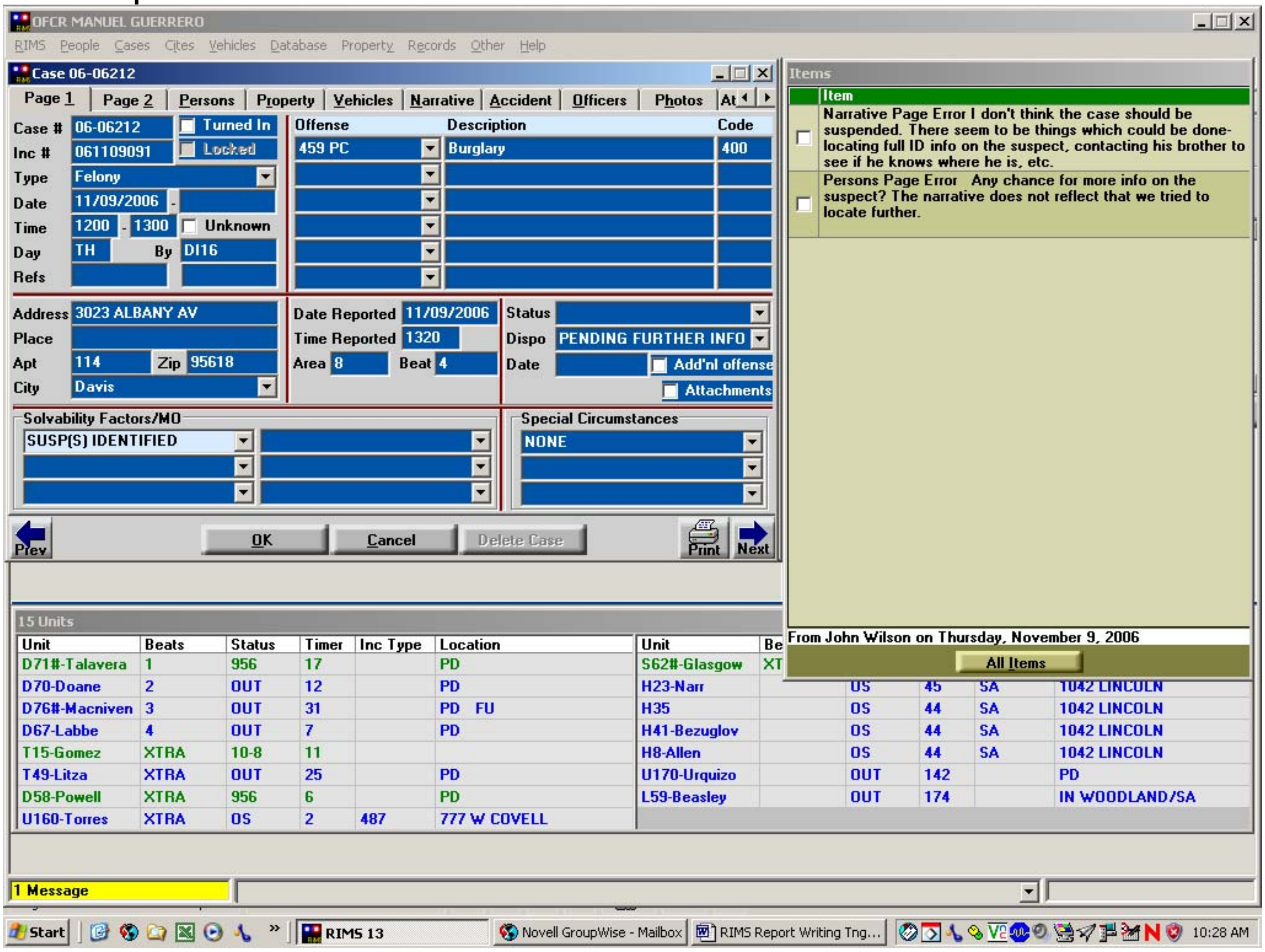
Annual Registrations

Once the initial registrant information is entered into a RIMS case, annual updates are done without pulling another case number. However you do need to update the registrant's person record (update their address, identifying information, photo, vehicle information, etc) and then scan the new form to the original case.

To update the registrant information, go to: Records, Offenders, chose the appropriate offender, find your registrants name, and update the information.

ELECTRONIC ERROR RESPONSE

Officer Report Kickback:



<u>Has your report been electronically sent back to you with errors?</u>:

1. Correct the errors noted in the box in the upper right hand corner.

2. Check the box next to each error after they are corrected or click “all items” if all are complete.

3. Click OK at the bottom of the case screen. This will send it back through to the sergeant to verify your corrections.

0304.4 ENACTED
Enacted: June 1, 2007

O305 Traffic Stop Guidelines

O305.1 PURPOSE

Officers make vehicle stops for a variety of reasons to include issuing warnings or citations, identify occupants, and/or detain criminal suspects. Officers should pre-plan every vehicle stop. Although it is impossible to predict the actions of the vehicle's driver or passengers, officers should consider the potential risks and develop a tactical plan for every stop.

O305.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.1.7

O305.3 TRAFFIC STOP/UNKNOWN RISK GUIDELINES

An officer should consider the following guidelines when making traffic stops:

- Prior to all vehicle stops, notify the dispatcher of your intended stop location, the vehicle’s license number, description and color of the vehicle, number of occupants and any other pertinent information that may be relevant in identifying the vehicle and or the occupants at a later date.

- Choose a stop location with tactical advantages. Consider traffic flow, pedestrian involvement, external lighting, and roadway conditions.

- Utilize the appropriate overhead emergency and cautionary traffic directing equipment. At night, utilizing the appropriate vehicle illuminating equipment.

- Police Vehicle Location - When stopping the vehicle, consider offsetting the patrol vehicle based on roadway conditions, about fifteen (15) feet behind the stopped vehicle. Turn the front wheels of the patrol vehicle in the direction you intend to approach the vehicle. Leave the vehicle engine running, and the driver's door cracked. Approach the stopped vehicle based on the position of the offset; keeping in mind the offset creates a safety zone.

- Watch the stopped vehicle's occupants for ten to fifteen (10-15) seconds, looking for any unusual movements. If you notice that the occupant's actions are unusual, request a backup officer.

- If the violator exits the vehicle, or makes any unusual movements, immediately give verbal commands to the violator. If the violator fails to follow your commands, use your patrol vehicle to maintain a position of advantage and request an additional officer for back-up.

- Stay out of the view of the stopped vehicle’s side mirror. Check the trunk by pushing down on the lid to ensure it is secure and visually check the rear seat area. Officers should not pass between the front of the patrol vehicle and the rear of the stopped vehicle.

- Maintain a position of advantage when making contact with the driver or occupants of the vehicle.

- When returning to the patrol vehicle, use a "tactical return." Stay outside the view of the stopped vehicle's side view mirror, be aware of approaching traffic, and keep the driver and occupants in view.

- While determining the appropriate course of action and checking on occupant information, officers should be aware of the violator's location and the surroundings. Consider writing a citation at the rear of the patrol vehicle. If you are inside the patrol vehicle, keep the interior lights to a minimum. Always write in a position that enables you to check the violator's position by making a slight eye movement.

- When returning to the violator's vehicle use the same contact and tactical procedures you used initially. Comply with the procedures of RPD Policy Manual § 500.32 when issuing a citation.

- Notify dispatch of the disposition of the stop and ensure all appropriate records management system entries are completed.

O305.4 TRAFFIC STOP CONTACT GUIDELINES

When establishing the "officer/violator" relationship, officers should maintain a patient and professional attitude. Officers should always project a professional image when dealing with traffic law violators, remain polite, courteous, and treat them with respect.

To maintain professionalism when communicating with traffic law violators, officers should consider the following guideline.

1. A greeting "Good morning, Good afternoon," etc.
2. Identification "I am Officer _____________"
3. A reason for the stop "I stopped you because ___________"
4. "Is there a reason why you ______________?"
5. "May I please see your license, vehicle registration card, and evidence of insurance?"
6. If a citation is issued, briefly explain the court process and refer the driver to the back of the citation for further information. Advise the driver to fasten their seat belt if appropriate and to drive safely. Officers shall also attempt to calm violators who display signs of emotional distress as a result of the stop and/or after receiving the citation.

O305.5 HIGH RISK TRAFFIC STOP GUIDELINES

After confirming the reason the vehicle is wanted, officers should evaluate the need to conduct a high risk traffic stop. Officers should consider the following:

- Seriousness of the crime(s)
- Availability of back-up
- Location at which to make the stop
- Tactics to be used after making the stop
- Number of suspects involved

When conducting a high risk stop, officers should follow the P.O.S.T. approved standards for conducting the stop. A minimum of two officers should coordinate their plan prior to making the stop. Ensure dispatch is notified of your location and request assistance if needed.

Ideally, the patrol vehicles should be placed to the rear of the suspect's vehicle at a position of advantage. Officers should refrain from parking directly to the side of or in front of the suspect's vehicle creating the risk of crossfire. Try to position the patrol vehicles side-by-side at the rear of the suspect vehicle with the primary patrol vehicle on the left and secondary patrol vehicle on the right.

If possible, one additional officer should move to the passenger side of the secondary patrol vehicle or remain to the right of the primary patrol vehicle, with their vehicle, providing cover for the other officers. This additional officer should consider arming themselves with a long gun to provide cover for the other officers.

Remain behind cover. **Do not approach "high risk" vehicles**.
The primary officer should give verbal commands, establishing control of the occupants. Consider using the public address system on the patrol vehicle. If the occupants fail to comply with the verbal commands, employees should prepare for aggressive actions by the occupants. Officers should then develop a tactical plan based on their training and experience.

Clear the vehicle one person at a time by providing simple instructions for exiting. Utilize visual clearing techniques before ordering the occupant to walk backwards towards the center of the primary officer's vehicle. The secondary officer is then responsible for securing this person. The primary and secondary officers then follow the same process until all visible occupants are out of the vehicle.

When it appears all occupants have exited the vehicle, clear it to ensure no additional occupants are hiding inside the vehicle. To begin the clearing process, the primary officer should continue giving verbal commands while the secondary officers tactically approach the vehicle. Consider using a canine to clear the vehicle.

O305.6 ENACTED
Enacted: June 1, 2007
Revised: December 1, 2007

O306 Uniform Traffic Guidelines

O306.1 PURPOSE

The purpose of this procedure is to establish a set of uniform guidelines for enforcing traffic laws. The primary objective of the Rocklin Police Department is to gain compliance with applicable traffic laws. Officers may exercise their individual discretion in taking traffic enforcement action. Discretion should be based on the goal of compliance and an employee must decide whether that goal can be met through the issuance of a warning, citation, or arrest.

O306.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.1.5, 61.1.9

O306.3 TRAFFIC LAW ENFORCEMENT PRACTICES

The most effective way to deter traffic law violations is through visible patrol in a marked vehicle; our goal is to prevent violations instead of apprehending violators. Consequently, it is particularly important that officers drive their patrol vehicles according to existing laws and in a way that displays exemplary driving behavior.

The Rocklin Police Department uses speed-measuring devices (Radar/ Lidar) in high or potentially high traffic collision locations where speed is a factor, in areas where speed limit violations are prevalent, and/ or in response to citizen complaints concerning speeders. Marked Patrol units are equipped with speedometers that are calibrated annually.

In those areas where stationary observation is necessary to maximize the effectiveness of a selective enforcement effort, officers should park in a conspicuous location and in a way that does not impede the flow of traffic.

O306.4 DRIVING UNDER THE INFLUENCE VIOLATIONS

Drunk Driving poses severe dangers to our motoring public and officers should take action when a driver is suspected to be under the influence of an intoxicant while driving. Rocklin Police officers are expected to make an arrest for DUI when probable cause exists and the elements of the crime are met. See Procedure O317 DUI for further.

Driving Privileges Suspended/ Revoked or Known issued

Officers may encounter drivers who are unable to produce a valid driver's license due to a license suspension, revocation or never having had one issued. When a driver does not have a valid driver's license record through the Department of Motor Vehicles, the officer should ask if the violator has a license from another state. If the violator has a license from another state, officers may take enforcement action based on the initial violation or contact. If it is determined that no license was issued, the officer should issue a citation for the appropriate California vehicle Code.

If the violator has a license in this state or the state where he lives and the violator's driving privileges are under suspension or revocation, the employee should issue a citation for driving under suspension, unless circumstances warrant making a physical arrest (for example, no supporting identification, resides in another state, etc.,).

If there is any question about the validity of a license suspension and it is not possible to quickly verify the license status, the officer should issue a citation and release the driver. A physical arrest should never occur unless authorized by law.

Speed Law Violations

Exceeding the posted speed limit or driving faster than conditions allow is a violation of California Law. Officers should use discretion when deciding if a warning or citation is appropriate considering the weather conditions, traffic volume, pedestrian traffic, and location. Officers must remember that there is a direct correlation between speeding and accidents. To ensure the maximum positive contribution to crash reduction programs and to gain the highest possible level of voluntary compliance with speed limits, officers should take enforcement action whenever possible.

Hazardous/Non-Hazardous Violations

Hazardous violations are violations of any traffic law or regulation affecting the safe use of streets or highways and to regulate the orderly movement of vehicles and pedestrians. Generally, hazardous violations appear in Division 11 of the California Vehicle Code.

Off Road Recreational Vehicles

Operators of vehicles designed for off-road use must follow licensing requirements as set forth in the California Vehicle Code. For example, "dirt-bikes" may have certain required equipment and may require valid off-highway registration. Generally, a driver license is not required to operate a vehicle off-highway on private property. Under California law, a driver’s license is required to operate a vehicle in an off-highway parking facility (public or private) that is open for use by the public. Officers should take enforcement action in cases where these vehicles are illegally operated. If a juvenile violator is involved, the investigating officer should contact the parents or guardian and issue a citation if appropriate.

Equipment Violations

Usually, equipment violations warrant no more than a warning. However, a citation should be issued whenever:

- There is evidence of fraud or persistent neglect
- The violation presents an immediate safety hazard
- The violator does not agree to, or cannot, promptly correct the violation
- A vehicle is found to have multiple equipment defects
- The owner or operator of a vehicle is obviously aware of an equipment violation
- A verbal warning would not result in correction of the violation.

Public Carrier/ Commercial Vehicle Violations

Officers must handle the violations of public carrier/commercial vehicles the same as the general motoring public. All uniform enforcement policies described in this chapter apply to commercial carriers unless otherwise noted.

Multiple Violations

Enforcement of multiple hazardous violations should follow the same arrest and warning guidelines as with single violations. Officers may include a second or more charge(s) for violation(s) observed if the violation is serious enough to have warranted a citation or arrest on its own.

In situations where two violations are present because of one action of a violator, officers should take action on only one violation. One example of this would be when a driver has failed to stop at a stop sign and his actions have also resulted in a right-of-way violation. In this example, the employee would issue the stop sign citation and generally would choose to take no action for the failure to yield.

Officers should not charge a second violation if it is a lesser included offense of the first charge. For example, officers should not charge a motorist with operating on the left side of the roadway or speeding if those factors are necessary to support the first violation for Reckless Driving.

Newly Enacted Laws and/or Regulations

Unless by special order of the Chief or as directed by statue, it is good practice to issue warnings for the first ninety (90) days after a new traffic law becomes effective.

Violations Resulting in Traffic Accidents

Whenever the investigating employee detects a violation of a traffic law and evidence exists to satisfy all the elements of the particular violation, the employee may take enforcement action as described in §303.4 Citations at collision scenes.

Pedestrian and Bicycle Violations

Officers should take appropriate enforcement action when and where they observe pedestrian or bicycle violations as these type of violations frequently result in injury and fatal traffic collisions.

When enforcing Juvenile Pedestrian and Bicycle violations, officers should remember that Juvenile offenders may not be fully aware of their responsibility. Officers should issue warnings and be more instructive in their approach to resolving the problem.

Enforcement actions for pedestrians and bicycle riders may coincide with pedestrian and bicycle accident history as analyzed through crash report data.

O306.5 ENACTED

Enacted: December 11, 2007 (D.D.)
Revised: November 1, 2010

O307 Traffic Direction and Control Procedures

O307.1 PURPOSE AND SCOPE

This procedure provides guidelines for controlling and directing traffic. The responding employee must assess the hazards presented at the scene to prevent further damage to life or property.

O307.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.3.2

O307.3 TRAFFIC DIRECTION AT COLLISIONS AND CRITICAL INCIDENTS

Officers, when assigned to manual traffic control, should use uniform traffic control signals and gestures. The major objective of the person carrying out manual traffic direction and control is to maintain or restore the safe and efficient movement of vehicular and pedestrian traffic.

O307.31 TRAFFIC DIRECTION AND CONTROL FUNCTIONS

All uniformed personnel may be used for traffic direction and control functions and should have access to the necessary equipment to safely direct and control traffic in situations that may include, but are not limited to, the following;

1. Traffic accident scenes;
2. Special events;
3. Emergency conditions;
4. Signal light failure;
5. Inclement weather conditions; and
6. Disabled vehicles.

O307.32 UNIFORM TRAFFIC DIRECTION HAND SIGNALS:

A. Stop Signal - Basic signal to stop is an upraised hand at the end of an extended arm raised to well above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.

B. Starting Signal - The signal for a stopped vehicle to start moving begins at shoulder level, with the officer extending his arm toward the stopped vehicle (pointing) and waving the car onward by bending his or her arm at the elbow and drawing his or her hand toward his or her chest.

C. Pull Up Signal - The signal to pull up to a position, indicated by the officer directing traffic at an intersection, is usually reserved for turning traffic facing opposing vehicular or pedestrian traffic. It is started by the officer pointing to the position at which the driver should pull his or her stopped or slowly approaching vehicle. It is completed by maneuvering the driver forward to the selected position to hold the turning vehicle until conditions are safe for the turning movement.

D. Turning Traffic - Once it is safe for the motorist to complete the turn, the opposing traffic should be stopped using the standard stop signal, and motioning the left turning vehicle to complete its turn by making a come-a-long signal with the other hand.

1. Right turning traffic requires little traffic direction unless the turning movement is crossing a heavily traveled crosswalk or has to merge into heavy vehicular traffic. Natural gaps are best used for turning vehicles when available.

O307.33 HIGH VISIBILITY CLOTHING:

RPD personnel should use reflective vests at all time when directing traffic to enhance officer safety and driver recognition and response.

O307.4 ENACTED

Enacted: June 1, 2007

O309 Traffic Escorts

O309.1 PURPOSE AND SCOPE

This procedure outlines the responsibilities for providing escort service for emergency and civilian vehicles involved in a medical emergency in compliance with § 521 of the RPD Policy Manual.

O309.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.3.3

O309.3 PROCEDURES

The Operations Commander should review all requests for preplanned escort services. Employees should follow these procedures when performing scheduled escort services.

- Establish the route and maximum speeds to be reached for each segment of the route in advance.
- Establish appropriate traffic control at locations along the scheduled route that are sufficient to ensure safe passage.
- The Traffic Sergeant or his designee should maintain tactical control of the escort. The controlling employee sets the pace of the escort and should never allow the escort to continue in a way that would create a risk to other traffic and the public.

O309.4 RESPONSIBILITIES

The on duty Patrol Supervisor should authorize any requests for emergency escorts considering, vehicle and cargo types, the necessity to hasten travel, the availability of personnel, and ability to assure basic law enforcement standards.

The approving duty Patrol Supervisor should consider the safety of the public and employees during emergency vehicle escorts. Generally, when two emergency vehicles are traveling together, the risk of traffic hazard doubles. Therefore, employees should not escort emergency vehicles, particularly ambulances, except under special circumstances, such as:

a. Escorting an emergency vehicle to a hospital when the driver is not familiar with the location of the hospital.

b. Emergency equipment on the vehicle needing escort is malfunctioning.

c. In borderline or doubtful situations, the decision is made in favor of the escort, but only if the patient cannot be transferred to the Police Department vehicle or another ambulance.

Employees should not provide emergency escorts to civilian vehicles unless the employee receiving the request has reasonable grounds to believe a real emergency exists. If possible arrange to transfer the patient to an ambulance, or if one is not available, to the marked patrol vehicle for emergency transportation. Employees should then direct the driver of the civilian vehicle to the nearest emergency medial facility, and to obey all speed and traffic regulations.

When the employee believes that delaying or transferring the patient would jeopardize the patient's life, the employee may cautiously escort the civilian vehicle to the nearest emergency medial facility. The employee notifies the on duty supervisor as quickly as possible.

During the escort employees must operate all emergency equipment. However, employees must not exceed the posted speed limit by more than ten (10) miles per hour, and must not go through any traffic control devices without first stopping and making sure that it is safe to both vehicles to go on. **Caution: Consider the emotional condition and driving limitations of the driver of the civilian vehicle.**

Scheduled escorts services include but not limited to the following:

a. Funerals
b. Motorcades with public officials or dignitaries.
c. Highway construction and maintenance vehicles.
d. Hazardous or unusual cargo.

O309.5 ENACTED
Enacted: June 1, 2007

O313 Mobile Video Storage

O313.1 PURPOSE AND SCOPE

This procedure outlines the steps for booking 8mm traffic tapes into the Record Management System.

O313.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

O313.3 POLICE MOTOR UNIT PROCEDURES

Step 1: Enter 8mm tape into the Records Management System (RIMS)

- Step 1a: Sign onto RIMS
- Step 1b: Click on case
- Step 1c: Enter case number 05-180-13 (always the same case number)
- Step 1d: Click on add property
- Step 1e: Fill in the following fields

  - Brand- 8mm
  - Model- traffic
  - Article- tape
  - Category- alpha, prints, tapes (first category on pull down menu)
  - Status- safekeeping
  - Officer- Badge number
  - Location- 1

Hit OK- tape will be entered into RIMS

Important Note

Write down or remember the property number that was assigned to your tape-close RIMS

Step 2: Record tape in Property Room computer:

- Step 2a: Enter your info as if you were signing onto RIMS
  - ID______
  - Password___________
- Step 2b: Under user function enter 0
- Step 2c: Click OK
- Step 2d: Click on print labels and property list
- Step 2e: Enter case number 05-180-13

Important

Under optional: Print item number range from ____to ____. If your tape number is 64 you would enter 64 to 64 so only that label will print. After you entered your tape number- click on Print label only. Your label will print. Place your 8mm tape inside a manila envelope. Place label on outside of envelope and close clasp. Drop envelope into locker slot #1

O313.4 MOBILE AUDIO VIDEO HARD DRIVES

Mobile audio video hard drives are recording systems that capture and preserve an accurate record of certain police contacts and activities.

Step 1: Officers will check the amount of recording time remaining on the hard drive at the beginning of each shift; the hard drive should have at least five (5) hours of recording time remaining. If it has less than five hours, the shift supervisor shall be notified so that a replacement hard drive can be installed.

Step 2: Prior to depositing the hard drives, the hard drive should be placed in a padded envelope provided in bag and tag.

Step 3: Officers should deposit hard drives in locker #2, which is a dedicated locker for "Video Drop" only.

Step 4: Property Technician should retrieve hard drives from locker #2 and download video recordings into the Digital Eyewitness Media Manager System. (Refer to Digital Eyewitness Media Manager Operations Manual)

Step 5: Once hard drive is downloaded and erased, the hard drive should be delivered to the on duty Sgt for distribution to the Officers.

Step 6: If employees wish to obtain digital audio/visual recording segments from an in-car camera system, they should submit a Video Segment Request form through their supervisor who in turn will submit it to the Evidence Technician.

Step 7: Once the recording is no longer needed, it shall be returned to evidence where it will be destroyed by the Evidence Tech.

Only in exceptional circumstances will original video hard drives be booked into evidence. Such circumstances would include major events such as an officer involved shooting, or as directed by the Watch commander or a member of command staff. If a digital video hard drive is booked into evidence, it shall be booked in the same manner as other property and referenced in the case report.

O313.5 ENACTED

Enacted: June 1, 2007

O315 Traffic - Speed Measuring Devices

O315.1 PURPOSE AND SCOPE
This procedure governs the use of speed measuring devices in traffic law enforcement.

O315.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 61.1.9

O315.3 RADAR/LIDAR USE PROCEDURES

RPD uses both mounted and portable radar devices and hand-held lidar devices. Each piece of equipment varies by manufacturer.

Employees who have obtained P.O.S.T. approved certification in the use of radar and/or lidar are authorized to operate them according to P.O.S.T. approved guidelines.

Proper care and upkeep should be maintained through the City's Fleet Operations Division or the Police Department's P.O.S.T. approved instructor.

Each device is calibrated and recorded by an external vendor, as set forth by the Traffic Unit's Radar Coordinator. These records should be maintained within the traffic unit. Employees utilizing the device should verify daily the calibration is correct by utilizing the internal test calibration button and radar tuning fork. To calibrate the LIDAR, use two fixed points at a set distance.

O315.4 CERTIFIED SPEEDOMETER
Officers are authorized to utilize the patrol vehicle speedometer for pacing violator vehicles to enforce speed laws. Twice annually, RPD patrol vehicles speedometer's calibration is certified by California State Automobile Association. The certification records are maintained in the Police Traffic Unit and the City's Fleet Operations Division.

O315.5 ENACTED
Enacted: June 1, 2007

O316 Sobriety/Driver License Checkpoints

O316.1 PURPOSE AND SCOPE

This procedure provides operational guidelines for conducting sobriety/driver license checkpoints by members of the Rocklin Police Department.

O316.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

O316.3 SITE SELECTION

Checkpoint sites shall be based on alcohol and drug related traffic collision experience or on past DUI arrest activity. Statistical information on the locations of alcohol and drug related traffic collisions are available through the Statewide Integrated Traffic Records System (SWITRS). Data from Support Services Section, or local statistics, may be used to evaluate high DUI arrest activity locations. These statistics, coupled with officer/motorist safety factors should be considered in selecting sites for sobriety/driver license checkpoint operations. Sobriety/driver license checkpoints shall not be situated on freeways or on highways where traffic speed or other conditions would pose an unreasonable threat to motorists or members of the sobriety/driver license checkpoint team.

Additional considerations for sobriety checkpoint sites include the presence of adequate lighting to illuminate the checkpoint, and an area adjacent to the checkpoint to allow for the parking of suspected DUI drivers' vehicles and administration of SFSTs. Sites without street lights may be used if portable lighting sufficient to ensure public and officer safety is used. The location must also allow for ample warning to motorists approaching the checkpoint.

O316.4 OPERATIONAL PLANS

Each individual operation should have a operation plan. Copies of a previous plan may be used, with a new cover memo, if the checkpoint is located in a location previously used and there are no substantial changes to the roadway configuration.

- Operational plans shall be kept on file by the Area for a minimum period of two (2) years plus the current year, in the event they are needed for court cases.

Operational plans prepared for checkpoints should address the following points:

- Date, hours of operation, and location of each checkpoint to be conducted during the period covered by the operational plan.

- Contingency plans for each checkpoint shall include the identification of an alternate location for use in the event safety considerations prevent checkpoint operations at the intended location. Safety considerations may include circumstances such as inclement weather, extremely heavy traffic due to some unforeseen event or a major traffic collision at or near the checkpoint location.

- Procedures shall be determined for screening alternate vehicles if traffic volume prevents the screening of all vehicles (e.g., every second, third, or tenth vehicle). Screening procedures may be varied during the checkpoint to match anticipated traffic flow. For example, during peak hours the checkpoint team may screen only one in ten vehicles, then one in five as traffic flow reduces, and end by screening all vehicles during light traffic. The method for determining when to change screening procedures, and the procedures themselves must be listed in detail in the operational plan and shouldn't be deviated from by team members without approval from the Incident Commander.

- An estimate of the number of work hours to be expended shall be provided for each checkpoint.

- A diagram of each checkpoint location shall depict the roadway, placement of traffic control devices, and secondary testing location for administering SFSTs.

c. A sample operational plan is included as Annex 8-A.

O316.5 STAFFING REQUIREMENTS

- Sobriety checkpoint teams will usually be comprised of one sergeant (team leader) and enough officers to effectively operate the checkpoint. The exact number of officers may vary depending on funding (e.g., federal grant) and site location. The team leader should usually be a sergeant.

- Team members shall be in uniform at all times while in public view. Members may be authorized to wear foul weather gear and may do so on checkpoint duty in conformance with Department policy and procedures.

- Checkpoint teams may consist of personnel from a single department, personnel from multiple departments or a combination of both.

- The Incident Commander is responsible for the overall operation of the checkpoint and ensuring adherence to the procedures outlined in this chapter. The team leader is also responsible for ensuring that a record is kept of the number of vehicles that pass through the checkpoint, the number of arrests made, and any problems encountered. A “log officer” should be appointed to perform record keeping duties. The Incident Commander should remain on site except for brief relief periods.

- Team members not involved in active traffic control, log duties, or screening , should remain in an area with access to observe traffic from a position of safety but be immediately available to provide assistance if needed. Duties should be rotated periodically to prevent undue fatigue, and to orient each person to the various responsibilities of the other team member duties.

O316.6 CHECKPOINT OPERATIONS

- Sobriety/driver license checkpoint teams should normally operate for periods of four to six hours. The Incident Commander may discontinue operations at any time for safety reasons.

- Traffic control measures including signage and cone patterns for traffic direction should be accomplished with the assistance of the Cities Traffic Engineers who utilize traffic speed data in compliance with Cal Trans standards. One member of the team will be designated as the traffic control officer. The traffic control officer is responsible for maintenance of the traffic control devices and directing traffic into the checkpoint. Included in the attached diagram is a possible checkpoint configuration. The actual lane configuration should be designed to provide maximum safety at each individual site.

- Patrol vehicles shall be parked to provide protection to team members and to be highly visible to approaching motorists. Patrol vehicles should also be situated to allow for pursuit, if necessary.

- Adequate space shall be made available away from the checkpoint for the parking of suspected DUI drivers' vehicles and the administration of SFSTs. This space may be a coned-off traffic lane, a wide shoulder area, or an adjacent parking lot. For safety reasons, a parking lot should be used, if available. Provisions shall also be made for securing the vehicles of arrested parties or arranging for tows as necessary.

- The Incident Commander should monitor traffic to ensure that a back-up of vehicles does not occur. The average time a vehicle spends in the lane should not normally exceed three to five minutes. At intervals of approximately ten minutes, a vehicle should be selected and timed through the checkpoint lane and the time noted on the "log". If delays of more than three to five minutes occur, the Incident Commander may order alternate vehicles checked as specified in the operations plan. The team leader may discontinue checkpoint operations if alternate vehicle check procedures fail to prevent unreasonable traffic backups and may consider moving to the alternate location designated in the operation plan.

O316.7 VEHICLE/DRIVER SCREENING

- All vehicles, regardless of type, should be subject to screening. This includes commercial vehicles such as buses and large trucks.

- Vehicles should not be stopped on a discretionary basis, e.g., due to the "looks" of the vehicle. However, this does not preclude stopping a vehicle when the driver exhibits obvious signs of intoxication or when any other violation is observed.

- Depending upon the configuration of the checkpoint, at least two or more officers should be used as screening officers. After a driver license has been checked, deemed valid and no signs of impairment are observed, the driver should be handed an informational pamphlet (if available), thanked for stopping, and allowed to continue. Delays of motorists should be kept to a minimum. Optimally, screening should not take more than 30 seconds.

  NOTE: The Incident Commander should attempt to assign at least one officer as an observer on the passenger side of the lane (personnel permitting), to check on all vehicle occupants in the vehicles being stopped for screening.

- The driver license check should be obtained through dispatch. Optimally, a mobile digital computer (MDC) should be used to establish license validity. This will ensure the beat patrol units and Dispatch will not be negatively impacted by increased use of the radio.

- In the event a motorist fails to comply with a screening officer's request, such as refusing to provide their driver license, refusing to move to the SFST area, or refusing to roll the window down, the screening officer shall request assistance from the team leader. The team leader shall assess the circumstances and order the appropriate enforcement action in accordance with established departmental policy.

  NOTE: As the evening progresses, there may be a tendency to get overly casual about contact with motorists. The officers on the line must remain alert and professional in their actions. As the traffic flow lightens and traffic thins, both the speed of the vehicles and the BACs of the drivers are on the increase. This may be one of the most dangerous phases of the checkpoint. Be aware of incoming traffic at all times.

O316.8 ENFORCEMENT ACTIONS

- Enforcement actions should be limited to driver license violations, DUI, open alcoholic beverage containers, drugs, and serious criminal violations. For most mechanical violations, a verbal warning should be given. If the mechanical violation presents a serious safety hazard, the driver should be directed to pull into the secondary testing area to make or arrange for repairs before proceeding.

- It must be emphasized to all checkpoint team members that the purpose of the checkpoint is to detect and deter DUI/unlicensed drivers. A sobriety/driver license checkpoint is not a “fishing expedition” for other types of violations. The Incident Commander should evaluate all enforcement actions other than DUI or driver license related.

- If signs or symptoms of behavior normally associated with DUI are observed, or further investigation of the status of the driver license is warranted, the driver will be directed to the SFST area where further investigation will be conducted.

- **NOTE: While alcoholic beverage containers alone are not sufficient grounds for further testing, they are indicators of possible DUI violations. When these containers are observed in the immediate area of a driver, officers should be especially alert for other symptoms of DUI.**

- Escort the driver away from his/her vehicle, so the passengers (if any) can not easily view the SFSTs. This is to avoid any interference or disruptions that may arise if the driver is subsequently arrested.

- The officer who originally screens the driver should conduct the SFSTs and arrest. Chemical testing and booking of the arrestee should be handled by the original officer, but may be delegated to another officer. As a screening officer moves from the lane with a suspected DUI driver, a standby officer should rotate into the lane and assume screening duties. Drivers who are not arrested after completing the SFSTs should be assisted back into traffic.

O316.9 PRESS RELEASES

- A press release should be given to the media no more then 48 hours prior to the checkpoint operations. Notifications shall include general information outlining date(s), time(s), and geographical areas where checkpoint operations will occur.

- **NOTE: Specific checkpoint locations should not be released sooner than two hours prior to the checkpoint start time.**

- Copies of any articles publicizing the checkpoint should be filed with the operational plan establishing the checkpoint.

- Checkpoints may generate extensive news media interest. When this occurs, news conferences should be held prior to scheduled checkpoints for the purpose of briefing media representatives on how the operation will be conducted.

- Suitable locations should be designated at checkpoint sites for media use. This procedure will ensure full cooperation while preventing interference with checkpoint personnel by the media.

O316.10 EQUIPMENT - GENERAL

- The basic equipment required for sobriety/driver license checkpoint operations is located in the DUI trailer.

- Replacing equipment which is no longer serviceable, and purchases of additional equipment, shall be in accordance with normal requisition procedures and coordinated with the Traffic Lt.

- Temporary needs for additional equipment such as portable lights and/or generators may be satisfied through rental agreements with local vendors in accordance with the Administrative Procedures Manual.

  NOTE: Lighting and other equipment may also be obtained for temporary use through the Public Works Division.

- Warning signs shall be located in such a manner as to adequately warn motorists that they are approaching a sobriety/driver license checkpoint.

  NOTE: At least six warning signs shall be used when setting up a sobriety checkpoint: Two signs shall read "SOBRIETY/DRIVER LICENSE CHECKPOINT AHEAD"; one sign shall read "SOBRIETY/DRIVER LICENSE CHECKPOINT"; one sign shall read "STOP AHEAD"; one sign shall read "STOP"; and one sign shall warn of "LEFT/RIGHT LANE CLOSED AHEAD." Diagrams of suggested sign placement are contained in Annex 8-A of this chapter.

- <u>Evidential Breath Testing Equipment</u>. May be utilized at RPD or the Placer County jail if appropriate.

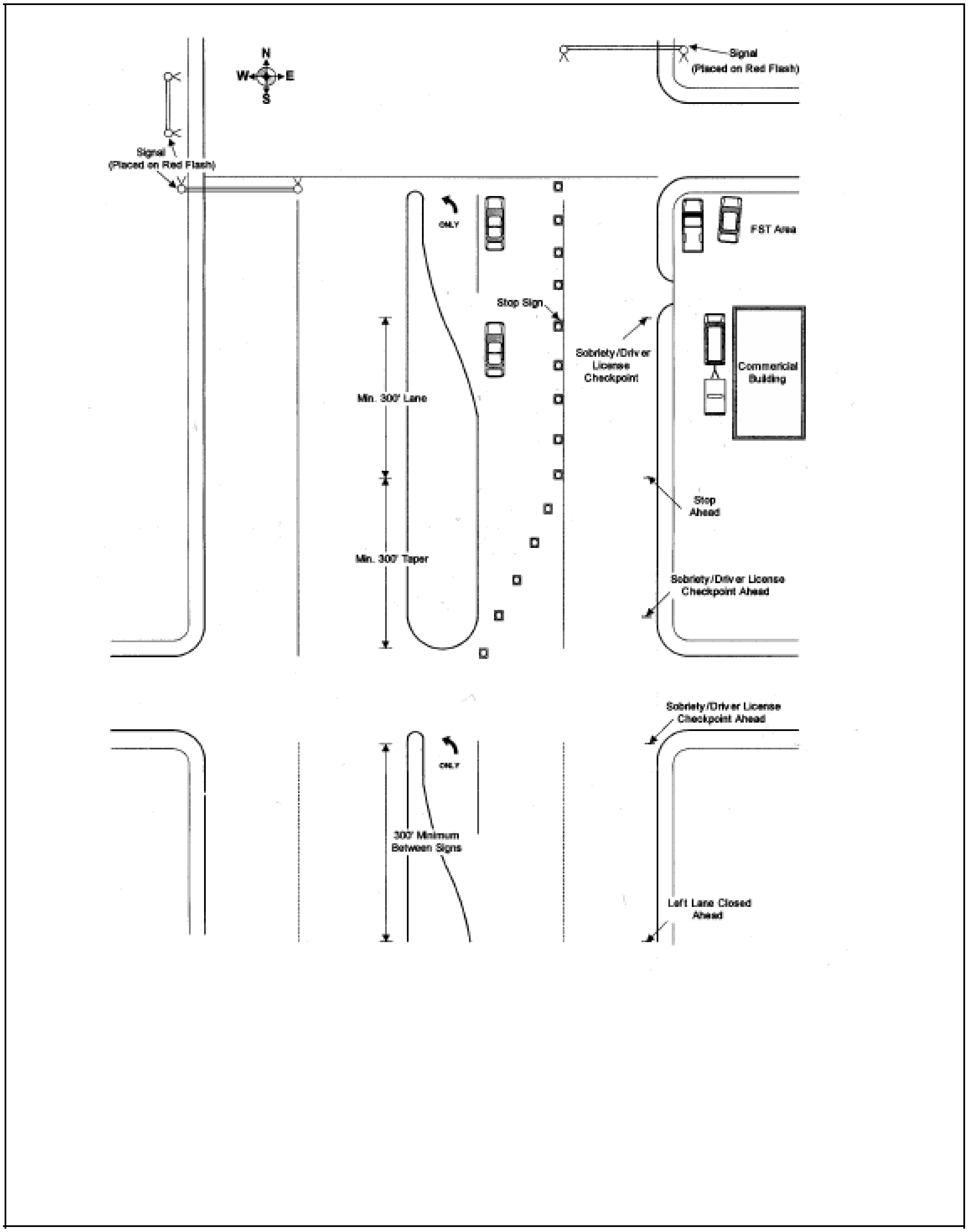
O316.11 SUPPORT VEHICLES

A support vehicle may be used at sobriety/driver license checkpoint locations to provide a suitable break area for checkpoint team members, to provide for incident command and electrical power for additional portable lighting equipment.

O316.12 EQUIPMENT/PERSONNEL - TRANSPORTATION

Vehicles of an adequate type and number shall be used to transport the checkpoint team and equipment, and to allow for the transportation of arrestees.

SAMPLE CHECKPOINT DIAGRAM



O316.13 ENACTED
Enacted: June 1, 2007

O317 DUI Procedure

O317.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish standard set guidelines when dealing with operators who are driving under the influence.

O317.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.1.11

O317.3 PROCEDURES

DUI DETECTION OVERVIEW

The term DUI (Driving under the influence) detection has been used in many different ways. Consequently this does not mean the same thing to all police officers. For the purpose of the section, DUI detection is defined as:

THE ENTIRE PROCESS OF IDENTIFYING AND GATHERING EVIDENCE TO DETERMINE WHETHER OR NOT A SUSPECT SHOULD BE ARRESTED FOR A DUI VIOLATION.

Not all DUI offences are synonymous with alcoholic intoxication or alcohol impairment. There are other types or variations of DUI that include, but are not limited to the following:

- Prescription medication DUI's
- Illicit/ Illegal street drugs or narcotic DUI's including but not limited to
  - CNS Stimulants
  - CNS Depressants
  - Inhalants
  - PCP
  - Opiates
  - Hallucinogens
  - Marijuana or Cannabis

The detection process begins when the police officer first suspects that a DUI violation may be occurring and ends when the officer decides that there is or is not sufficient probable cause to arrest a suspect for DUI.

The detection process ends when you decide either to arrest or not arrest an individual for DUI. That decision, ideally, is based on all of the evidence that has come to light since your attention was first drawn to the suspect. Effective DUI enforcers do not leap to the arrest/no arrest decision. Rather, they proceed carefully through a series of intermediate steps, each of which helps to identify the collective evidence.

DETECTION PHASES

The typical DUI contact involves three separate and distinct phases:

- Phase One: Vehicle in motion
- Phase Two: Personal contact
- Phase Three: Pre-arrest screening

DUI DETECTION PHASES

- **Phase one,** you will usually observe the driver operating the vehicle.

- **Phase two**, after you have stopped the vehicle, there usually is an opportunity to observe and speak with the driver face to face.

- **Phase three**, you usually have an opportunity to administer some formal structured field sobriety test to the driver to evaluate the degree of impairment. You may administer a preliminary breath test in addition to field sobriety tests to verify that alcohol is the cause of impairment.

The DUI detection process does not always include all three phases. Sometimes there are DUI detection contacts in which Phase one is absent; that is, cases in which you have no opportunity to observe the vehicle in motion. This may occur at the scene of a crash or at a roadblock. There are some DUI contacts where Phase three never occurs. There are cases in which you would not administer formal tests to the driver. These may occur when the driver is impaired or badly injured, or refuses to submit to tests.

MAJOR TASKS AND DECISIONS

Each detection phase usually involves two major tasks and one major decision.

In Phase One: Your first task is to observe the vehicle in motion. Based on this observation, you must decide whether there is sufficient probable cause to command the driver to stop. Your second task is to observe the stopping sequence.

In Phase Two: Your first task is to observe and interview the driver face to face. Based on this observation, you must decide whether there is sufficient probable cause to instruct the driver to step from the vehicle for further investigation. Your second task is to observe the driver's exit and walk from the vehicle.

In Phase Three: Your first task is to administer structured, formal psychophysical tests. Based on theses tests, you must decide whether there is sufficient probable cause to arrest the driver for DUI. Your second task is then to arrange for (or administer) a Preliminary breath test.

Each of the major decisions can have one of three different outcomes:

1) Yes- Do it now

2) Wait- Look for more additional evidence

3) No- Don't do it

DUI DETECTION

Answers to questions like these can aid you in DUI detection.

Phase one:

- What is the vehicle doing?
- Do I have grounds to stop the vehicle?
- How does the driver respond to my signal to stop?
- How does the driver handle the vehicle during the stopping sequence?

Phase two:

- When I approach the vehicle, what do I see?
- When I talk to the driver, what do I hear, see, and smell?
- How does the driver respond to my questions?
- Should I instruct the driver to exit the vehicle?
- How does the driver exit?
- When the driver walks toward the side of the road, what do I see?

Phase three:

- Should I administer field sobriety tests to the driver?
- How does the driver perform those tests?
- What exactly did the driver do wrong when performing the tests?
- Do I have probable cause to arrest for DUI?
- Should I administer a preliminary breath test?
- What are the results of the preliminary breath test?

OFFICER RESPONSIBILITY

In each phase of detection, you must decide whether there is sufficient evidence to establish "reasonable suspicion" necessary to proceed to the next step in the decision process. It is always your duty to carry out whether tasks are appropriate, to make sure that all relevant evidence of DUI is brought to light. The most successful DUI detectors are those officers who:

- Know what to look and listen for;
- Have the skills to ask the right kind of questions;
- Choose and use the right kind of tests;
- Are motivated and apply their knowledge and skill whenever they contact someone who may be under the influence.

INITIAL VISUAL DUI DETECTION CLUES

- Turning with a wide radius
- Straddling center or lane markers
- Almost striking object or vehicle
- Appearing to be impaired-This cue is actually one or more of a set of indicators related to the personal behavior or appearance of the driver. Examples of specific indicators might include the following:

  - Eye fixation
  - Tightly gripping the steering wheel
  - Slouching in the seat
  - Gesturing erratically or obscenely

- o Face too close to the windshield
- o Drinking in the vehicle
- o Driver's head protruding from the vehicle

- ▪ Weaving
- ▪ Driving on other than a designed roadway
- ▪ Speed slower than 10 M.P.H. below limit
- ▪ Stopping in lane for no apparent reason
- ▪ Following too closely
- ▪ Drifting
- ▪ Tires on center lane marker
- ▪ Braking erratically
- ▪ Driving into the opposing or crossing traffic
- ▪ Swerving
- ▪ Slow response to traffic signals
- ▪ Signaling inconsistent with driving actions
- ▪ Stopping inappropriately (Other than in traffic lane)
- ▪ Turning abruptly or illegally
- ▪ Accelerating or decelerating rapidly
- ▪ Headlights off

STANDARDIZED FIELD SOBRIETY TESTS (SFSTS)

"HORIZONTAL GAZE NYSTAGMUS"

A. Instructions

(1) Instruct the subject to stand with their feet together and arms to side.

(2) Have subject remove eyeglasses and ask about contact lenses.

(3) Position stimulus 12 to 15 inches in front of nose and slightly elevated.

(4) Instruct subject to follow tip of stimulus with their eyes only.

(5) Check eyes for equal tracking (2 second pass)

(6) Check pupils for equal size

(7) Check for lack of smooth pursuit (**2** seconds from forward gaze to side)

***** (8) Check for nystagmus at maximum deviation (hold for minimum of **4** seconds)

***** (9) Check for distinct nystagmus prior to a 45 degree angle (**4** sec. pace)

***** (10) Check for Vertical Gaze Nystagmus

B. Reliability rate = 4 or more clues indicates a 77 % reliability rate that the subject is .10% BAC or greater.

***** Scientifically validated clues. Speed of stimulus is very important.

"WALK AND TURN"

A. Instructions

(1) Put your left foot on the line.

(2) Put your right foot in front of your left foot in a heel-to-toe manner.

(3) Stay in that position with your arms to your sides until told to begin.

(4) Take nine steps out walking heel-to-toe; turn around in this fashion, then take nine steps back in the same fashion.

(5) Turn by keeping your foot in place and walking around with back foot.

(6) Keep your hands at your sides, watch your feet at all times, and count each step out loud.

B. Clues

(1) Loses balance during instructions **(INSTRUCTION STAGE)**

(2) Starts walking too soon **(INSTRUCTION STAGE)**

(3) Stops while walking **(WALKING STAGE)**

(4) Does not touch heel-to-toe **(WALKING STAGE)**

(5) Steps off the imaginary line **(WALKING STAGE)**

(6) Uses arms to balance **(WALKING STAGE)**

(7) Loses balance while turning **(WALKING STAGE)**

(8) Incorrect number of steps **(WALKING STAGE)**

If subject cannot do test, score as if you observed all eight clues.

C. Reliability rate

(1) 2 or more clues indicate a 68% reliability rate that person is .10% BAC.

D. Important points

(1) Suggest subject remove undesired shoes.

NOTE: The original research indicated that individuals over 65 years of age or 50 pounds or more over weight had difficulty performing this test.

"ONE LEG STAND"

A. Instructions

(1) Stand straight, feet together

(2) Keep arms at side

(3) Maintain position until told otherwise

(4) Stand on one leg

(5) Keep other leg straight, foot pointed forward, parallel to and approximately six inches off the ground

(6) Keep eyes on elevated foot

(7) Count out loud in this manner, 1001, 1002, 1003, and so on until I say to stop.

B. Clues

(1) Sways while balancing

(2) Uses arms to balance

(3) Hops

(4) Puts foot down

If subject cannot do test, score as if you observed all four clues (2 or more clues indicate a BAC above .10%, 65% reliability rate)

C. Important points

(1) Suggest subject remove high heel shoes or boots.

(2) Even tolerant drinkers generally will show signs after 20 seconds.

"ROMBERG BALANCE"

A. Instructions

(1) Stand with your toes and ankles together

(2) Keep your arms down by your side

(3) Do not begin until told to do so

(4) When told to do so, tilt your head back slightly and close your eyes.

(5) When I say start, estimate 30 seconds to yourself.

(6) Once you think 30 seconds has passed, open your eyes up and say stop. (OFFICER, YOU TIME THE 30 SECONDS, DO NOT INSTRUCT THE SUBJECT TO COUNT FROM 1001 TO 1030).

B. Clues

(1) Subjects' ability to follow instructions.

(2) The amount and direction in which the subject sways.

(3) The subject's estimated passage of 30 seconds

(4) Eyelid tremors and body / leg tremors.

(5) Muscle tone.

C. Important points

(1) Great FST because the tolerant drinker cannot control all symptoms.

(2) Suggest subject remove undesired shoes.

"FINGER-TO-NOSE"

A. Instructions

(1) Stand with toes and ankles together

(2) Keeping your arms to your sides, point your index finger on each hand at the ground and rotate palms forward.

(3) Stay in position until told to begin.

(4) Tilt your head back slightly and close your eyes.

(5) When told to do so, take a finger on the hand instructed, come straight out in front of you, then straight back and touch the very tip of your finger with the tip of your nose.

(6) This task will be performed several times on each side.

(7) Do you understand?

(8) Have subject perform the FST, left, right, left, right, left right, right, left.

B. Clues

(1) Subject's ability to follow instructions.

(2) The amount and direction in which the subject sways.

(3) Eyelid tremors and body / leg tremors.

(4) Muscle tone

(5) Subject's depth perception when attempting to touch tip of nose.

(6) Any statements or unusual sounds made by subject.

C. Important points

(1) Suggest subject remove undesired shoes

"PRELIMINARY BREATH TESTING"

The basic purpose of preliminary breath testing (PBT) is to demonstrate the association of alcohol with the observable evidence of the suspect's impairment. The suspect's impairment is established sensory evidence: What the officer sees, hears, and smells. The PBT provides the evidence that alcohol is the <u>chemical basis</u> of that impairment by yielding an on-the-spot indication of the suspect's blood alcohol concentration (BAC). The PBT does <u>not</u> indicate the level of the suspect's impairment. Impairment varies widely among individuals with the same BAC.

ADVANTAGES OF PBT

- Corroborate other evidence by demonstrating suspicion of alcohol impairment.
- Confirm the officer's own judgment and help gain confidence in evaluating alcohol impairment accurately.
- Disclose the possibility of medical complications or impairments due to drugs other then alcohol.
- Helps to establish probable cause for a DUI arrest.

LIMITATIONS OF PBT

Preliminary breath testing may have both evidentiary limitations and accuracy limitations. There are factors that can affect the accuracy of preliminary breath testing devices. Some of theses factors tend to produce "high" test results; others tend to produce "low" results.

There are two common factors that tend to produce high results on the PBT:

1. Residual mouth alcohol

a. It takes approximately 15 minutes for the residual alcohol to evaporate from the mouth.

b. The only way to eliminate this factor is to make sure the suspect does not take any alcohol for at least 15-20 minutes before conducting a breath test. Remember, too, that most mouthwashes, breath sprays, cough syrups, etc., contain alcohol and will produce residual mouth alcohol. Therefore, it is always best not to permit the suspect to put anything in their mouth for at least 15-20 minutes prior to testing.

2. Breath Contaminants

Some types of preliminary breath tests might react to certain substances other than alcohol. Some examples are ether, chloroform, acetone, acetaldehyde, and cigarette smoke conceivably could produce a positive reaction on certain devices. If so, the test would be contaminated and its results would be higher than the true BAC.

There are two common factors that tend to produce low results on the PBT:

1. Cooling of the breath sample

If the captured breath sample is allowed to cool before it is analyzed, some of the alcohol vapors in the breath may turn to liquid and precipitate out of the sample.

2. The composition of the breath sample

Breath composition means the mixture of the tidal breath and alveolar breath. Tidal breath is breath from the upper part of the lungs and the mouth. Alveolar breath is deep lung breath. Breath testing should be conducted on a sample of alveolar breath until all air is expelled from the lungs.

THE ARREST DECISION

Your arrest/no arrest decision is the culmination of the DUI detection process. Your decision is based on all the evidence you have accumulated during each detection phase.

PHASE ONE

- Initial observation of vehicle in motion;
- Observation of the stop.

PHASE TWO

- Face-to-face observation and interview;
- Observation of the exit.

PHASE THREE

- SFST's;
- Preliminary breath tests.

Your decision involves a careful review of each of the observations you have made. Conduct a "mental summary" of the evidence collected during vehicle in motion, personal contact and pre-arrest screening. If all of the evidence, taken together, establishes probable cause to believe that DUI has been committed, you should arrest the suspect for DUI.

Under no circumstances should you charge the suspect with a lesser offence instead of DUI if there is probable cause to believe that DUI has been committed. A reduction of DUI to a lesser charge is the responsibility of the prosecutor or judge.

O317.4 ENACTED
Enacted: June 1, 2007

O319 Weapons and Ammunition

O319.1 PURPOSE AND SCOPE

This procedure provides guidelines for approved ammunition and weapons as well as the procedures for related documentation.

O319.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 1.3.9

O319.3 APPROVED AMMUNITION

The following list of ammunition or its equivalent as been authorized by the Chief of Police.

Handgun

1. Winchester Ranger SXT
2. Remington JHP
3. CCI Snake Shot

Shotgun

1. Winchester 00 buck 2 ¾ ”
2. Federal 00 buck 2 ¾”

AR-15/ M4

1. Federal Match JSP .223
2. Winchester JHP .223

.410ga Shotgun (ACO)

1. .410 birdshot

Swat Sniper riffle

1. Federal Match JHP .308

SWAT Ammunition

1. Winchester SXT
2. Federal Hydro Shock 9mm +P+

40mm Launcher

1. Defense Technology Specialty Impact baton rounds

S400 Pepperball system

1. PAVA (OC powder red II)
2. Glass shattering projectiles

12ga. Less Lethal

1. Defense Technology Drag Stabilized Bean Bag round
2. 2.Ferret round

Taser X26

1. Green 25' Taser cartridge

O319.4 AUTHORIZED FIREARMS

All authorized firearms are recorded on the Departments Firearms authorization form after having first been approved by a certified firearms instructor. This form indicates the firearms Make, Model and serial number.

Firearms will be checked for functionality during each range qualification. Annually firearms will be inspected and the results will be recorded on the firearms authorization form.

Any firearm found to be defective will be immediately removed from service utilizing the following procedure:

When a firearm is found to be defective by the Departments Armorer/ Gunsmith, the firearm should be immediately removed from service and tagged with a "Not Safe to Fire" tag. The Officer's whose firearm was found defective will be issued a replacement firearm of like model and caliber. The Officer will be required to requalify with this firearm prior to returning to duty. The defective firearm will remain out of service until all deficiencies have been corrected and it has passed a functionality test.

Personally owned firearms will be removed in the same manor however the officer will be responsible for having the firearm repaired, at their own expense, by a licensed Gunsmith. When the repair is complete, the firearm must pass a functionality test by the departments Armorer/ Gunsmith before returning to service.

O319.5 AUTHORIZED IMPACT/LESS THAN LETHAL WEAPONS

The following are authorized after obtaining the required certification and as approved by the Chief of Police or his designee.

- Straight Stick (baton) - 26" & 29" constructed of a variety of materials (I.e. wood, plastic, etc)
- Collapsible Baton (Winchester, Rapid Containment Baton (RCB)) – 26" & 29"
- Yawara Stick – under 12" constructed of a variety of materials (I.E. wood, plastic, etc)
- Double Corded Baton – two 8" to 16" batons , approximately 1' diameter, joined by two cords and constructed of a variety of materials (I.E. wood, plastic, etc)
- Long Baton – Riot Control only, over 30" under 40" constructed of a variety of materials (I.E. wood, plastic, etc)
- 40mm Launcher by Defense Technologies
- S400 PepperBall system by PepperBall
- 12ga. Less Lethal – Remington 870 Express Magnum (Orange)
- Taser – model X26

O319.6 AUTHORIZED WEAPONS AND AMMUNITION FOR SWAT MEMBERS

Firearms

H&K MP-5	9mm (sub machinegun) (may be suppressed)
Colt Model 1911	45 cal (handgun)
Glock 35	40 cal (handgun)
Colt M4	.223 (rifle)
Bennelli Shotgun	12 gauge
DPMS AR-15	.223 (rifle)
Remington 700	.308 cal (Long Rifle)

Other weapons
Knives: folding and straight

Less lethal
Tazer X-26
Def-Tec L8-37mm Launcher
Pepperball System, Pepperball gun
Def-Tec 40 mm Launcher
Def-Tec MK-46 (or similar) Pepper spray
Def-Tec MK-9 (or similar) Pepper foam
Def-Tec (or similar) Diversionary device
Aerosol OC
Smoke grenades
CN/CS/OC grenades
CN/CS/ 12 gauge Ferret rounds

Ammunition
Ammunition for Swat Operations shall be all ammunition approved by an Armorer of, or purchased by the Roseville, Rocklin or Lincoln Police Departments.

O319.7 TASER MAINTENANCE PROCEDURES

The following procedure establishes guidelines for Taser maintenance.

O319.71 SAFETY PRECAUTIONS

Whenever conducting any maintenance on a Taser be sure that the Taser cartridge is removed from the weapon.

Be sure that the safety is in the down position unless you are conducting a “Spark test” or making sure the laser/light is working properly.

Never point the Taser at anyone you’re not intending to deploy the Taser on and avoid pointing the Laser at anyone’s eyes as this can cause eye damage.

O319.72 MAINTENANCE AND CARE

At the beginning of each shift, the Officer assigned a Taser should conduct a one second “spark test.” This test involves the Officer removing the live Taser Cartridge, placing the cartridge to the side, placing the Taser in the non-dominant hand, assuring no one is within the immediate area so as to be exposed to the Taser deployment, turning the weapon on, and squeezing the trigger. The weapon should cycle for one second demonstrating a visible arch of the electricity and then be shut off by the testing Officer. Once the Officer is sure the weapon is off, he should replace his live Taser cartridge, and holster his weapon for duty. If there is a malfunction during this process, the Officer should turn his Taser into the department certified Armorer.

If the Taser is dropped, the Officer should follow the same process as above.

If the Taser gets excessively wet, the Officer should allow the weapon to dry for a day and then follow the above procedure.

If the Taser becomes contaminated by biological fluids, it should be stored using correct precautions and can later be cleaned by a Department Armorer with special wipes designed to kill the biological fluids while protecting the weapon's internal parts.

The Taser battery has a ten year shelf life or 197 firings. If the battery life goes below 20 percent, the battery needs to be replaced. The Officer should contact the Department Armorer in order to facilitate getting a new battery.

The Taser air cartridges are maintained by the Department Armorer and kept in a secure location only available to supervisors. If an Officer needs a new cartridge, they should contact their supervisor to obtain a new or additional cartridge.

To keep the Taser functioning properly it is important that they are downloaded on a quarterly basis. The purpose of this download is for maintenance only and is not saved like a download done after a use of force. In order to facilitate this process, Officers who are qualifying at the range will contact the department approved representative prior to range and turn in their Taser. The Taser will be downloaded and then returned to the Officer's mail box. If an Officer is not able to do this during a range day, the Officer will be responsible for contacting a department approved representative to get their weapon downloaded.

O319.73 TASER DOWNLOAD PROCEDURE

The Taser X26 has the capacity to store up to 1500 plus firings. This information can be downloaded and stored on an encrypted file as well as printed on a hard copy. A download should be completed after each use of force (deployment or the darts or drive stun).

O319.74 SAFETY PRECAUTIONS

Prior to Inserting USB cable into the X26, complete the following steps:

1. Ensure that the X26 Safety is in the ON (SAFE) position.

2. Remove The Air Cartridge From The X26.

3. Do not attempt hardware installation if the USB cable is damaged.

O319.75 DOWNLOADING DATA FROM THE X26

General operating notes:

The x26 internal clock is set to gmt (greenwich mean time). Download files will include both gmt and local time based on the time zone settings on your computer and the daylight savings time. The time recorded in the download data log represents the end of the firing cycle, not when the trigger is pulled. The x26 only records the total duration of each firing, not each trigger pull. If the trigger is pulled multiple times in one cycle (e.g. double tapping), this will not indicate on the download. Downloading and/or saving data from the x26 does not erase the data from the x26 memory. There are no options for users to erase data from the x26 memory.

Downloading procedure

1. Verify the computer time and time zone information are correct.

2. Insert the USB cable into the computer. The USB DPM will illuminate red if the cable is connected correctly.

3. Ensure the X26 safety switch is in ON (SAFE) position and remove the air cartridge.

4. Insert the USB DPM into the X26. After a few seconds the USB DPM illumination will change from red to green and a ‘U’ will appear on the X26 CID.

5. Click the “Taser X26 Dataport” desktop icon.

6. Check the Daylight Savings Time zone check box if your time zone is currently on daylight savings time.

7. Click the “Download X26” button.

8. If the “TIME SYNCHONIZATION ERROR” window appears, the time on your computer does not match the time on the X26. If this message does not appear, proceed to step 9.

   The X26 is programmed to GMT time: The USB software uses a comparison between the weapon time, the time zone selected on the Windows application, and the actual clock time indicated on the computer. The software provides the option to change the computer time or the X26 weapon time. A password is required to change the X26 internal time (62XRESAT). Changing the weapon time will not change the time stamp on all previous firings. A record of all weapon time changes is indicated on the firing record.

9. Select the desired date range or “DOWNLOAD ALL FIRING DATA” and click “Continue.” NOTE: If the date range is selected, time change records that overlap dates outside the range may be inaccurate.

10. X26 Dataport Download screen provides options for viewing, printing and saving data.

11. “Print Preview” provides a preview of printed records in the print format. Click “Print” on “X26 Datalink Preview” window to print the firing report. This printed copy will bare the case number and the firing Officer’s name and be saved in a file maintained by the current Taser instructor.

11. “Save Encrypted Record” provides the option to encrypt and save a downloaded record. NOTE: It may be beneficial to save the file on a server that gets backed up regularly. The file name defaults to the weapon serial number and should be modified to include the RPD

case number. To view a previously saved record, select “View Saved Record” from the initial program screen. These files will be saved on the RPD H drive in the folder labeled Taser X26.

O319.8 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

O320 Range Use Procedures

O320.1 PURPOSE AND SCOPE
This procedure establishes procedures for use of the Rocklin Police Department indoor shooting range.

O320.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: N/A

O320.3 RANGE RULES
1. Ballistic vests shall be worn during live fire.
2. Treat every firearm as if it were loaded.
3. Always keep firearms pointed in a safe direction.
4. Always keep your finger off the trigger until ready to shoot.
5. Always keep your handgun holstered until instructed to remove it.
6. Know your target and what is beyond.
7. Be sure your weapon is clean and safe to operate.
8. Know how to operate your firearm safely.
9. Use only the correct ammunition for your firearm.
10. Wear eye and ear protection as appropriate.
11. Never use alcohol or drugs before entering or while on the range.
12. Know and obey all range commands from the range instructors.
13. Shoot only at authorized range targets.
14. Unload, bench, holster, or ground all firearms during cease fire or before others go down range.
15. Do not handle firearms or stand at the firing line when others are down range.
16. Smoking, drinking or eating is prohibited while in the firing range.
17. Horseplay is strictly prohibited in the range.
18. Only those firearms designated for use on the range will be allowed.
19. Each shooter will be required to clean up all brass and refuse after range use.

O320.4 SAFETY PLAN
Failure to comply with this safety plan could subject employees in indoor range environments to substantial risk of personal injury or impairment to their health.

1. Eye protection, ear protection and ballistic vests will be used at all times during live fire exercises in the range.
2. The Range Safety Officer will have immediate access to a first aid kit at all times during range sessions.
3. All injuries or observed unsafe conditions are to be reported to the Range Safety Officer immediately.
4. Injured employees are to be transported to a proper facility for required medical attention.
5. In the event of an injury, the on-duty supervisor shall be notified and the injury documented on the applicable Workers' Compensation forms (i.e. DWC-1, Supervisor's Report of Employee Injury).
6. Targets shall be placed so penetrating rounds will not strike range walls, floor, and ceiling or other range equipment.

7. Magazines may be loaded in the range but weapons shall be charged while pointed down range, or in designated loading and unloading traps.
8. All firearms are to be kept holstered until the designated Range Safety Officer gives the command to begin any live fire exercise.
9. Firearm muzzles are to be pointed down-range when the firearm is not in its holster.
10. All firing shall be from behind the forward yellow firing line (25 yard line) during Range Partner sessions.
11. If a firearm malfunction occurs during live fire, the Range Safety Officer shall immediately be signaled. Attempts to clear malfunctions shall be performed with the firearm pointed in a safe direction.
12. If a malfunction cannot be cleared, the firearm shall remain pointed in a safe direction until the exercise is over.
13. A signal to stop any shooting exercise will be given by a verbal command or whistle from the designated Range Safety Officer.
14. Always be aware of crossfire situations during shooting exercises.
15. All unused ammunition is to be removed and returned to the Range Officer or stored in the proper storage areas.
16. Shooters are responsible for policing their own brass, the range, and cleaning/training room areas.
17. No live ammunition or loaded weapons are allowed in the gun cleaning area.

O320.5 RANGE PARTNER PROGRAM

The purpose of the Rocklin Police Department Use of Range Partner Program is to provide the opportunity for on-duty and off-duty officers to use the range without the supervision of a Range Instructor. This program will provide officers the opportunity to enhance their marksmanship skills in a safe environment.

O320.51 PROCEDURE

***Prior to participating in the Range Partner program, officers must sign a Firing Range Use Waiver and receive a Program and Safety Briefing from a qualified RPD Department range instructor. Officers have the personal responsibility to know how to safely operate department approved firearms that they bring to the range or use on the range*.**

On duty officers intending to use the range must obtain prior approval from the on-duty Patrol supervisor.
Off-duty officers intending to use the range must notify the on-duty Patrol supervisor. All on-duty officers using the range shall notify dispatch prior to use and upon completion of use of the range facility. In the event of a range-use conflict between a Range Partner session and any Department range training or qualification session, the Department session will take precedence. The ranking officer participating in a Range partner session shall be designated as Range Safety Officer at all times when personnel are present in the range. In the absence of a ranking officer, the senior officer present is designated as Range Safety officer. (For range Safety Officer responsibilities, please refer to the Range Safety Plan).

The minimum number of officers allowed to use the range during a Range Partner firing session is two (2), and the maximum shall be four (4) officers at one time. Officers are allowed 50 rounds of ammunition per month to be used at the RPD range during Range Partner sessions. Ammunition cannot be carried over to the next month, nor can ammunition be gifted or added to another employee's monthly allocation. An officer's monthly ammunition allocation is only for use at the Department range and during Range Partner sessions. Additional ammunition, up to a maximum of 150 rounds in a month, may be issued for special Range Partner training sessions or programs, when approved by the Range Master. Ammunition used during normal

Department range training qualification is not counted against the Range Partner allocation. Officers may bring their own additional ammunition to utilize during a Range Partner session as long it is of a caliber and type approved by the range master.

Only firearms approved for on-duty or off-duty use are permitted for Range Partner sessions. Officers shall read, understand and obey all the Range Rules and Range Safety Plan at all times.

During Range Partner sessions, officers shall only shoot from the firing booths, behind the forward yellow firing line (25 yard line), at the target in their designated lane, and only in a standing, kneeling or standing barricade position. The range shall not be used for “tactical” or moving exercises during Range Partner sessions.

The Safety Officer is responsible to ensure all officers participating in a Range Partner session complete the Use of Range log and the Ammunition Use log. Except in the event of an emergency, officers shall clean their weapons upon completion of their Range Partner session and prior to returning to duty. In the event of any injury or damage to the range or range equipment officers shall report those injuries or damage immediately to the on duty supervisor and in writing to the Range Master.

O320.6 RANGE USE BY OUTSIDE AGENCIES AND PERSONNEL

The Rocklin Police Department’s range is available for use by outside Placer County Law Enforcement Agencies (PLEA) for training and for qualification by retired peace officers living in Rocklin. Outside agencies and personnel using the Rocklin Police Department Range must have an approved “Agreement for Use” form, signed by an executive officer of their agency on file with the Rocklin Police Department.

O320.61. PROCEDURES

1. Requests by outside agencies or retired peace officers to use the range should be forwarded to the Rocklin Police Department Range Master or Range staff.
2. If an agency requests to use the range, the Rocklin Range Master, or designated staff, will send the following package of documents to the requesting agency:
   - Letter from Rocklin PD Range Staff
   - “Agreement for Use” form (Attachment C), covering legal issues such as indemnity, insurance, conditions and duration of facility use.
   - Rocklin Procedure § O320 Range Use Procedures
   - Firearm Training Facility, Outside Agency Walkthrough Agreement (Attachment D)
3. Requesting agencies should send the original copy of the Agreement for Use form to the Rocklin PD Range Master along with documents supporting insurance requirements, or in the case of most public agencies, proof of self-insurance.
4. The Range Master then sends the signed form and supporting documentation to the Chief of Police, City of Rocklin Risk Management officer, City Attorney and City Clerk for review and approval signatures.
5. Copies of fully executed forms are sent to the requesting agency and back to the Range Master
6. The Range Master contacts the requesting agency and arranges a facility orientation. Orientation attendance is required for all instructors and safety staff. Rocklin PD may cancel or postpone the training if certified instructors or safety staff is unavailable.
7. During the orientation Rocklin Range staff reviews all site safety policies instructs the requesting staff in the proper use of the facility.

8. Each attending instructor/safety officer must sign the Orientation Acknowledgement form (Attachment E) and retired officers using the range must sign an Individual Safety and Orientation Agreement (Attachment F).
9. Upon completion of steps 1 through 8, the requesting agency is free to schedule facility use.
10. Once each quarter, a member of the Administrative staff or Range staff will calculate the fees owed by each agency for range use and submit the amount to the City of Rocklin Finance Division for billing of the participating agency. Fees are listed on the annual fee schedule. Agencies delinquent in payment may be terminated from the range use program and forwarded to collections.
11. If a retired peace officer requests to use the range, they must complete the following actions:
    - Sign the “Retired Peace Officer Use Waiver”
    - Make an appointment with a Rocklin PD certified range instructor
    - Successfully complete the standardized qualification course
12. Records of range use by outside agencies and retired police officers, appropriate approval forms, and a frequency of use roster should be kept by the Range Master.

O320.7 ENACTED

Enacted: April 2, 2008
Revised: October 1, 2009
Revised: January 2, 2010

Attachment A

RANGE PARTNER PROGRAM QUIZ

1) Who is the designated Range Safety Officer during partner range use?
   ___________________ or __________________

2) What is the Minimum/Maximum number of officers allowed to shoot during a Range Partner session? Min.______ Max.______

3) During a Range Partner session, officers are allowed to shoot from inside the twenty five yard firing line.

   True____ False____

4) Any firearms are permitted to be used during the partner range training.

   True____ False____

5) ______,______protection and __________vests will be used at all times during live fire exercises in the range.

6) In the event of an injury during a Range Partner session, the _____________ ____________ shall be notified immediately.

7) Officers are required to complete the use of ____________ log and the use of___________ log upon completion of a Range Partner session.

8) All firearms are to be kept holstered until the _________ _________ ___ gives the command to begin firing.

9) Firearms can be loaded in the gun cleaning/training areas.

   True____ False____

10) It is permitted to fire in the prone position during a Range Partner session.

   True____ False____

Print name __________________________ Employee ID ___________

Signature ___________________________ Date_______________

Attachment B

CITY OF ROCKLIN POLICE DEPARTMENT OFF-DUTY FIRING RANGE USE STATEMENT OF RESPONSIBILITY AND WAIVER OF LIABILITY

Off-duty use of the police firing range by authorized Rocklin Police Department employees may be permitted under the following conditions; 1) completion of Firing Range orientation by a Rocklin Police Department Range Master, 2) acknowledgement and agreement by the employee they have received a copy of the Firing Range Rules and they will abide by all stated Firing Range Rules, and 3) execution of the Statement Of Responsibility And Waiver Of Liability set forth below. The signed Statement Of Responsibility and Waiver Of Liability must be completed and on file in the Office of the Chief of Police prior to off-duty use of the police firing range.

STATEMENT

I voluntarily elect to use the City of Rocklin Police Department firing range during my off-duty hours. I understand that I am not compelled or required to use the firing range while off-duty as a term or condition of employment. I acknowledge that I have received training on the firing range equipment from a duly designated Rocklin Police Department Range Master. I understand that the activity is unsupervised, and I will use the firing range and its equipment at my own risk when off-duty. I agree to indemnify, defend and hold harmless the City from any injury, loss or liability that results or is alleged to have resulted from my use of the firing range or its equipment while I am off-duty.

As part of my firing range training, I have been provided a copy of the Firing Range Rules and Range Safety Plan. I hereby acknowledge that I have read the Firing Range Rules and agree to abide by them. I have read this Statement of Responsibility and Waiver of Liability and fully understand that I assume all risks and responsibilities for any injuries I may receive as a result of my off-duty use of the Rocklin Police Department firing range and its equipment.

______________________	______________________________	________________________
Print Name	Signature	Date

As a duly assigned Rocklin Police Department Range Master, I hereby attest that the above-signed individual has completed all required firing range orientation and training by a Rocklin Police Department Range Master on the proper use of all applicable firing range equipment and Firing Range Rules and Range Safety Plan. I hereby witness the employee signature listed above as evidence of receipt and acknowledgement of said training, rules and policies regarding the use of the firing range.

______________________	______________________________	________________________
Range Staff Name	Signature	Date

Attachment C

OUTSIDE AGENCY FIRING RANGE USE STATEMENT OF RESPONSIBILITY AND WAIVER OF LIABILITY

WARNING

Firearm shooting activities could cause serious injury or even death. Read and fully understand the statements of agreement.

Outside agency (PLEA)/retired peace officer use of the police firing range may be permitted under the following conditions; 1) completion of firing range orientation by a Rocklin Police Department Range Master, 2) acknowledgement and agreement by the participant(s) they have received a copy of the Firing Range Rules and range Safety Plan and they will abide by all stated Firing Range Rules and range Safety Plan , and 3) execution of the Statement of Responsibility and Waiver of Liability must be completed and on file in the Office of the Chief of Police prior to outside agency/retired peace officer use of the police firing range.

STATEMENT

I voluntarily elect to use the City of Rocklin Police Department firing range during pre-arranged scheduled hours. I acknowledge that I have received training on the firing range equipment from a duly designated Rocklin Police Department Range Master. I understand the activity shall be supervised by a duly designated Range Master from the participating agency or Range Master from the Rocklin Police Department and use I will use the firing range and its equipment at my own risk. I agree to indemnify, defend and hold harmless the City of Rocklin from any injury, loss or liability that results or is alleged to have resulted from my use of the firing range or its equipment.

As a part of my firing range training, I have been provided a copy of the Firing Range Rules and Range Safety Plan. I hereby acknowledge that I have read the Firing Range Rules and agree to abide by them. I have read this Statement of Responsibility and Waiver of liability and fully understand that that I assume all risks and responsibilities for any injuries I may receive as a result of my use of the Rocklin Police Department firing range and its equipment.

______________________	______________________	______________________
Print Name	Signature	Date

____
Agency

As a duly assigned Range Master, I hereby attest that the above-signed individual has completed all required firing range orientation and training by a Rocklin Police Department Range Master on the proper use of all applicable firing range equipment and Firing Range Rules and Range Safety Plan. I hereby witness the participants signature listed above as evidence of receipt and acknowledgement of said training, rules and policies regarding the use of the firing range.

______________________	______________________	______________________
Range Staff Name	Signature	Date

Chief of Police ____

City Risk Manager ____

City Attorney ____

City Clerk ____

Attachment D

Rocklin Police Department

Firearm Training Facility, Outside Agency Walkthrough Agreement

By signing this document I acknowledge the following:

- I have inspected the Rocklin Police Departments firearms training facility for damage or inoperable equipment prior to utilization
  Yes_______ No_______
- All damage located is documented below (use extra sheets if necessary) and a Rocklin Police Department Range Staff member has been advised and agrees with my assessment
  Yes_______ No_______
- All equipment has been tested for operability. Inoperable equipment is documented below (use extra sheets if necessary) and a Rocklin Police Department Range Staff member has been advised and agrees with my assessment
  Yes_______ No_______
- I understand that a violation of any portion of this agreement, the safety plan, range rules or improper operation of equipment may result in the loss of my instructional privilege and or the loss of my Departments use of the firearms training facility

---

Item 1 ____

Item 2 ____

Item 3 ____

Item 4 ____

Signature: ___________________________________Date:_________________________
(Outside agency Range Staff member)

Range Staff: _______________________________Date: ____________________________
(Rocklin PD Range Staff member)

(RPD 09-XX)

Attachment E

Outside Agency Range Staff
Safety and Orientation Agreement

By signing this document I acknowledge the following:

- I have received copies of the Rocklin Police Department's Range Safety Plan and Range Rules

  Yes_______ No_______

- I have read, understand and accept all conditions dictated in the documents

  Yes_______ No_______

- The Rocklin Police Departments Range Staff has proved me with verbal and physical instruction on the safe use and operation of the firearms training facility

  Yes_______ No_______

- I understand that a violation of any portion of the Safety Plan, Range Rules or improper operation of equipment may result in the loss of my instructional privilege and or the loss of my departments use of the firearms training facility

Signature: ___________________________________Date:________________________
(Outside agency Range Staff member)

Range Staff: _____________________________Date: ___________________________
(Rocklin PD Range Staff member)

(RPD 09-XX)

Attachment F

Rocklin Police Department

Individual Safety & Orientation Agreement

By signing this document I acknowledge the following:

- I have been instructed and received copies of the Rocklin Police Department's Range Safety Plan, Range Rules and Damage Waiver

  Yes_______ No_______

- I have read, understand and accept all conditions dictated in the documents

  Yes_______ No_______

- I understand that all firearms types utilized at the facility must be approved ammunition is not supplied by your Department and acknowledge that the cleaning facility is for Rocklin PD members (past and present) only.

  Yes_______ No_______

- I understand that a violation of any portion of the Safety Plan, Range Rules or improper operation of equipment may result in the loss of my instructional privilege and or the loss of my departments use of the firearms training facility

Signature: ___________________________________Date:________________________

Range Staff: _____________________________Date: ___________________________
(Rocklin PD Range Staff member)

(RPD 09-XX)

O321 Special Event Planning

O321.1 PURPOSE AND SCOPE
This procedure establishes guidelines for planning and responding to special events.

O321.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 46.2.6, 46.2.7

O321.3 DEFINITIONS
- **Special Event**: Any organized formation, parade, procession or assembly which may include animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street or any other public property which does not comply with normal or usual traffic regulations or controls (examples include concerts, parades, fairs, festivals, demonstrations, block parties, community events, mass participation sports, (such as marathons, running events, bicycle races or tours) and spectator sports (such as football, basketball, baseball games and golf tournaments), VIP or dignitary visit.

- **Event Sponsor**: The person or group requesting service.

O321.4 PROCEDURE
A. All requests for police services for special events should be forwarded to the Chief of Police, or his/her designee, pursuant §1040.31 of the RPD manual.

1. This includes requests for police officers, police reserves and Cadets.
2. The event sponsor may be affiliated with the City or may be a private enterprise.

B. Upon receipt of a request for police services, the Operations Division Commander or his/her designee should determine the nature and type of resources necessary to sufficiently staff and police the event. A preliminary estimate of the services necessary, including the number of hours within the given job classification and cost estimates may be forwarded to the event sponsor.

1. The Event Sponsor may be responsible for the Department's cost of planning, staffing and resources for special events.
2. On-duty personnel may be used for planned special events when their use will not create an unreasonable or adverse impact on the normal operations of the Department.
3. The Department reserves the right to decline to participate in a special event or to regulate that event so that it does not create an unreasonable burden on City or Department resources. The Police Department will consider staffing special events on a first-come-first-served basis. The Department reserves the right to withdraw from or modify our participation in a special event when it is in the best interest of the City and Department to do so.
4. It will be the responsibility of the Event Sponsor to secure all necessary and required inspections, permits, and licenses before final approval of the event is granted.
5. Any dispute over the need of projected services should be directed to the Chief of Police.

C. Upon determining that a special event is going to occur, the Incident Commander (IC) should complete an operational plan.

1. The operational plan should follow ICS and NIMS guidelines to include, but is not limited to, the following:
    - a. Designation of the Incident Commander/Police Event Coordinator
    - b. Personnel assigned with call signs
    - c. Event Sponsor or contact person(s)
    - d. Nature of the event and hours of operation
    - e. Location of event
    - f. Logistical requirements
        - (1) Vehicle/equipment needs
        - (2) Relief of employees who are on scene for extended periods
        - (3) Meal and/or water breaks
    - g. Radio Communications
    - h. Appropriate uniform(s)
    - i. Written estimate of traffic, crowd control and crime problems expected for the event
    - j. Contingency plan for traffic direction and control
    - k. Use of specialized equipment such as bicycles and dual sport motorcycles
    - l. Coordination with other City departments and external law enforcement agencies to include FBI, Secret Service, Placer County Sheriff, and surrounding agencies for potential mutual aid
    - m. The function/responsibility of assigned personnel
    - n. Location of the necessary posts such as command, security, press, arrestee holding, etc.
    - o. Contingency plans for response to civil disobedience/unlawful behavior and the handling of individuals taken into custody
2. The individual designated as the Incident Commander is responsible for carrying out the provisions of the plan.
3. Every effort will be made to handle any special event without affecting regular police services. However, if additional resources or manpower appear necessary, the on-duty Watch Commander should be contacted for assistance.

D. An After-Action Report (AAR) may be required after special events. The Incident Commander should complete the After-Action Report with topics such as resources utilized, personnel used, staff pay status (on-duty, overtime, outside work agreement, etc), total staffing costs, and any comments regarding the special event for future reference. Copies of the completed After-Action Report should be forwarded to the Operations Division Commander

O321.5 ENACTED

Enacted: June 1, 2007

O322 Administrative Citation Process

O322.1 PURPOSE AND SCOPE
This procedure outlines the guidelines for issuance of Rocklin Administrative Citations.

O322.2 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 1.2.6, 44.2.1, 61.1.2, 82.2.2

O322.3 CITATION PROCEDURES
Administrative Citations are issued in lieu of Criminal Citations and are processed through the City of Rocklin's Finance Department with the assistance of the City Attorney or his/ her designee.

Employees are authorized to issue administrative citations when they personally observe a violation of the City of Rocklin's Municipal Code (RMC) http://www.rocklin.ca.gov/government/city_hall/city_clerk/city_municipal_code.asp. Employees should include on the citation, all information requested, including the fine for the violation.

Citizen arrests for RMC's or violations an officer feels would be better served criminally should be handled in accordance with current policy. The violator should be cited in accordance with RPD policy §420 to the Placer County Superior Court, Criminal Division, 11532 B Avenue, Auburn, CA 95603, Department 9. Notes should be written on the back of the citation unless the incident would be better documented in a case report.

O322.4 RECORDS PROCEDURES
When the records unit receives an Administrative Citation for filing, a copy should not be sent to Finance for processing but should be entered into and documented in RMS.

When processing a criminal citation that contains one or more RMC's only:
1. Determine fine per fee schedule noting 1st, 2nd, or 3rd offense,
2. Type invoice form (RPD form 07-04) and send original to finance (Do not send to violator),
3. Enter citation information into RMS,
4. File copy of invoice form with citation (A copy of the citation does not need to be forwarded to City Attorney, Finance, or Courts),
5. Follow up within 30 days to determine if payment has been received by Finance. If payment has not been received notify Finance division to begin collections process.

If a citation/PTA or an arrest report contains an RMC and any other State crime charge the citation should be processed in accordance with the normal criminal procedure. A copy of the citation/ arrest report is not required to be forwarded to the City Attorney unless requested.

O322.5 ENACTED
Enacted: June 1, 2007
Revised: January 1, 2010

O323 Disturbance Call Back Recovery Procedure

O323.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish guidelines for officers responding to a “disturbance”, and for the billing of the responsible person(s) for subsequent police responses constituting “special security services”.

O323.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

O323.3 DEFINITIONS

For the purposes of this section, the following definitions shall apply (Rocklin Municipal Code §9.40.030):

A. "Disturbance" shall include parties, gatherings, and any other activities causing loud and unreasonable noise so as to constitute a threat to the peace, health, safety, or general welfare of the public.

B. "Cost of police services" include the salaries of the responding police officers, at the salary then in effect for each classification of each individual officer, for the amount of time actually spent in responding to or remaining at the disturbance; appropriate overhead; the actual cost of any medical treatment to injured officers; and the cost of repairing any damaged city equipment or property.

C. "Person responsible for the disturbance" or "responsible person" is the person causing the disturbance, the person who owns or is in charge of the property where the disturbance takes place, and the person who organized the event or activity causing the disturbance. If the person responsible for the disturbance is a minor, then the parents or guardians of that minor will be jointly and severally liable for the costs incurred for police services.

O323.4 FIRST RESPONSE

The initial request for a response to a disturbance complaint is deemed a normal police call for service. If the responding unit(s) determines that the incident constitutes a “disturbance”, the primary officer should issue a Disturbance Call-Back Cost Recovery Notice (form RPD-02-02) to the responsible party. The responsible party shall be advised of the “disturbance” ordinance and the potential liability that exists if a second response is required. The responsible party shall sign the form in acknowledgment of the notice. If the responsible party refuse to sign the notice, write “refused to sign” in the space provided.

If, after a reasonable attempt has been made to locate a responsible person for the gathering and none could be located, the written warning can be given to any person in attendance at the event or posted in a conspicuous place.

If requested, the responsible personal should be given reasonable time and the necessary assistance required to bring the gathering into compliance.

Documentation of your initial observations may be entered into the CAD incident in lieu of an initial incident report.

The Disturbance Call-Back Cost Recovery Notice shall be routed to the records unit for processing.

O323.5 SECOND AND SUBSEQUENT RESPONSES

If police units are dispatched back to the same "disturbance" within a 12 hour period and a Disturbance Call-Back Cost Recovery Notice has already been issued, the incident should be evaluated to see if it still constitutes a Disturbance, as defined above.

If the incident is deemed a disturbance, the responsible party shall be advised and issued a second Disturbance Call-Back Cost Recovery Notice. Each officer who responds to the second incident and any subsequent calls for service shall ensure that they advises Dispatch of their arrival and departure from the scene to maintain an accurate record of actual time spent related to each response.

Each additional call for service required after the initial response shall be subject to separate charges.

When a second notice is given, a police report documenting the initial call for service as well as any subsequent calls for service is required. The police report must indicate what constituted the "disturbance" and what steps were taken to bring the incident into compliance.

The Disturbance Call-Back Cost Recovery Worksheet (RPD 06-02) along with the CAD incident and Disturbance Call-Back Cost Recovery Notice shall be routed to Records by the approving supervisor.

O323.6 RECORDS UNIT COST RECOVERY INSTRUCTIONS

When Records unit personnel receive the incident report and the required attachments indicating a second response, they shall calculate the cost for police services utilizing the cost recovery worksheet and the current M.S.I. cost study report. Each officer's time should be rounded to the nearest quarter hour.

Fill out a Disturbance Cost Recovery Letter utilizing the template and date the letter at least three days in advance. Send the letter, a self addressed envelope and the cost recovery paperwork to the appropriate representative in the City's Finance Division who will process the letter, generate an invoice and send it to the appropriate responsible person.

A copy of each form shall be retained in the case file.

O323.7 ENACTED

Enacted: June 1, 2009

O325 Officer Response to Alarm Calls

O325.1 PURPOSE AND SCOPE

This procedure establishes guidelines for officers responding to commercial and private residential security alarms.

O325.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.2.13

O325.3 PROCEDURES

When a member of this department responds to a burglar alarm the officer should respond in a safe and reasonable manner. If responding Code 3, when approaching the location of the alarm the officer should consider the deactivation of emergency equipment. The officer should be observant for vehicles and/or persons leaving the immediate area. The officer should approach the address from as concealed a position as possible. Upon reaching the exterior of the building, the officer should:

- Check the exterior of the building for possible signs of a break-in. The officer should also check for open doors and monitor the interior of the building for suspicious activity.

- If there are no obvious signs of forcible entry, the officer should notify communications, advising the building appears secure. If the building representative requests a walk-through, the officer may accompany them at his or her discretions. The alarm company is responsible for contacting a business representative.

- If there are signs of forced entry or attempted entry, officers should secure the perimeter of the building and request additional units. When available, a canine unit should be used to check the interior of the building for suspects. If no canine is available, the interior of the building should be cleared by the responding units.

- Communications may contact a representative of the building at the officer’s request. If Communications is unable to contact a building representative, or the representative refuses to respond, the officers should attempt to secure the building.

- If no evidence of a crime is observed, a False Alarm Notice shall be filled out and a copy left in a conspicuous location (i.e., front door).

- When entering a disposition for a false alarm event, Officers must use FA (False Alarm) or LN (Log Note) only. A cad comment is required detailing any action taken.

O325.4 REVISIONS

Enacted: June 1, 2007
Revised: June 1, 2009

O327 Guidelines for Recognizing Mental Illness

O327.1 PURPOSE

The purpose of this procedure is to provide guidelines for:

- Assisting Department members in recognizing individuals suffering from mental illness
- Assisting with the initial contact as well as interviews and interrogations
- Accessing available community resources

O327.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 41.2.7

O327.3 RECOGNIZED DIAGNOSES

Below is an overview of some of the recognized diagnoses and indicators of individuals that you may come into contact with. It is important to recognize the signs and symptoms of each to assist you in determining whether or not the individual with whom you are speaking with is in crisis (5150).

Bipolar – A severe medical/ mental disorder characterized by cyclic swings in emotion or mood. In the manic phase there is hyper-excitability, extreme elation, excessive motor activity and a flight of ideas. In the depressive phase, the person displays depression, under activity, unresponsiveness, anxiety, sadness and sometimes suicidal impulses. In its classic form, the disorder is an alteration between the two phases, also referred to as manic depressive.

Delirium – A state of mental confusion accompanied by delusions, illusions and hallucinations. Delirium may be induced by fever, drugs or shock.

Delusions – A fixed false belief that cannot be modified by reasoning or a demonstration of the facts.

Depression – A depressed mood which causes a person to lose interest and pleasure in nearly all activities; characterized by feelings of hopelessness and helplessness.

Manic-Depressive – See Bipolar above.

Mental illness – A group of disorders causing severe disturbances in a person's thinking, feelings and ability to relate to others. The person affected usually has a substantially impaired capacity for coping with the ordinary demands of life.

Psychosis – A major mental disorder in which a person's thought pattern is seriously disorganized and reality usually impaired. There are two types of psychoses:

1. Functional – Typically of the schizophrenic, paranoid or manic depressive type.
2. Organic – Caused by brain damage or disease.

Schizophrenia (Thought Disorder) - Not a single factor, but rather a group of related disorders in which a person's ability to function marked by severe distortion of thought, perception, feelings and a bizarre behavior.

Each definition above is provided by the State of California's "Police response to people with mental illness or developmental disability" guide.

0327.4 HOW TO HELP A SUICIDAL PERSON

A person who is suicidal needs someone who will listen with acceptance. Here is a list of do's and don'ts when talking with a person who is suicidal:

DO'S	DON'TS
Do listen.	Don't say "Don't talk like that!"
Do accept the person's feelings.	Don't say "You shouldn't feel that way."
Do take the person seriously.	Don't minimize what is being said.
Do accept the emotional state the person is in.	Don't try and cheer him/ her up.
Do ask for the reason for not wanting to live.	Don't try to argue against those reasons.
Do ask why he/she has chosen to stay alive for thus far.	Don't use these responses to argue them into a "stay alive" position.
Do show you care by listening and accepting.	Don't be shocked or preachy.
Do accept the person's life perspective.	Don't tell him/ her things will get better.
Do be, understanding.	Don't scold.
Do suggest that you help the person find someone that can help.	Don't promise to keep what is said a secret.

0327.5 BASIC RULES OF INTERVENTION, INTERVIEW AND INTERROGATION

Below is a list of techniques to utilize when speaking with an individual you suspect to suffer from mental illness.

- Be aware of your setting and environment (personal safety).
- Use proper positioning and tone:
  - Maintain at least a legs distance
  - Maintain a non-threatening but safe stance
  - Maintain a calm and low tone voice
- Use strategy:
  - Reach for small concrete goals
  - Meet reasonable demand when possible
  - Assume that the person has real concerns
  - Refocus his/her attention (focus on you, not others)
  - Reduce anxiety (control physical symptoms and movements)
  - Attempt to reduce excessive stimuli, move to a safer place as soon as possible
- Rely on verbal intervention initially:
  - Use the person's name; introduce yourself
  - Be polite in your requests and statements
  - Use I statements (i.e. I understand)
  - Listen to what he/ she is saying or requesting
  - Validate feelings and concerns
  - Clarify the problem (reframe, reduce to the basics)

- Restore their problem solving capacity
- Provide information and support

- Try not to:
  - Take what is said personally
  - Make promises you can't keep
  - Demand obedience, call his/her bluff or get into a power struggle
  - Act afraid, angry or laugh inappropriately

0327.6 COMMUNITY RESOURCES

Primarily officers will refer individuals suffering from mental illness to Placer County ACCESS (1888-886-5401), their own physician or psychiatrist. If after your interview you determine the individual to be in crisis, determine if probable cause exists for a 5150 W&I commitment. If so, transport per the current county Crisis Triage (5150) protocol. If in doubt, contact Placer County Access for assistance.

0327.7 TRAINING

All California State Police Officers are trained in recognizing and interacting with persons suffering from mental illness while attending California's POST basic academy. Newly hired RPD employees should be provided training in recognizing and interacting with individuals who they suspect of suffering from a mental illness, as soon as practical. All current RPD employees receive documented mental illness refresher training at least triennially.

0327.8 WRITTEN DOCUMENTATION

When ever a person is detained for 5150 W&I, a Rocklin Police Department Incident Report should be completed. All 5150 W&I detainees listed in the report will be documented as "victim" on the persons page of the report.

O327.9 ENACTED

Enacted: December 1, 2007
Revised: May 7, 2008
Revised: November 1, 2010

O329 Electronic Tracking System

O329.1 PURPOSE AND SCOPE

This procedure establishes responsibilities associated with the department's Electronic Tracking System (ETS).

O309.11 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

O329.2 GENERAL

The Electronic Tracking System (ETS) is intended to promote the recovery of property and rapid arrests. The primary components of the system include transmitters and remote detectors that notify the Communications Center when and generally where, the device is activated. Mobile tracking units allow patrol officers to track and locate the device. Requirements for the ETS to be effective include confidentiality, training of personnel and the deployment of mobile tracking units.

O329.21 CONFIDENTIALITY

a) In order to maximize system confidentiality, department personnel should never discuss the ETS operation in the presence of a suspect unless required in a court of law.

b) Department personnel should never discuss with the general public, specific information regarding the system or its operation. If questions are received from the media, they should be referred to the Public Information Officer.

c) Information regarding the type of property transmitting the signal and its location should not be broadcast over the police radio system. If possible, this information should be sent to all on duty personnel over the mobile digital computer system. Any other confidential information regarding the device should only be discussed over the mobile digital computer or by telephone.

O329.3 TRAINING

All Patrol and Communications personnel involved with the operation of the ETS should receive training in the safe and effective operation of the system. The Investigations supervisor is identified as the ETS Coordinator, and is responsible for training personnel who will be involved with the operation of the ETS.

O329.4 TRACKING EQUIPMENT

Successful and timely apprehensions are directly related to the adequate deployment of available ETS tracking equipment. The goal of the program is to achieve the maximum deployment of equipment with the least disruption to normal operations.

a) A list of patrol vehicles that are actively equipped with ETS and a list of patrol vehicles that are capable of being equipped are maintained by the ETS Coordinator on the vehicle board in patrol briefing.

b) If an officer removes a vehicle from service, that officer will remove the ETS receivers and the handheld tracking device. The officer will either turn the ETS equipment into their supervisor or install it in an alternate vehicle. If the ETS equipment is installed in an alternate vehicle, the officer installing the equipment will notify the ETS coordinator, via email, of its new location as soon as practical.

c) ETS equipment that fails or has a malfunction should be removed from the patrol vehicle. A trouble shooting guide is available to help solve some minor problems. Equipment with a malfunction that cannot be corrected should be turned into the patrol supervisor.

d) Supervisors who receive ETS tracking systems should place them into the ETS locker located in the patrol storage room. The receiving supervisor should then notify the department's ETS coordinator, via email, of the location of the ETS equipment, the problem if applicable and the vehicle identification number it was removed from.

O329.41 ETS COORDINATOR DUTIES

ETS coordination is primarily the responsibility of the Investigation Units Supervisor. Property utilized during ETS deployments will me maintained and deployed at their discretion. Any property deployed and its location will be transmitted to the Communications Center and the Patrol Briefing Board as soon as practical.

O329.5 TRACKING PROCEDURES

A successful track involves a combination of phases beginning with ETS alarm activation, then including the tracking process, victim notification and the apprehension and the recovery of evidence.

O329.51 ALARM ACTIVATION (SIGNAL 1000)

An ETS alarm (broadcast as a Signal 1000) may initially be received by a mobile tracking unit and or at the ETS monitor located in the Communications Center. In some cases a mobile tracking unit may receive a Signal 1000 before Communications receives it. This is due to a delay built into the communications monitor to allow for brief accidental activations.

O329.52 TRACKING UNIT ACTIONS

The receiving of a Signal 1000 and the initiation of tracking procedures may occur prior to communications being notified. Responsibilities during the tracking procedure include:

a) Upon receiving a Signal 1000, officers operating ETS equipped vehicles should notify Communications and drive toward the direction indicated on their mobile tracking unit continually updating their location while following the signal. Example: “Rocklin, 3P86, I have a Signal 1000 in the area of Sunset Blvd. and Fairway Drive.” This information will allow other tracking unit officers to triangulate/intercept the device.

b) Tracking officers who come within several blocks of the device should stop and monitor the signal until they get sufficient cover officers to intercept the device.

c) If a signal indicates a delay in the movement of the device, this may be a false alarm; the tracking officer receiving the signal should notify Communications of their location and request that they make telephone contact with local users, if appropriate, to determine the devices status.

O329.6 COMMUNICATIONS RESPONSIBILITY

ETS devises are monitored utilizing ETS software installed on communications center workstations. Speakers are installed behind console #1 that sounds when an alarm has been activated. Currently there are several Sacramento Valley agencies participating in the ETS program. They are:

Rocklin
Roseville
Placer County SO
Sacramento Police Department
Sacramento County SO

In order to effectively cover a large geographical area, all agencies operate on the same ETS frequencies. Rocklin software may alarm if devices in surrounding jurisdictions have been activated. When this occurs, the initiating agency will have operational control of the incident. Cross channel, telephone, and Comlink should be utilized to their full extent for interagency operability.

Prior to any Rocklin ETS deployment, the Communication Center should be notified deployment.

O329.61 COMMUNICATION PROCEDURE

The Communication Center may experience a short delay to prevent reception of false alarms. A shorter delay may be experienced with the mapping feature of the software. Immediately notify the Watch Commander if system or software failure occurs.

a) As soon as the alarm sounds in communications, dispatchers should ensure that the ETS tracking program is launched by clicking on the “ETS” icon on the computer desktop, or type ETS into the web browser.

b) Air a general broadcast similar to “Rocklin units, Signal 1000 activation from the, (location of the tower)”. Wait for responding units to identify as not all police vehicles are equipped with ETS tracking capabilities

c) Enter a call for service using the type code SIG1000

d) Confirm with neighboring agencies that they are not testing the system and are aware of the activation (monitor the various agency radio channels for pertinent traffic). If possible obtain description and general location if appropriate.

e) If Communications makes contact with a victim, normal preliminary information and the total number of transmitter devices taken should be obtained. This information will be particularly valuable when there are multiple suspects who may have separated. A patrol unit, preferably not a tracking unit, should be dispatched to take the crime report.

f) If the ETS activation is the result of an in-house deployment, provide the location and description of the property or equipment with the ETS tracking device via the in-car mobile digital computers, (i.e. copper wire, vehicle description, etc.) ETS location and description information should not be broadcast over the police radio in order to remain confidential.

g) Continue to provide updates

h) Assist in creating a perimeter if requested

i) Log all pertinent information in the incident

j) Ensure the Watch Commander copies the incident

O329.7 OUTSIDE AGENCY ASSISTANCE

Because there are multiple agencies in the Region utilizing the same type of ETS equipment, on occasion ETS devices may be tracked across city and county lines.

a) If a Signal 1000 occurs outside of the city limits, tracking units should only track after obtaining the approval of their supervisor.

b) If a Signal 1000 originates in Rocklin and is tracked into another jurisdiction tracking units should ensure that their supervisor is notified and request that Communications notify the agency having jurisdiction. When the suspects are apprehended, Rocklin Officers should take control of all suspects, transmitters and other items of evidence located.

c) If outside tracking units are needed for tracking within Rocklin, the request should be made through Communications with the approval of your supervisor.

O329.8 APPREHENSION

Vehicle stops, or other contacts with tracked suspect(s) should be handled as any other high risk stop, based on the probable cause provided by the ETS device. Usually, all Signal 1000s will be the result of a felony having been committed.

When a signal becomes stationary, notify Communications immediately and establish a perimeter. When practical, other tracking units should continue searching for the transmitter (triangulating) in an effort to identify a more specific location of the device.

Officers tracking the device with hand held receivers should always be accompanied by at least one cover officer.

O329.81 EVIDENCE

When a transmitter is recovered it should be deactivated immediately allowing the officers to determine if other transmitters are still active nearby. The transmitter shall not be booked into evidence and should be released back to the originating law enforcement agency as soon as possible. Contact on-call investigations personnel for assistance, if needed.

0329.9 ENACTED

Enacted: June 05, 2008

O330 Bait Vehicle Program

O330.1 PURPOSE AND SCOPE

This Procedure establishes guidelines for the Bait Vehicle Program. This program is designed to effectively stop stolen vehicles and apprehend auto thieves in a manner that minimizes risks to responding officers as well as the general public.

O330.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 41.1.3

O330.3 PROGRAM DESCRIPTION

The Bait Vehicle Program is designed to reduce auto theft through the deployment of bait vehicles targeted at "hot-spots" or serial offenders. The vehicles are equipped with silent alarms, Global Positioning Systems (GPS), covert audio/video recording of the interior of the vehicle and remote control of the horn and engine. The Bait Vehicle Program enables Rocklin Police Officers with the ability to apprehended suspects in a safe and controlled manner, eliminating the need to pursue the vehicle.

Bait vehicles are under the control and supervision of the Bait Vehicle Coordinator, who is designated as the Investigations Unit Supervisor or his or her designee.

O330.4 DEPLOYMENT

Personnel from outside the Investigations Unit shall not operate or deploy the bait vehicle without specific authorization from the Investigations Unit Supervisor or his or her designee. Personnel who desire bait vehicle deployment should direct requests through the Investigations Unit Supervisor.

Prior to each separate deployment, the bait vehicle, its description and its location will be transmitted to the Communications Center and the online Patrol Briefing Board by the Bait Vehicle Coordinator. Upon conclusion of the deployment and removal of the bait vehicle, the Bait Vehicle Coordinator or his or her designee shall again notify Communications and remove the deployment information from the Patrol Briefing Board.

O330.5 COMMUNICATIONS RESPONSIBILITIES

The bait vehicle's GPS and alarm system status are routinely monitored by Communications personnel using computer software designed for that purpose. When an alarm is sounded, Communications should:

a) Dispatch two patrol units to the bait vehicle's location or, if the vehicle is moving, on a path to intercept the vehicle;

b) The radio code used by the Rocklin Police Department to identify a bait vehicle incident shall be "signal 2000." In order to retain confidentiality, this code should be used in place of the term bait vehicle in all radio transmissions, as well as in any other communications that may be overheard by the public.

c) Notify the On Duty Supervisor
d) Relay updates and additional information to the responding units if the vehicle's location and/or status changes.

If patrol units are not available to respond to the activation, Communications center personnel should immediately notify the Watch Commander who should:

a) Determine whether or not to disable the bait vehicle.
b) Consider requesting assistance from a neighboring jurisdiction prior to disabling the bait vehicle.
c) Free units from current assignments

O330.6 PATROL RESPONSIBILITIES

Upon being dispatched to a bait vehicle alarm notification (signal 2000), the first responding officer to observe the bait vehicle will inform Communications of its location and state whether or not it is occupied.

O330.61 OCCUPIED BAIT VEHICLE

If the vehicle is occupied, the officer should assess whether activation of the vehicle's disabling device is appropriate. Factors to be considered during this assessment include:

a) Vehicle speed;
b) Traffic conditions;
c) Weather conditions;
d) Site visibility; and
e) Any other factors that may affect officer and civilian safety when the bait vehicle suddenly loses electrical power (i.e., ignition, power steering and power brakes).

If the officer concludes that an immediate disablement of the vehicle would be unsafe, the officer should follow the vehicle from a secure distance until such time that a safe disablement can occur.

When the decision to disable the vehicle has been reached, the officer should position his or her marked vehicle for a high risk traffic stop and notify Communications to disable the engine. Communications personnel will then activate the vehicle's disabling mechanisms by remote control.

After Communications advises that the vehicle has been disabled, the officer should activate his or her emergency equipment and conduct a high risk traffic stop.

O330.62 UNOCCUPIED BAIT VEHICLE

If the vehicle is unoccupied when the officer makes initial contact, the officer should attempt to verify if a crime involving the vehicle has been attempted.

If the bait vehicle appears undisturbed, the alarm should be reset after notifying the Communications Center.

If it appears that the vehicle was entered or that someone attempted entry, the On Duty Supervisor shall ensure that the provisions regarding vehicle recovery below are followed.

O330.63 LOSS OF ELECTRONIC CONTACT WITH THE BAIT VEHICLE

In the unlikely event that the Communications Center loses electronic contact with the bait vehicle and its whereabouts become unknown, a stolen vehicle report must be written and the vehicle's information entered into CLETS/ NCIC.

O330.64 BAIT VEHICLE REMOVAL

Following each verified “Signal 2000” incident, the bait vehicle must be removed, with the approval of the Investigations Unit Supervisor or authorized police officer, to the City Corporation yard (or other secure facility as determined by the Investigations Unit Supervisor or his or her designee) for inspection, evidence collection and resetting of the vehicles alarm system. The vehicle key and the video tape lock box key are located on the secure key board in the patrol storage closet at the Police Department.

O330.65 VEHICLE BATTERY INDICATOR DURING DEPLOYMENT

The bait vehicles deployed by the Rocklin Police Department are equipped with a low battery alarm indicator that sounds a remote alarm when the battery level falls below a predetermined amount. If during a deployment the low battery indicator alarm is activated in the Communications Center, communications personnel should contact the Investigations Unit Supervisor (during normal business hours). If communications personnel are unable to contact the Investigations Unit Supervisor, or if during off hours, the On Duty Supervisor must be contacted to determine if the vehicle should be removed from service.

O330.66 EVIDENCE COLLECTION

Videotape evidence as well as any other physical evidence recovered should be coordinated by personnel from the Investigations Unit or the On Duty Patrol Supervisor and handled in accordance with the Procedures Manual section detailing “Evidence and Property.” Ideally, collection of evidence should occur in a secure facility in order to not attract undue public attention to the bait vehicle. If immediate playback of the in-car video is required, notify the On Duty Supervisor who can arrange to have the video removed and viewed.

In the event that the bait vehicle is involved in an accident, the procedures detailing City involved vehicle accidents will be followed.

O330.67 REPORT WRITING

All incidents of confirmed or attempted theft must be documented on the appropriate report form. In all instances where the vehicle has been moved from its original placement by a suspect, a CHP form 180, in addition to a crime report, will be completed indicating that the vehicle has been stolen and or recovered. The registered and legal owner for purposes of filling out the CHP form 180 is:

City of Rocklin
4080 Rocklin Rd
Rocklin Ca, 95677

O330.68 CONFIDENTIALITY

The Bait Vehicle program is considered an undercover operation. Accordingly, all personnel must exercise caution in order to protect its confidentiality. Personnel may discuss the bait vehicle's basic capabilities with the public and may advertise the program as an example of the Department's proactive approach to auto theft enforcement. Bait vehicle descriptions and or locations shall not be disclosed.

O330.69 TRAINING

No employee may set or adjust the vehicle's sensor control and/or disabling mechanisms unless they have been specifically trained to do so by the investigations Unit Supervisor or his/her authorized designee.

In-service training may be offered to employees as the need arises.

O330.7 ENACTED

Enacted: June 05, 2008

O331 ESP/GPS Currency Tracking System

O331.1 PURPOSE AND SCOPE

This procedure establishes responsibilities associated with the 3SI Security Systems' Electronic Satellite Pursuit (ESP) Global Position System (GPS) Currency Tracking System

O331.11 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 61.3.3

O331.2 GENERAL

The Electronic Satellite Pursuit System (ESP) Global Position System (GPS) is intended to promote the recovery of property and rapid arrests. The primary components of the system include transmitters and remote detectors that notify the Communications Center when and generally where the device is activated. Requirements for the ESP/GPS to be effective include confidentiality, training of personnel and the assignment of patrol units.

O331.21 Confidentiality

a) In order to maximize system confidentiality, department personnel should never discuss the ESP/GPS operation in the presence of a suspect unless required in a court of law.

b) Department personnel should never discuss with the general public, specific information regarding the system or its operation. If questions are received from the media, they should be referred to the Public Information Officer.

c) Information regarding the type of property transmitting the signal and its location should not be broadcast over the police radio system. If possible, this information should be sent to all on duty personnel over the mobile digital computer system. Any other confidential information regarding the device should only be discussed over the mobile digital computer or by telephone.

O331.3 ETS Coordinator Duties and Training

All Patrol and Communications personnel involved with the operation of the ESP/GPS should receive training in the safe and effective operation of the system. The Investigations Unit Supervisor is identified as the ESP/GPS Coordinator, and is responsible for training personnel who will be involved with the operation of the system.

O331.3 Tracking Equipment

The Rocklin Police Department has one handheld tracking device to utilize in conjunction with the general locations provided by the Communications Center. It is important to remember that GPS locations may not be exact. The handheld device should be utilized to confirm exact locations that are provided by the Communications Center

O331.4 Tracking procedures

A successful track involves a combination of phases beginning with ESP/GPS alarm activation, then including the tracking process, victim notification and the apprehension and the recovery of evidence.

O331.41 Alarm Activation (Signal 3000)

An ESP/GPS alarm (broadcast as a Signal 3000) will be received at the ESP/GPS monitor located in the Communications Center.

O331.42 Tracking unit actions

The receiving of a Signal 3000 and the initiation of tracking procedures will be coordinated by the Communications Center who will provide the real time GPS locations (six second intervals) of the device. Responsibilities during the tracking procedure include:

a) Upon receiving a Signal 3000, tracking units should begin their response toward the direction provided by the Communications Center: Tracking officers who come within several blocks of the device should slow down or wait until they have sufficient cover officers to intercept the device.

b) If a signal indicates a delay in the movement of the device, this may indicate that the device is stationary. Tracking officers should immediately set up a perimeter and request the Hand Held Device to their location if appropriate, to determine the devices status and exact location.

O331.6 COMMUNICATIONS RESPONSIBILITY

ESP/GPS devises are monitored utilizing ESP software installed on communications center workstations. Speakers are installed behind console #1 that sounds when an alarm has been activated. Currently there are several Sacramento Valley agencies participating in the ESP program. They are:

Rocklin
Roseville
Placer County SO
Sacramento Police Department
Sacramento County SO

In order to effectively cover a large geographical area, all agencies may operate on the same ESP frequencies which are controlled by location. Rocklin software may alarm if devices in surrounding jurisdictions have been activated. When this occurs, the initiating agency will have operational control of the incident. Cross channel, telephone, and Comlink should be utilized to their full extent for interagency operability.

O331.61 COMMUNICATION PROCEDURE

The Communication Center may experience a short delay (30 seconds or more) to prevent reception of false alarms. A shorter delay may be experienced with the mapping feature of the software. Immediately notify the Watch Commander if system or software failure occurs.

a) As soon as the alarm sounds in communications, dispatchers should ensure that the ESP/GPS tracking program is launched by clicking on the "ESP" icon on the computer desktop, or type ESP into the web browser.
b) Air a general broadcast similar to "Rocklin units, Signal 3000 activation from the, (location or area)". Dispatch a primary and a cover unit to the scene of the original activation. Other units can be directed toward the location of the current GPS signal.
c) Enter a call for service using the type code SIG 3000. Confirm with neighboring agencies that they are not testing the system and are aware of the activation (monitor the various agency radio channels for pertinent traffic). If possible obtain description and general location if appropriate.
d) If Communications makes contact with a victim, normal preliminary information, the suspect(s) description and total number of transmitter devices taken should be obtained. This information will be particularly valuable when there are multiple suspects who may have separated. A patrol unit should be dispatched to take the crime report.

    1 Continue to provide updates

    2 Assist in creating a perimeter if requested

    3 Log all pertinent information in the incident

    4 Ensure the Watch Commander copies the incident

O331.7 OUTSIDE AGENCY ASSISTANCE

Because there are multiple agencies in the Region utilizing this same type of ESP equipment, on occasion ESP devices may be tracked across city and county lines.

a) If a Signal 3000 occurs outside of the city limits, patrol units should only respond after obtaining the approval of their supervisor.
b) If a Signal 3000 originates in Rocklin and is tracked into another jurisdiction patrol units should ensure that their supervisor is notified and request that Communications notify the agency having jurisdiction. When the suspects are apprehended, Rocklin Officers should take control of all suspects, transmitters and other items of evidence located.
c) If outside units are needed for assistance within Rocklin, the request should be made through Communications with the approval of your supervisor.

O331.8 Apprehension

Vehicle stops, or other contacts with tracked suspect(s) should be handled as any other high risk stop, based on the probable cause. Usually, all Signal 3000s will be the result of a felony having been committed.

When a signal becomes stationary, immediately establish a perimeter. When practical, some units may continue searching for the suspect in an effort to identify a more specific location of the device.

Officers tracking the device with hand held receivers should always be accompanied by at least one cover officer.

O331.81 Evidence

When a transmitter is recovered it should be deactivated immediately allowing the officers to determine if other transmitters are still active nearby. The transmitter shall not be booked into evidence and should be released back to the originating law enforcement agency as soon as possible. Contact on-call investigations personnel for assistance, if needed.

0331.9 ENACTED

Enacted: Jan 21, 2008

O333 ACO Kennel

O333.1 PURPOSE AND SCOPE

This procedure establishes guidelines for utilization of the ACO Kennel.

O333.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

O333.3 PROTECTIVE CUSTODY PROCEDURE

The ACO Kennel is available for temporary animal storage as a last resort, when an ACO is unavailable to transport animals to Placer County. When an ACO is unavailable RPD employees may place an animal into protective custody utilizing the ACO Kennel.

In order to maintain the animals well being the following procedure should be followed.

- When placing an animal in the kennel, ensure that the animal is given a fresh bowl of water and food before securing.
- During unusual weather i.e. extreme cold or heat, utilize the room’s individual heating or air conditioning unit to maintain a comfortable condition.
- Notify Dispatch that you have placed an animal in the kennel, remove the green magnetic sign (unoccupied) from the outside of the exterior door and place the red magnetic sign (occupied) in its place.
- Notify the Watch commander and generate an email to ACO advising that a dog has been placed into the kennel.
- The notified Watch Commander should brief the oncoming Supervisor regarding the status of the animal and the placement time frame.
- The securing employee is responsible for ensuring that the animal is given fresh food and water and is not kept in the kennel for more then 24 hours.

If ACO is unavailable with in the 24 hour period, the Officer or his/ her supervisor shall make arrangements with Place County ACO to have the animal removed and transferred to their facility. If going on your days off, notify the oncoming Watch Commander who should make arrangements to have the animal removed.

O333.4 RELEASE PROCEDURE

If a secured animal is authorized release, the animal may be released to the owner or his/her designee after all fees have been paid in accordance with the current fee schedule. All identifying information for both the owner and the person accepting custody of the animal should be documented on the release receipt and on a field interview card. To release the animal, have the owner enter into the rear parking lot and escort them to the kennel where you can turn over custody. After releasing the animal, forward all owner and animal information to ACO.

O333.6 ENACTED

Enacted: June 1, 2007
Revision: June 1, 2009

O335 Animal Post Seizure Hearings And Notifications

O335.1 PURPOSE AND SCOPE

This procedure establishes guidelines for animal post-seizure hearings per California Penal Code §597.1(f) and for subsequent notifications per California Penal Code §597.1(h).

O335.2 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards:

O335.3 PROCEDURE

Penal Code §597.1(f) states in part- when an animal is seized or impounded by a law enforcement agency, the owner or keeper of the animal must be given an opportunity to determine the validity of the seizure or impoundment legality of the seizure by an Administrative Hearing.

In compliance with Penal Code §597.1(f)(1), the owner or keeper of the animal shall be notified via a POST-SEIZURE HEARING NOTIFICATION form (RPD 95-04). The form must be returned by the owner or keeper of the animal within 10 business days to request a hearing.

Generally, the lieutenant who oversees the Animal Control Unit is responsible for arranging the Post Seizure hearing within 48 hours of receiving the request, excluding holidays and weekends.

The lieutenant is responsible for the following:

- Arrange for a hearing officer. This Department's officers or employees may conduct the hearing as long as the hearing officer is not the same person who directed the seizure or impoundment of the animal and is not junior in rank to that person (Penal Code § 597.1(f)(1)(E)(2)). The preferred method, though, is to utilize the services of a hearing officer from outside this agency for the purposes of complying with this section.

- Once the date and time are arranged with a hearing officer, contact the requesting party via phone. Upon agreement, a certified letter will be mailed to the requesting party confirming the date, time, and location agreed upon.

- If the hearing is to be conducted at the Rocklin Police Department, reserve a room for at least 2 hours. Meeting room reservations can be made via the Chief's Secretary.

- A supplemental report should be prepared detailing the hearing arrangements, i.e., date, time, etc, along with the signed POST-SEIZURE HEARING NOTIFICATION and other pertinent documents and letters. These documents should be included with the original case file.

- Arrange for a department supervisor or officer to work as a bailiff for the administrative hearing. The bailiff will be responsible for photocopying the identification of testifying non-governmental parties, and for providing the hearing officer with a copy of the report, business cards of the testifying officers, etc. The bailiff is also responsible for marking exhibits presented in the case and providing them to the hearing officer.

- Once the ruling has been made, usually within 3 business days, the hearing officer will send letters describing the ruling to the requesting party and to the Rocklin Police Department. A copy of the letter should be included with the original case.

Penal Code §597.1(h) states that the owner is responsible for the shelter fees and if payment is not made to the seizing agency, the animal shall be deemed abandoned.

- If the ruling is in favor of the city, a 597.1(h) letter must go to the offending party. The letter will generally be as follows:

<date>

As you know, Rocklin Police Animal Control Officers seized < *number* > <*animal(s)*> from your <*establishment/residence*> on <*date*>. You requested a hearing regarding the seized dogs and on <*date*>, a hearing was held at the Rocklin Police Department. The Hearing Officer was <*title of hearing officer*> and in a decision dated <*date*>, he/she determined that the seizure was lawful.

As a result of the hearing officer's findings that the seizure of these animals was justified, you are now obligated to pay for the cost of care for these animals (*See* Penal Code § 597.1(h)).

Accordingly, this letter is a formal demand for payment of the costs to date in the amount of <*dollar amount*> < *(see details below) or provide invoice*>. Also, please note that charges will continue to accrue at a rate of <*dollar amount*> per day for each animal until they are retrieved, surrendered, or deemed abandoned. These additional fees must also be paid prior to the animals being released to you.

Pursuant to Penal Code § 597.1(h), if no payment is received within 14 days from the date of this letter, they will be considered to be abandoned. You may also consider surrendering the animals at any time to the Placer County Animal Shelter, at which point the per-day charges will stop accruing. You may document your wishes in a letter to me if this is the course of action you choose. However, please note that abandonment of these animals will not eliminate the amount currently owed.

Finally, please be aware that neither this demand nor your response will affect any decision made by the Rocklin Police Department regarding referral of the case to the District Attorney for review. If you would like to contact me about any of the above, please contact me.

Sincerely,

<Operations Lt.>
Rocklin Police Department
916-625-54??

- Pursuant to Penal Code § 597.1(h), if no payment is received within 14 days from the date of this letter, the confiscated animal(s) will be considered abandoned.

- Prior to actually releasing the animal for adoption or to a rescue group, the below letter should be sent. This additional letter is not required under law:

<*Date*>

As you know, Rocklin Police Animal Control Officers seized < *number* > <*animal(s)*> from your <*establishment/residence*> on <*date*>. Pursuant to Penal Code 597.1, a hearing was held on <*date*> to determine whether the seizure was warranted in this situation. As you know the hearing officer found the seizure of all <*animals*> to be justified in a written decision dated <*date*>*.*

On <*date*>*,* you were informed that, in order to be able to take possession of any of your dogs, you would be required to pay the reasonable fees for the seizure, care, and boarding of those animals (the fees were set forth in that letter). You were also informed in that letter that Pursuant to Penal Code 597.1(h), if an owner fails to pay fees within 14 days of being notified of these charges, the owners will be considered to have abandoned the animal(s).

Since more than 14 days have elapsed since you received notice of the charges, and no payment for any of the animals has been forthcoming, Animal Control has determined that you have abandoned these animals. As a courtesy to you, and to provide you with notice of Animal Service's intent, I am providing you with 72 hours notice that Animal Control intends to make these dogs available for adoption, unless ordered otherwise by a court having jurisdiction.

If you would like to discuss any of the above, please contact me by telephone at the number indicated.

Sincerely,

<*Operations Lt.*>
Rocklin Police Department
916-625-54??

- Copies of the above letter(s) are to be attached with a supplemental report and included with the original case.

O335.4 ENACTED
Enacted: June 1, 2009

Appendix 1 - Property and Evidence

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Property and Evidence Introduction

A well-structured property management system must develop and maintain strict measures with respect to the handling, security, and disposition of property so that the public can rely with confidence on the integrity and efficiency of the Rocklin Police Department.

The consequences of the mismanagement of the property function can result in the unsuccessful prosecution of criminal cases, embarrassment to the Police Department, and loss of public confidence. These consequences may be avoided when all employees become concerned about the problems and issues confronting the property function and through adherence to statutory and policy requirements.

This manual is a guide for members of the department to improve and maintain the efficiency and/or ensure the integrity of our property system. There are several categories of property that are not addressed in this manual, such as impounded vehicles, animals, and property involved in civil litigation.

Chapter One - Structure

I. GENERAL

The Property Unit is placed organizationally within the Investigations Unit and is responsible for the receipt, storage, safekeeping, release and disposal of all property, or evidence, which comes under control of the Police Department.

II. SUPERVISION

The Property Unit shall come under the direct supervision of the Investigations Sergeant. The Investigations Sergeant will provide daily administrative guidance..

III. JOB DESCRIPTION

The Property/Evidence Technician is responsible for maintaining security and control of property and evidence that the Police Department acquires through normal duties and responsibilities. The position requires that the Property/Evidence Technician be able to work with minimum supervision. The technician must have the ability to communicate orally and in writing, be familiar with computer operations, and maintain a positive working relationship with a variety of individuals and organizations. The duties of the Property/Evidence Technician require initiative and resourcefulness. The work involves frequent contact with the public, requiring the person to have effective interpersonal and communications skills. The Property/Evidence Technician position requires that the person have the ability to effectively organize work assignments and establish priorities.

The Property/Evidence Technician must possess a valid California driver's license, have a good work history and should have a working knowledge of the Rules of Evidence, Penal Code, Government Code, Civil Code, Health & Safety Code, the California Administration Code, and other related codes as they apply to the evidence/property function.

IV. SPECIALIZED TRAINING

The recommended training for the Property/Evidence Technician is a POST approved basic course on managing the property function, on the job training, and other related courses of in-service training and seminars as they become available.

V. JOB DUTIES OF THE PROPERTY/EVIDENCE TECHNICIAN

The Property/Evidence Technician's primary assignment is to accept, log, classify, store, dispense, destroy, and release property/evidence to its rightful owner, for court presentation and/or for destruction and auction. Also included are the following duties:

A. Maintain evidence, found and stored property, in such a manner that the individual items are secure from theft, loss or contamination, and can be located in a timely manner.

B. Maintain the Records Management System (RMS) property module (paperless data base) with proper notations of any/all actions associated with the property, commonly referred to as chain of custody.

C. Ensure the timely and legally correct notification of owners and release or dispose of property recovered, found, or seized by the department.

D. Operate computer terminals in researching case dispositions and other related tasks.

E. Coordinate the disposal of unclaimed and surplus property and the special disposal of narcotics, explosives, hazardous materials, and weapons.

F. Release of property to court, to persons legally entitled, prepares property for auction and destruction.

G. As necessary, prepare and forward all property-related forms to the Department of Justice.

H. Provide effective liaison between the police department and local, state, and federal law enforcement agencies.

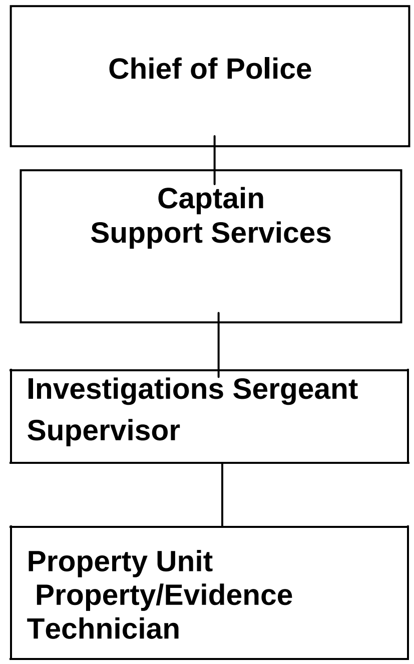
I. Stay current with local, state, and federal laws involving property/evidence handling and recommend appropriate changes.

J. Maintain a clean and orderly property storage facility.

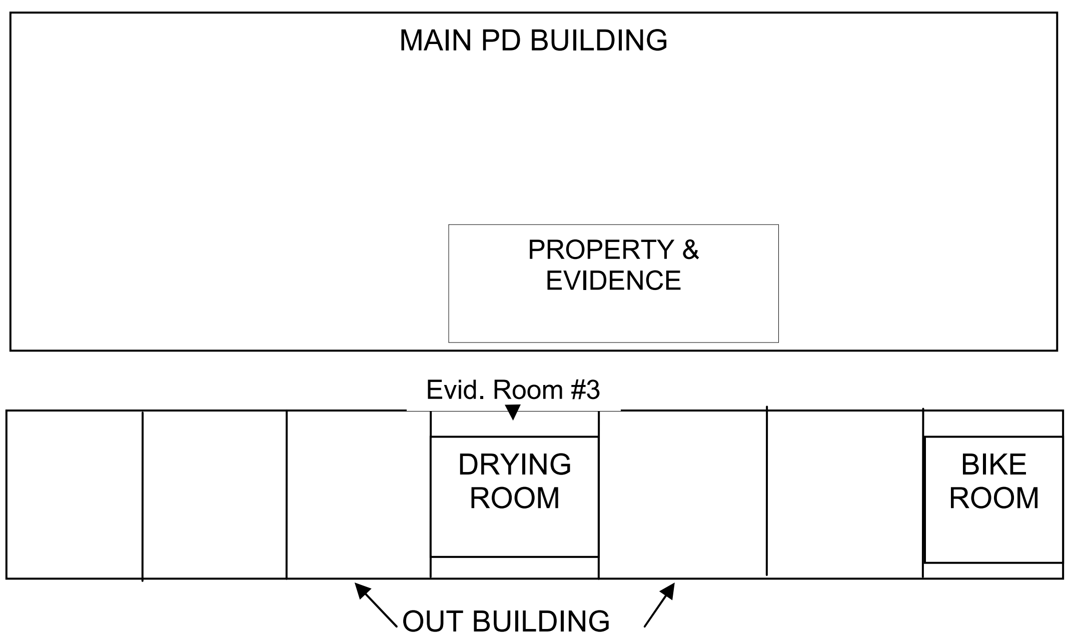
K. Insure that all property/evidence is packaged and booked correctly.

ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

ORGANIZATIONAL CHART



EVIDENCE AREAS



Chapter Two – Property Overview

I. PROPERTY CLASSIFICATIONS

The following definitions refer to classifications used in processing and disposing of property and evidence that comes under the control of the Police Department.

A. Found Property - Property that has been lost or abandoned and is not connected with a known criminal offense and/or has no evidentiary value.

B. Stored/Safekeeping - Property being temporarily held by the department that has been seized from or secured for the owner. The property has no evidentiary value and can be immediately released back to the owner with the exception of weapons taken at the scene of a domestic disturbance, or taken to prevent the owner from harming him or herself. (Refer to 2080.10 CC, 12028.5 PC and 8102 W&I)

C. Disposal - Property that is determined to be available for immediate destruction or acquired for department use.

D. Recovered - Stolen property that has been recovered and is being held as evidence or is available for release to the rightful owner as authorized by the investigating officer, the District Attorney or a magistrate.

E. Evidence - All items collected at the scene of a crime or suspected offense to assist in the prosecution of the suspect. Evidence is held and released in accordance with Section 1417-1419 PC.

F. Forfeiture - In cases of domestic violence cases under 12028.5 PC.

II. PROPERTY EVIDENCE STORAGE

A. Storage Facilities

The primary storage area for all evidence and property is located in the main police building. Oversized property and bicycles will be stored in an on-site storage room located in the out buildings, referred to as the Bike Room. Vehicles held for evidence will be stored at the Rocklin Corporation Yard in a secured area or the Vehicle roll-up garage at the main police building while being processed.

The storage of property in desks, lockers, or other areas shall be prohibited. Any temporary exception must be authorized by a Lieutenant, a Captain, or the Chief of Police.

B. Access

Access to the Property Room and all other property storage areas is limited to the Property/Evidence Technician and the Community Service Officers (CSO) assigned to the property room as an ancillary duty. Each is assigned a unique Property Room alarm code. If after hours access to the Property Room is necessary, the Property/Evidence Technician or one of the assigned CSO's will respond to the Police Department for entry. Keys to the Property Room will remain under the control of the Property/Evidence Technician and the Community Service Officers.

1. Departmental personnel shall not enter any of the property storage areas unless the Property/Evidence Technician or a CSO are present and there is a need to be there.

   a. All visitors, who enter Property Room storage areas, must sign their name on a visitor log recording the date, time and reason for the visit.

2. Property or evidence will only be removed from its storage location by the Property/Evidence Technician or CSO.

   a. Duplication or possession of keys or electronic access to the property/security areas without permission of the Investigations Sergeant is prohibited.

   b. Business hours of the Property Unit for department personnel shall be 0600 hours to 1600 hours, weekdays only. Business hours for the public will be Monday through Friday by appointment only.

   c. A phone mail message system is available for after business hours, on weekends, and any time the property room is unattended during normal business hours to handle all public phone calls.

3. When a Property/Evidence Technician or a CSO leaves the employment of the Rocklin Police Department all evidence room locks are to be changed and the employee's Property Room alarm code will be deleted.

C. Property Forms, Court Orders

1. Property Record/Receipt (RPD Form 97-30) - Whenever property is collected under the following classifications by a member of the department and placed in storage, a Property Record/Receipt must be completed.

   a. Found Property – Pursuant to 2080.1 Civil Code, when found property is collected, the officer shall complete a Property Report Receipt describing the property found. The officer will attempt to have the finder sign the property report/receipt.

      1) The Officer must complete the form indicating who found the property, where and in what condition it was found, and indicate if the finder wishes to claim the found property.

      2) When completed, the original form is forwarded to the shift supervisor. The copies along with the found property are placed in an evidence locker.

b. Safekeeping - includes the temporary custody of any firearm as described in 12001 PC, 8102-8103 W&I under provisions of 5150 W&I and 12028.5 PC.

c. Any evidence item requiring a receipt given to a citizen; including evidence and suspected recovered stolen property.

1) The Property Record/Receipt must be completed as thoroughly as possible, including crime code, victim/suspect information, including DOB and address, article, brand, model and serial numbers if available.

2) Upon completion the Officer will include the original copy with his/her written report. The hard copy of the Property Record/Receipt will accompany the evidence and is placed into an evidence locker.

3) The citizen relinquishing the property must be given the yellow copy as a receipt for their property.

2. Firearms Record/Receipt (RPD Form 97-30F) – All firearms which come into the custody of the Rocklin Police Department must be annotated on the Firearms Record/Receipt. This includes the temporary custody of any firearm as described in 12001PC, 8102-8103 W&I under provisions of 5150 W&I and 12028.5PC.

a. Upon completion the yellow receipt will be given to the citizen. If the citizen is not able to receive the receipt at the scene, it will be mailed to them by the Property/Evidence Technician.

3. Property Invoice and Return – When property is released from departmental custody and returned to the rightful owner or authorized representative, prior to or after court adjudication, there must be a record of its release.

a. The Investigating Officer or the Property/Evidence Technician shall complete the Property Invoice and Return form, listing the name and form of identification presented by the person who received the property.

b. The complete description of the property returned, listing the article brand, model, and serial number, must be recorded.

1) If the property is money, it shall be listed as cash, coin, or check.

2) In accordance with subsection B section 1413 PC, the Property/Evidence Technician or the Investigating Officer shall require the person receiving the property to sign a Property Invoice and Return form prior to receiving the property.

c. The property release form, once completed and signed will be scanned into RMS and the original will be retained in the police records section with the original report.

4. Property and Evidence Disposition Form: Property being held as evidence will not be disposed of without a written Property and Evidence Disposition Form, (dispose of per law) from the District Attorney's Office.

5. Chain of Possession – When releasing evidence to an officer for court, the Chain of Possession form requires all persons who are involved in the chain of custody to sign the form as they relinquish or obtain control of the evidence.

   a. If the District Attorney or the Court retains custody of the evidence, that person taking possession of the evidence must sign the Chain of Possession form, a copy of which is retained by the court. The Chain of Possession form with the court's signature is returned to the Property/Evidence Technician and filed in a tickler file. A copy of the form will be filed with the original report in Records.

6. Request for Laboratory Services: (RPD Form 97-30b)

   This form is to be used whenever additional processing of evidence is requested. This form is completed by the Officer directing the lab technician to perform additional processing. The form is to accompany evidence placed in the evidence locker.

7. Valtox Envelope:

   All narcotics booked into the Rocklin Police Department, with the exception of marijuana, will be placed in a white Valtox Envelope prior to placing it in the evidence locker.

8. Evidence Drying Cabinet Log

   This log will be completed when placing items in the drying cabinet located in evidence room #3.

9. Court Orders

   a. Search Warrant - Property that can be released to the owner under the provisions of 1413 PC must be directed by a magistrate if the property was confiscated under the authority of a search warrant. All property that is confiscated by a search warrant cannot be released without a court order.

   b. Destruction of Weapons – A superior court magistrate must authorize the destruction of weapons under the provisions of 12028, 12029, 12030 and 12032 of the California Penal code. The form must be completed and submitted to the court for a magistrate's signature.

   c. Destruction of Controlled Substances – A superior court magistrate must authorize the destruction of controlled substance in accordance with sections 11474 and 11473.5 (1980) of the Health and Safety Code.

Chapter Three- Receipt and Storage

I. **RECEIPT OF PROPERTY**

A. Documentation

1. All property that is taken into custody by a departmental employee during the course of employment must be documented in a report, describing who, what, when, where, and how he/she came into possession of the property.

2. A property entry must also be completed in RMS furnishing a complete description of the property collected or seized, as soon as possible. All property shall be booked into evidence prior to the employee going off duty unless otherwise approved by a supervisor. The storage of property in desks, lockers, etc. shall be forbidden.

3. Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s).

4. City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

B. Receipt (RPD Form 97-30)

1. A property receipt will be furnished to the person from whom the property was taken when arrested for a public offense.

2. A property receipt (RPD Form 97-30) should also be furnished to any person who finds property.

3. The yellow copy of the property record labeled "Receipt," will serve as a receipt required by the provisions of this manual.

C. Computer Inquiry

1. Employees shall make appropriate inquiries to the State Department of Justice computer regarding serialized or identifiable items of property collected or seized to determine if the property is reported stolen prior to placing the property into storage.

a. The Communication Center should be contacted and advised to verify all stolen property hits with the originating agency prior to confiscating the item. After verification the Communication Center will be responsible to send locate information into CLETS.

b. The FCN number generated by the CLETS entry will be annotated in the RMS with the associated property.

2. In accordance with 11108 PC, employees shall submit descriptions of serialized property, which has been reported stolen, lost, found, recovered, or under observation (interim period to determine ownership) into the Department of Justice Automated Property System for the following: (See CJIS Manual)

a. Firearms

b. Stolen Bicycles

c. Stolen Vehicles

d. Other property where appropriate

II. CHECKING IN PROPERTY

A. Property Entries, Marking and Packaging – Reporting Officer's Responsibility

The majority of evidence should be packaged in the paper envelopes provided. There are three sizes available. Use size-appropriate envelopes. If the item is too big for an envelope, a paper bag should be used. Secure envelopes/bags with tape and write initials and the date horizontally across tape, overlapping the tape and envelope or bag. Large items not able to fit into an envelope or bag should be tagged with a red evidence tag. . If the item is very small, place the item inside a coin size envelope, and then place the coin size envelope inside the small manila envelope.

1. Complete the data entry into the RMS Property Module listing each item individually. After the evidence has been packaged and entered into RMS, print bar codes and affix the bar code labels to corresponding packaged evidence.. Bar code labels may be affixed to red tags. RMS will automatically assign evidence numbers. Print an inventory sheet generated by the bar code system to accompany evidence as the evidence is put into an evidence locker.

2. In the case of numerous small items such as a box of tools, the box may be listed as a single item and only one property label used; however, a description of the contents must accompany the box. This provision does not relieve the officer from the necessity of inventorying and marking items for chain of evidence identification.

3. Place the evidence along with the inventory sheet in an evidence locker and secure.

4. All perishables (food, candy, liquids) with no evidentiary value, shall be photographed and then disposed of by the collecting officer. The photograph should then be downloaded into the RMS case file. Alcohol

shall be photographed and destroyed. Only alcohol associated with an ABC Violation or felony will be entered into Property.

5. All property that is collected or seized shall be packaged in a manner to avoid contamination and to ensure the integrity of the evidence.

6. When an exhibit cannot be marked, such as in the case of stains, hair, blood, controlled substances, etc., it should be placed in a vial or other suitable container and sealed. The container, envelope or package shall be marked.

7. When marking containers, initials, or the name, and ID# of the officer placed on the container is essential for later identification. Other pertinent data may be included such as date, where found, case report number and description.

8. There are a variety of non-paper containers that can be used to package physical evidence. The investigating officer should try to suit the container to the sample. Packaging materials are stored in the bag and tag room.

   a. Any container that is too small to receive a bar code should be placed inside an evidence envelope. Bar code labels will be affixed to the outside of the envelope.

   b. Plastic or paper envelopes are suitable for small dry objects. Do not put damp or biological evidence in plastic bags. If plastic is used place packaged item into a size appropriate paper envelope prior to placing in an evidence locker.

   c. Paper envelopes are suitable for folded paper bindles containing very small or powdery material if all corners are sealed. Do not use paper envelopes for fiber evidence, a vial or pillbox is preferred.

   d. Vials, pillboxes, capsules and like containers are frequently suitable depending upon the evidence and its condition.

   e. Garments and large items of evidence can be placed in paper bags, cardboard boxes, or wrapped in paper.

   f. To prevent loss of evidence, paper or plastic envelopes can be sealed around the ends of large items, such as tools, with plastic tape.

   g. Loss of evidence on large exhibits, such as safes, vehicle bumpers, etc., can be prevented by placing plastic or paper over the evidence and securing it with tape.

   h. Always use clean and new containers to prevent contamination.

   i. Narcotics may be sealed in plastic prior to packaging them in a Valtox envelope. Do not put fresh, green marijuana into plastic bags. All narcotics with the exception of marijuana are to be placed in a Valtox Envelope. Marijuana is to be packaged in a small manila envelope.

j. Paint cans are primarily used to store arson evidence and hazardous material samples.

k. Glass jars are used to store hazardous material samples.

l. A Sharps syringe tube shall be used on all syringes with exposed needles.

m. Do not over seal and complicate opening the container. Avoid or limit the use of staples and never apply staples to a plastic container if fine particles of material are enclosed.

9. Keep evidence separate. Each item or similar items seized from different locations should be placed in separate containers. Packaging separately prevents damage through contact and cross contamination.

10. Package narcotics, money, safekeeping, guns and found property separately from other evidence.

11. Property that requires evidence processing should be accompanied by a Request for Laboratory Services form. Note on the lab form which items are to be processed and the reason for processing.

III. Special Handling/Workplace Safety

Different classifications of property require special handling to ensure the well being of property personnel and the integrity of the evidence. Items requiring special security precautions include firearms, drugs, money, small, but valuable items or sensitive evidence. Employees placing these type items into the Property Room must separately package, tag and seal any open edges of the container. Employees must also initial and date the seal.

Blood or other body fluids must be packaged separately from other evidence. A “Biohazard” sticker must be affixed to the package containing items with blood or bodily fluid contamination.

A. Physiological Specimens

Investigating Officers, Field Evidence Technicians, and Property/Evidence Technicians will adhere to reasonable precautions in the handling of physiological specimens or items contaminated with physiological fluids, even when dried, to avoid contaminating themselves or others with infectious agents.

1. Cover work surfaces with paper or plastic before placing physiological evidence on the surface. Place the paper or plastic in a plastic bag, seal, and discard in Biohazard bin after the examination.

2. Clean work surfaces after each case, or at least daily when multiple cases are placed on a work surface.

3. Dry liquid or wet samples in evidence room #3 (see diagram) in the drying cabinet.

4. Immediately re-package physiological specimens found in broken or leaking containers.

5. Dispose of syringes in an OSHA approved Sharps container to avoid accidental punctures. Any accidental inoculation involving a physiological specimen must be reported to a supervisor who in turn will notify the City HR Department.

6. Urine samples must be placed in plastic prior to placing in Valtox envelope or DOJ paper envelope to prevent leakage.

B. Blood Stains

1. Fresh Moist Stains

a. Do not heat stained material or place it in bright sunlight to dry. Hang clothing and similar articles in the drying cabinet located in evidence room #3. The key to the evidence drying room is located on the Key Management System board.

b. Complete the log on the front of the drying cabinet indicating the case number and items placed in the cabinet.

c. Complete a Request for Laboratory Service form to notify the Evidence Tech or CSO that items are in the drying cabinet.

d. Place the key, RMS inventory sheet and Request for Laboratory Service Form into Locker #1.

e. An Evidence Tech or CSO will retrieve the items from the drying cabinet once they are dried. The Evidence Tech or CSO will package the items and bar code them.

f. If items are not completely dried before packaging, decomposition will occur which will prevent complete testing and could possibly destroy any DNA evidence.

2. Dried Stains

a. On cloth - roll the cloth in paper or place in a bag or box, seal and label container. Do not attempt to remove stain from the cloth.

b. On small solid objects – book the entire stained object after labeling and packaging.

c. On large solid objects - if practical, deliver the whole object to the Police Department. Any areas containing dry stains may be covered with paper and the edges sealed down with tape to prevent loss or contamination. If it is impractical to deliver the whole object to the Police Department, scrape the stain onto a clean piece of paper, which can be folded into a bindle and placed in an envelope. Scrape blood from the object using a disposable scalpel. Obtain a "control" sample from an area near the blood evidence. Seal and mark the containers.

d. Don't mix separate dried stains. Place each stain in a separate container.

e. If the stain cannot be removed in any other manner, use a piece of gauze or cotton swab, dampened with distilled water to absorb the stain. Make a similar swab of an unstained area. Dry the gauze pads; place in separate envelopes; mark and seal.

C. Semen Stains

Seminal stains are often, but not always, found on clothing, blankets, sheets or other materials in rape and other sex offenses. When they dry they may have a stiff, starchy appearance.

1. Submit all suspected stained materials to property. All garments should be packaged separately. The packages containing the victim's clothing should be kept separate from those containing the suspect's clothing.

2. If damp, always allow fabric to air dry completely in a designated drying area before packaging to prevent decomposition. When stain is dry, roll garments gently in paper, place in paper bags and then seal and label container. Do *not* put such stained objects into plastic bags.

3. Handle fabrics as little as possible.

4. Under special circumstances, seminal stains may be analyzed for the DNA/ ABO or other blood group factors. If this type of testing is requested, the Investigating Officer will attach a lab request with the evidence requesting further processing.

D. Fibers and Threads

1. Complete threads or long fibers can be placed in plastic envelopes, glass containers, or plastic vials. Never place loose fibers directly into mailing envelopes or other paper containers.

2. If the fibers are short, few in number or firmly adhering to an exhibit, attempt to remove the complete item containing the fibers and place it in a plastic envelope. All fibers present

may more readily be located and removed from such exhibits in the laboratory.

3. Avoid picking up fibers on adhesive tape unless no other method for recovery of the evidence is available. Once firmly caught in the adhesive, it is almost impossible to remove them for study and the adhesive may interfere with further testing.

4. Whenever fiber or thread evidence is recovered, submit to the laboratory for comparison purposes all clothing of persons from whom the evidence might have originated.

E. Hair - Recovery of Hair Evidence

1. If hair is firmly attached, such as in dry blood or caught in metal or a crack in glass, do not attempt to remove it, but rather leave the hair intact on the object. If the object is small, mark and seal it in an envelope with sealed corners. If the object is large, cover the area containing the hair with a protective layer of paper to prevent loss of the hairs during shipment.

2. Recover all hair present. If possible, use the fingers to pick up the hair and place in a vial or paper envelope with sealed corners. Do not mix samples recovered at different locations. Label and seal the container. Never use gummed tape to pick up hairs and do not wash or clean them.

F. Paint - Paint is one of the most common types of physical evidence encountered. Paint evidence will be found in the majority of hit-run and burglary cases where it may prove to have material value. Paint evidence may also be involved in various other types of crimes.

1. Hit and Run Cases

a. Paint may be transferred to the clothing of pedestrian victims.

b. If found, do not remove the paint, but mark the garment and dry it completely if damp. Then carefully wrap each item separately by rolling in paper or place each garment in a separate paper bag.

c. Obtain samples for comparison from all areas showing fresh damage on suspect vehicles. Scrape paint off using a clean knife blade. In every case, make certain that samples of all layers down to the metal are collected.

d. Carefully wipe the blade of any knife or scraping tool employed before collecting each sample to prevent cross contamination. Place each sample collected from different areas in separate containers.

2. Recovery and Preservation of Paint Specimens

a. Keep all samples collected in separate containers.

b. If the sample is very small or difficult to remove and the complete exhibit itself can be packaged, this is the best procedure and will make available all of the paint without loss.

c. Always scrape or otherwise remove samples of all layers of paint or other material present if the complete exhibit containing the paint is not to be collected.

d. Small glass or plastic vials are excellent containers for paint.

e. Paint may also be placed on sheets of white paper, which can then be folded and sealed to prevent loss.

f. Paper envelopes should be employed for the submission of paint unless the specimen is very large in size. Always seal each corner with plastic tape to prevent loss.

g. A very useful method for securing paint from vehicles, walls and similar locations is to place a short strip of plastic tape on one side of the open end of a small paper envelope with the adhesive flap folded back. The tape and envelope are then attached to the object containing the specimen. By holding the envelope open with one hand, paint can be scraped loose and into the envelope with a clean knife blade. Once the sample is in the envelope, the tape can be removed, the flap folded forward and the open end of the envelope folded several times. Then this folded area is sealed with a paper clip or a short length of tape. Such a container may then be sealed in a standard envelope with plastic tape, which may easily be marked for identification.

h. Markings placed on labels, envelopes or other containers should include the officer's name, date and time of collection, as well as the specific source of the sample (for example: R/F fender 1970 Ford, license #ABC 123).

G. Collection and Packaging of Glass Evidence

1. The shoes and clothing of suspects as well as other objects, which may be contaminated with glass should be marked and wrapped separately to avoid cross-contamination. Even though contaminating glass is not usually immediately visible to the investigator, any visible pieces should not be removed or disturbed, but rather

the entire article should be carefully wrapped to protect and preserve the contaminant as found on the article.

2. Place small glass fragments in small cans or pillboxes. Completely seal and mark the container.

3. Place large glass fragments in cans or boxes but separate individual pieces with newspaper or tissue to prevent breakage and damage to edges during transport. Large fragments can be marked with grease pencil, adhesive tape, labels or a scriber, but this is usually not necessary if they all are sealed together in a single marked container. When breakage direction determinations will be needed, it will be necessary to mark each glass piece prior to its removal from the window to designate inside and outside surfaces.

H. Soil

1. Firmly attached soil samples - If the soil is firmly attached to some object, as in the case of dried mud on a shoe, do not remove it. Label the object and place it in a bag or some other appropriate container. Always completely seal the container so no loss of the specimen can occur. Be certain the sample is dry before packaging.

2. Loose Soil on Clothing - If the soil is loose, for example, in a trouser cuff, shake it all out onto a clean piece of paper. Then, fold the paper several times to enclose the dried soil sample and place this in a plastic envelope or other container, which can be sealed completely. Label such containers to show the source of the sample.

3. Soil on Other Objects - In the case of loose soil or mud on the street or in a building, pick up the soil and place the dried sample in a plastic bag, box or jar; seal and mark the container. Attempt to collect the soil without other contaminating material. In the case of hit-run cases, cakes of dried mud may fall to the pavement or road shoulder from under a vehicle fender. In such cases, if contamination may have occurred, attempt to pick up the upper part of specimen only, leaving the contaminated underside. Also, advise Property concerning the possibility of contamination.

4. Prevent Contamination - Great care must be taken to prevent contamination or loss of samples during shipment. Always place samples in sealed plastic or glass containers, if possible. Do not use paper envelopes as they leak. If boxes are used, line them with clean paper and seal the box.

5. Damp Soil - Always dry out damp soil specimens or moist objects containing soil or mud prior to packaging. When sealed in a container while damp, mold growth will occur and organic matter in the soil may decompose. Always seal a lid on soil containers to prevent loss of sample and place suitable markings on the outside of the container.

I. Tool Marks

1. Preservation and Packing of Tools - All areas on recovered tools, which contain transferred paint, building materials or other contamination should be wrapped in paper so that such substances will not be lost. Tools should be wrapped or packaged to prevent the prying blades or cutting edges from contacting any other surface or object. Care should be taken that no tape is placed on the mark or questioned area of the tool when packaging.

2. Attempts should never be made to fit tools into questioned marks or to make test marks prior to examination. Traces of transferred paint or other substances on the tool may be lost or additional material may be transferred to the tool.

3. Preservation of Tool Marks - Whenever possible book the whole object containing tool marks into property instead of just removing the area containing the mark. A study of all impressions and abrasions present on an object such as a door jamb or safe, will often indicate the method in which the tool was used much better than an examination of just a small section removed from the safe or other object.

   a. If it is impossible to submit the whole object to Property, remove the tool mark. Always cut off sufficient surrounding material so that no damage will occur. A photograph (with scale) showing the original location of the mark and its relation to its environment should accompany any removed marks.

   b. Pack the object containing tool marks so that no alteration or damage will occur during shipment. Small objects may be placed in envelopes or boxes while important areas on larger objects can be protected with paper or cardboard. Large objects may be packed in cartons or crates if not delivered in person.

J. Firearms Evidence

1. If possible, never submit a loaded gun to the storage locker or the Property Unit, unless it is delivered in person. Unfired cartridges may be left in the magazine provided the magazine is removed from the gun. Weapons will be unloaded only after noting the position of the safety, bolt, breech block, hammer, cylinder, clip, etc. In the case of clip-fed weapons, do not touch sides of clip; this may destroy latent fingerprints. Do not work ammo from magazine through the barrel of the weapon to unload. In the case of revolvers, note the position of loaded chambers, empty chambers, and chambers containing fired cases with respect to position of the cylinder in the weapon as found.

a. If the weapon cannot be unloaded, the firing mechanism must be protected to prevent an accidental discharge before releasing to the Property/Evidence Technician.

b. All firearms will be stored in the secured weapons vault.

2. Any malfunctioning firearm that is loaded and cannot be unloaded shall have a warning note attached indicating that the weapon is loaded. The Property/Evidence Technician shall make arrangements with the Range Master to have the weapon unloaded prior to placing the weapon in storage.

3. Never clean the bore, chamber or cylinder before submitting a firearm and never attempt to fire or dry fire the gun before it is examined.

4. Never pick up a weapon by placing a pencil or other object in the end of the barrel.

5. Record the serial number, make, model, and type and barrel length of the weapon.

6. A CLETS check on the weapon should be made by the Investigating Officer to determine its status. The status of ownership or stolen should be recorded in the body of the police report and indicated on the property/evidence form.

7. Place and secure handguns, using plastic tabs, in gun boxes provided. Do not seal gun boxes as the Evidence Tech will verify serial number. Affix bar code to outside of gun box and place in secure locker.

8. Long guns are not placed in gun boxes but should have a red tag attached with bar code. Only place long guns into a gun box if it is to be processed for fingerprints or has blood or other physical evidence on it to prevent loss of the sample. Blood should be dried first prior to packaging.

9. Long guns will be placed in rifle bags by the Evidence Tech once removed from the secured evidence locker.

10. Any firearm submitted with biological fluid on the surface shall be dried first and wrapped in butcher paper with a biohazard sticker attached, warning of a biological hazard.

11. All firearms in the custody of the Rocklin Police Department should be handled with care so as not to damage the stock, metal surfaces, or the operating mechanisms. Under no circumstance will loaded firearms be stored in the Property Room.

**All firearms are to be stored in the secured weapons vault.

12. Complete a Firearms Record/Receipt for each firearm confiscated and submitted into property. It is the responsibility of the Officer to ensure that dispatch is notified of the status of the firearm and entered into CLETS. If the firearm taken into possession was used in the commission of a crime, it must be entered as a "Crime Gun" into CLETS. A receipt for the firearm must be provided to the owner.

K. Bullets

1. Do not remove the bullets from a detachable magazine or work through the action to remove. Do not alter or contaminate.

2. Never mark a bullet on or near the rifling markings on the bullet sides, even if they are not clearly defined. Certain examinations may not be possible if the base or nose is marked even though these are the preferred marking locations. If there is a question, don't mark the bullet but seal it in a marked container.

3. Wrap recovered bullets individually in tissue paper and seal in separate pillboxes or envelopes. On outside of container show case file number, officer's name, date and time of collection, origin of sample and (when applicable) person from whom received. Mark the container only; do not mark on the item.

4. Handle fired evidence bullets as little as possible to prevent damage to the identification characteristics in the rifling markings or loss of material adhering to the bullets. Never use forceps or other tools to handle bullets.

5. Wrap each bullet separately in tissue paper to prevent damage to the rifling markings by contact with other evidence.

6. Place wrapped bullets in envelopes or pillboxes, then label and seal the container.

7. Ammunition shall be stored separately from other evidence.

L. Cartridge Cases

1. Submit all evidence cartridge cases or shotgun shells recovered to property.

2. Do not attempt to clean recovered cartridge cases before submitting them to property.

3. Wrap each cartridge case separately in tissue paper to prevent damage to breech block, firing pin, or other markings by contact with other cartridge cases.

4. Place wrapped cartridge cases in envelopes or pillboxes, then label and seal the container.

M. Gun Shot Residue Collection:

1. Protect areas on which the kit will be used.

2. If using a gunshot residue kit, mark all adhesive disks, including the case file number, officer's initials, date, time and location of sample.

N. Clothing

Submit clothing and other material showing evidence of gunpowder residue, bullet holes, or shot holes. If there is more than one item, wrap each one separately so as not to disturb or contaminate any residue. When information as to weapon distance at the time of the shooting is needed, photographs of powder patterns on clothing will not suffice since in most instances microscopic examination, chemical test and x-ray studies must be conducted on the exhibits themselves. When bullets have passed through garments and then into a human body, it is also desirable to have clear photographs of the bullet holes in the body available for study in addition to the garments. Include a ruler in all photographs. In sex offenses, assaults and some other investigations, extreme care must be taken to keep all articles of clothing and other objects separated. Each garment should be separately packaged in paper bags. If large, garments may be laid on clean sheets of paper on a table and separately rolled up in the paper. Always mark each exhibit. If the clothing of either subject touches the clothing of the other, or is even laid down on a table or placed on a car seat previously contacted by the clothing of the other subject, the comparisons may have no value.

O. Controlled Substances - Special precautions must be taken when handling known and unknown substances believed to be narcotics. All employees will wear protective gloves or use forceps when handling all suspected drugs.

1. Items should be independently packaged and marked. The outer container for the group of items should be sealed in order to protect chain of custody.

2. Syringes with needles exposed should be placed, with the needle facing down, in a biohazard syringe tube to prevent accidental injury to persons handling the item. Do not make any attempt to cap exposed needles. All needles are to be photographed and destroyed. Place all needles in the red biohazard container located in the bag and tag area. Loaded syringes will be placed in a syringe tube and placed in a Valtox envelope for submittal to Valtox. The Officer should not attempt to expel the liquid from the syringe.

3. Officers are responsible for weighing, testing, and packaging narcotic evidence. All narcotics will be booked in a Valtox envelope with the exception of marijuana. Marijuana will be booked in a separate envelope. Valtox envelopes are to be completely filled out by the Officer and the “Chain of Custody” signed. A bar code label will be placed on the envelopes. Narcotics are stored in the secured narcotics vault.

a. When several pounds of narcotics are seized, it is not necessary to package all the narcotics in a Valtox envelope. A small sample may be packaged for submittal to Valtox.

b. All suspected drugs (with the exception of marijuana) must be sealed in plastic evidence envelope and heat-sealed to avoid contamination and exposure to those who handle the evidence. After placing in plastic put in Valtox envelope.

*** Fresh plant material should not be packaged in plastic bags. It should be packaged in paper bags or in an evidence envelope after it is air-dried.

P. Homicide Cases - The investigating police agency has the authority and the responsibility for the collection and preservation of physical evidence involved with homicidal deaths. Homicide evidence will be stored separately from other evidence in the secured area of the evidence room.

Q. Hazardous Materials/Devices - In no case should an unexploded device or hazardous material be transported to or stored in or around police headquarters building. All hazardous material substances, after being packaged in an appropriate container with the case number, shall be released to the appropriate agency for disposal, i.e.: Roseville Police Department Explosive Ordinance Disposal (EOD).

1. Evidence recovery of an exploded device should always be photographed prior to removal. Each item recovered should be placed in a separate container and marked as to the exact location where it was found.

2. All flammable liquids from an unused fire bomb (or after it has burned out) must be removed and sealed in a metal container.

3. Fireworks shall be placed in the EOD Locker located in the sally port. If fireworks were seized as evidence in a case, a photo will be taken prior to placing in the EOD Locker. The photos will be downloaded into RMS under the appropriate case number. All fireworks will be released to the Roseville PD for disposal by the Property Technician.

4. Explosive devices such as cable cutters, power devices, release devices, or starter cartridges shall be released to Roseville PD EOD for disposal.

5. Class A explosives such as dynamite, desensitized nitroglycerin and black powder will not be stored at the police department due to inadequate storage capabilities. Roseville PD may provide storage for evidence items.

6. When flammable fluids are collected, they must be secured in containers so as not to pose a fire/explosion hazard. Only small quantities of fluids will be retained as evidence (no more than 2 oz.).

7. Samples of volatile fluids found in open jars or cans should be poured into clean metal or glass containers. The container employed should then be sealed completely to prevent any loss of fluid.

8. When glass or plastic containers or cans are found at fire scenes which contain just an odor or trace of fluid, seal the container immediately. Where stoppers or jar lids are not available, use aluminum foil and tape. Samples of large amounts of fluid should be removed and placed in some other container as mentioned above, but this is difficult or impossible to do when only odors or traces remain. Even when containers appear empty, vapors present may be identifiable if the container has not been burned by the fire. Traces of such fluids may also remain when water from fire fighting operations has entered the container.

9. New, clean paint cans are the best storage containers for recovered material suspected of containing flammable fluids. They have lids which may be readily sealed, are not liable to breakage and prevent loss of volatile fluids and vapors.

10. Glass jars can be used for flammable fluids if they contain lids which can be tightly sealed. Such containers, however, are breakable and thus more difficult to ship. Mason or other jars, which have rubber seals on the lids should be avoided since many fluids will soften or dissolve such seals and permit leakage and loss of contents.

11. Plastic wrapping, when used as jar covers or as a sealant to protect large pieces of wood, will not prevent the loss of volatile fluids or vapors. Exhibits suspected of containing such materials should, therefore, never be stored in plastic containers or plastic wrapping used as a sealant. Likewise, waxed containers are not satisfactory for such exhibits. Aluminum foil can be used in those situations where fluids or debris cannot be sealed in the recommended type paint can.

12. Attempt to match the container size to the sample size. The less air space remaining after the sample is added to the container, the better.

13. When specimens believed to contain small amounts of flammable fluid are not obviously damp with water, it is preferable to add a small amount of water to the container on top of the specimen. This tends to retard evaporation.

14. Identification of trace amounts of fluid in samples recovered frequently requires distillation procedures. This means that specimens must be cut up into relatively small pieces which will fit into glass distillation flasks. For this reason it is normally desirable that the investigator saw or chops large exhibits at the time of evidence recovery and place small pieces in containers. This usually is a superior and easier method than attempting to deliver large pieces of wood, carpets and similar exhibits to the laboratory even when the latter can be done rapidly and little loss of fluids is likely to occur.

15. If acids and corrosives are collected, they should be placed in glass jars. Mark all containers - include the name of the person recovering the exhibit, case number, date, time and location of recovery.

16. Acids and corrosives will be stored in separate containers.

*** Mark all containers - include name of person recovering the exhibit, date, time, location of recovery, and case number.

R. Money

1. All money collected must be packaged separately from any other evidence in a currency envelope. All cash shall be counted separately by two RPD employees prior to sealing and both individuals shall initial and date the envelope verifying the total cash amount. The front of the currency envelope shall be completely filled out. All monies will be temporarily stored in the safe located in the secured narcotics vault. No more than $1,000.00 will be maintained in the vault. Once that limit has been reached, the monies will be transferred to City Funds.

   a. Any money (coin or paper) with distinct evidentiary value will not be transferred to city funds.

   b. Monies will be taken to the Records Staff for deposit with the City of Rocklin. The Property Tech and a Records Clerk will open sealed envelopes and count the money. The money will be released to the Records Clerk to be deposited into the City of Rocklin Finance System. A receipt for the money will be provided to the Property Tech. The receipt will be attached to the original report.

   c. Once a case is adjudicated and the court determines that monies are to be returned to owner, a Purchase Order (PO) shall be requested through police administration. The PO will state the owners name, address, case number and amount of money to be returned.

   d. Once the PO is approved, it will be forwarded to City Finance, where it will be processed and a check sent via mail to the rightful owner.

   e. Money taken in as found or safekeeping will only be transferred to City Finance once the holding period has lapsed, unless the amount is over $1,000.

2. Counterfeit money, since it is not real currency, will not be placed in a currency envelope, nor is it necessary to store in the vault.

S. Jewelry

1. All valuable jewelry items must be itemized by description and quantity.

2. Package the jewelry into a manila envelope. Seal and initial, then place it in an evidence locker. If the jewelry is valued at over $5,000 deliver it personally to the Property/Evidence Technician.

3. Place the bar code labels on the face of the envelope and place in temporary storage locker.

T. Sexual Assault Kits - Medical personnel will utilize the sexual assault kit and shall follow the provisions of 13823.11 PC regarding examination, treatment, preservation, and disposition of evidence. The Investigating Officer must ensure that all forms in the kit are filled out, signed and that the entire kit is returned to the Police Department to be entered into evidence. All examination forms provided shall be filled out as thoroughly as possible and attached to the original report. The Investigating Officer must initial the chain of custody section on the sexual assault kit before entering it into evidence. A “Bio-Hazard” label should be placed on the sexual assault kit.

1. Place blood in the secured refrigerator in the Bag and Tag room or immediately deliver to the Property/Evidence Technician.

2. If biological fluids are collected, place in the secured refrigerator in the Bag and Tag room, or deliver to the Property/Evidence Technician.

3. All swabs and slides should be packaged properly to allow for air drying.

4. All items of evidence, including DNA specimens, shall be clearly labeled as to source and identity of person who collected them.

5. The medical assault kit and the victim’s clothing must be stored in a secured locker after retrieving evidence from the hospital.

U. Blood and Urine

1. Blood and urine samples are collected and placed in a sealed Valtox Toxicology Service envelope by the Investigating Officer. Urine samples should be sealed in plastic prior to placing in Valtox envelope to prevent leakage. “Bio-Hazard” labels must be attached.

2. The person collecting the sample is responsible for completing the information on the face of the sample envelope. The Investigating Officer must sign the chain of custody section on the envelope and place it inside the refrigerator located in the Bag and Tag room.

V. Dangerous Weapons (Knives, Clubs, Stun Guns, Tasers)

1. Never submit into property a loaded Taser or an operable stun gun or other device that could accidentally be activated or discharged.

2. In addition to marking weapons for later identification, all sharp object items must be packaged to avoid injury to persons handling the items.

   a. Knife boxes are provided to package knives/weapons with a sharp or cutting point.

   b. If the weapon is too large for a knife box, cardboard should be taped to the object to cover any cutting edge or point. Attach a red evidence tag to those weapons not in a knife box.

   c. The batteries in a stun gun shall be disconnected and the cartridges of a Taser shall be removed.

   d. The stun gun and Taser devices should be marked for identification and deposited in an evidence locker.

   e. A CLETS check should be made by the investigating officer on all serialized weapons to determine their status before entering them into the property system.

W. Digital Photographs

1. All digital photographs shall be downloaded into RMS under the corresponding case number. In serious felonies, the Officer may want to download the photos onto a disc and book into property.

2. Requests for reprints of evidence photographs must be submitted to the Property/Evidence Technician via computer mail or interoffice mail.

3. Requests for reprints from outside agencies, insurance companies, The District Attorney's Office, Public Defender's Office and attorneys, are forwarded to the Property/Evidence Technician.

X. Bicycles- All bicycles are stored in an on-site storage facility known as the bike room.

1. All bicycles that come under Police control are transported to the police department where they are placed in the large item temporary storage area located on the sally port.

2. A red tag with the bar code affixed to it should be attached to the bicycle.

3. A property record must be completed and placed in locker #1. All identifying information must be included in the report; make, model, speed, color, serial number, etc. A CLETS check must be made by the Investigating Officer on all serialized bicycles to determine their status. The Officer is responsible for notifying Dispatch to enter the bicycle into CLETS.

4. The Property/Evidence Technician or CSO's will be responsible for verifying the bicycle descriptions against the property record.

5. The Property/Evidence Technician shall be responsible for moving the bicycles from the temporary storage area to the on site bicycle storage room in a timely manner.

6. The Property/Evidence Technician will complete all follow-up investigations to determine the dispositions of all found bicycles.

7. The Property/Evidence Technician will conduct a search in RMS for any stolen bicycles matching the description of the found bicycle in an attempt to locate an owner.

Y. Temporary Vehicle Storage

1. A roll-up garage located in the rear of the police facility is designated for the temporary storage of vehicles requiring investigative processing.

2. At the discretion of the Watch Commander, on duty sergeant or Detectives, vehicles will be towed to the police facility and secured in the roll-up garage.

3. The key to the roll-up garage is located on the Key Management System board.

4. A Request for Laboratory Services and Property Record/Receipt will be accomplished by the booking officer.

5. Once the vehicle is secured in the garage, place both forms along with the garage key in secure evidence locker #1.

6. The Property/Evidence Tech will notify one of the assigned CSO's that there is a vehicle requiring processing.

7. Once the vehicle is processed, it is the responsibility of the Property/Evidence Technician to have the vehicle removed from the storage area.

Z. Bag and Tag Room - Packaging and Storage

1. Property should always be packaged size appropriately. It should be placed in an evidence envelope and affixed with a bar code. The

envelope is deposited in an evidence locker or it can be delivered directly to the Property/Evidence Technician. All property booked in shall be accompanied by an inventory sheet, generated by the bar code system. If the property item is too large to fit in an evidence envelope, it can be packaged in a paper bag. In all cases, the packaged item should be labeled with the bar code to reflect the case report number, the classification, associated item number and the officer's ID#. The envelope/bag must be sealed with the Officers initials and date written across the seal and envelope.

2. Secured lockers are accessible for storage 24-hours a day, 7 days a week.

3. Locker number one has been designated as a drop slot for small items.

4. The Property/Evidence Technician or a CSO assigned to the Property Room should be contacted and respond to receive large quantities of narcotics, money, or jewelry valued over $5,000. Items of this value should not be stored in the bag and tag room lockers.

5. Larger items of property, such as tires, bicycles, ladders, beer kegs, air compressors, and other such large items or gasoline/oil powered items should be placed in the large item temporary storage area on the sally port.

6. All property must be clearly marked for identification. A red plastic tag must be attached to the item bearing the bar code label and the officer's ID#.

7. In all cases where property is stored in the refrigerator/freezer evidence lockers, a property inventory sheet must be completed and placed in locker number one.

8. Items that need to be kept refrigerated can be placed in the refrigerator located in the bag and tag room or delivered to the Property/Evidence Technician.

AA. Transfer of Evidence to Crime Laboratory

1. The Investigations Sgt or Detectives may request further processing of evidence by an outside laboratory.

2. The Property/Evidence Tech or CSO will check out the property in the RMS to reflect the new location of the evidence and make a log note to reflect which Detective made the request.

3. A Physical Evidence Submission form will be accomplished by the Property/Evidence Tech or CSO entering the required information. The Property/Evidence Tech or CSO will sign the form under the chain of custody for the items released.

4. The property, lab form and a copy of the police report associated with the property will be delivered to the Crime Lab by either mail, police department employee or volunteer.

5. Any employee assuming control of the property will sign for the property to maintain an accurate chain of custody for the items.

6. A copy of the lab form will be filed with the original report in the Records department.

III. **PROPERTY INTAKE**

A. Property Duties

1. During the normal work week, the Property/Evidence Technician will intake the property lockers and shall secure the property in a designated storage area.

2. All property submitted will be entered into the property module of RMS by an officer or CSO so a corresponding inventory sheet can be printed by the officer to enable the Property Tech to conduct an accurate account of property. The inventory sheet will be placed in the locker with the corresponding evidence.

B. Evidence Lockers

1. Once the self-locking evidence locker doors are closed and locked, they cannot be reopened without a Property/Evidence Technician or CSO.

   a. All requests for lab processing will be completed on a Request for Laboratory Services Form (RPD Form 97-30b), by the requesting officer. The notations will indicate which items are to be processed and what process is being requested. Place the form in the evidence locker along with the evidence to be processed.

   b. Items to be processed will be packaged separately from other evidence.

   c. All forms will be placed inside the locker with the evidence.

2. Firearms shall be unloaded prior to storage.

   a. As firearms are removed from the storage lockers, they must be checked to determine if they are unloaded and properly identified. Long guns are not to be packaged unless they have biohazard material on them or are to be processed for fingerprints. A red plastic evidence tag with the bar code label affixed is to be attached to long guns.

   b. Dangerous weapons will be checked to determine if they are packaged properly.

c. If a dangerous weapon is found improperly packaged, or if any weapon is not properly marked or packaged, the submitting officer will be notified to correct the problem.

C. Refrigerator/Freezer

1. The refrigerator/freezer is opened to remove blood, urine, sexual assault envelopes, and other biological material.

a. Semen samples removed from the freezer must be kept frozen.

b. Liquid blood and urine samples must be kept refrigerated. They should never be frozen.

c. All other biological fluids shall be frozen.

D. Pallet Storage Area - The pallet storage area is located within the Property Room used by Property/Evidence Technician to store large bulky items or cases with numerous items.

E. Hazardous Materials Storage

1. All hazardous materials will be stored per the Uniform Fire Code Article 79 and 80.

2. All safely contained hazardous materials will be transported by the collecting officer to the temporary large item storage area. They are to be marked and packaged properly. Do not place in a storage locker in the building.

An inventory sheet will need to be completed and placed in locker #1 notifying the Property Tech that the evidence is in the storage area.

IV. INVENTORYING EVIDENCE/PROPERTY AT INTAKE

A. Main Property Room Inventory

1. The Property/Evidence Technician must account for every item that is placed into the property system.

a. Items sealed will not be opened.

b. Sealed money envelopes will not be opened by Property/Evidence Technician.

2. Items listed on the inventory sheet are compared to those submitted. If an item is discovered to be missing, the Property/Evidence Technician shall immediately notify the submitting officer.

a. The property connected to the case will not be processed. It will be held until the submitting officer is contacted and advises where the missing item(s) can be located.

b. If an item cannot be located, the Property/Evidence Technician will notify the booking officer and the Patrol Sergeant advising the circumstances surrounding the discrepancy.

B. Large Property Storage

Large items of property are inventoried and stored in the storage room located in the out buildings, also known as the bike room.

C. Bicycle Storage

Bicycles are stored in the out building also known as the bike room.

D. Hazardous Materials

Items that are collected must be clearly identified and separated by compatibility and stored in the hazardous material shelf located in the bike room.

E. Narcotics/Dangerous Drugs

All Drugs, with the exception of marijuana, will be packaged in Valtox envelopes and stored in the secured narcotics vault pending further direction from the District Attorneys Office.

F. Money

1. Will be placed in the safe located in the secure narcotics room.

2. Sealed money will not be opened by the Property/Evidence Technician.

3. All found money and money held for safekeeping is placed in a cash inventory envelope and sealed. It will be placed in the safe located in the secure narcotics room.

4. All monies acquired through asset forfeiture proceedings may be temporarily stored in the secured narcotics room until such time it is released to SIU or the City of Rocklin.

G. Jewelry

1. All jewelry with high value is identified and inventoried prior to placing it in the secured narcotics vault.

2. Costume jewelry and jewelry with little value may be stored in main evidence storage.

V. STORAGE OF EVIDENCE AND PROPERTY

A. Main Property Room

1. Property, regardless of its classification, is stored according to the filing system by size and sequential case numbers. All storage locations must be recorded in RMS under the involved case number.

2. The majority of property is stored in cardboard boxes on storage shelves.

   The shelf units are identified by year in categories of small, medium, large, x-large and pallet.

3. Money, jewelry, firearms, ammunition, bicycles, hazardous materials, blood and urine samples, sexual assault evidence, and found property are stored in the following locations:

   a. Money – All money is stored in the safe located in the secured narcotics room.

   b. Jewelry - All valuable jewelry is placed in an evidence envelope, sealed and stored in the secured narcotics room.

   c. Jewelry identified as costume jewelry is assigned a storage location on the shelf.

   d. Firearms - Firearms and ammunition are packaged separately.

      1) Long guns are placed in hanging canvas bags by the Evidence Technician and stored in the secured weapons vault.

      2) Handguns are packaged in cardboard handgun boxes and stored in the secured weapons vault.

      3) Ammunition is assigned a separate storage location from firearms.

   e. Weapons - All dangerous weapons are separated from the case. A red tag is attached to the item(s). Weapons are stored in the “Weapons Box” by year, located on the X-Large shelf.

   f. Bicycles - Bicycles are stored in an on-site storage room in the out building.

   g. Blood and Urine - Blood and urine samples are stored in the refrigerator by case number according to the calendar year.

   h. Sexual Assault Kits- Sexual assault kits (blood) are stored in their original packaging in the refrigerator.

   i. Found Property/Safekeeping - Found property and property stored for safekeeping are stored in a designated area in the property room.

VI. COMPUTER ENTRIES

Input of Involved Property

A. All property that is booked into the Rocklin Police Department must be entered into the property module of RMS.

B. The Property/Evidence Technician will review property entries and is authorized to modify and correct RMS property entries when necessary.

C. The storage location of each item received by the Property Tech is recorded in the property module of RMS under the involved case report number.

D. The property chain of custody is maintained electronically in RMS. The property module of RMS is considered the "paperless data base" for all property functions. Any movement of evidence is annotated in the RMS property module.

VII. BAR CODE AND INVENTORY SHEET

A. Property/Evidence bar code and inventory sheet are generated by the RMS property bar code system upon entry of all property into the RMS property module.

B. Once all property is entered into the property module of RMS, exit out of RMS and log Into the "Property Room" program by clicking on the Desktop Icon.

1. Enter employee ID and password (Same as RMS login)
2. Type "O" for Other under user function
3. Click OK

C. How to Print Labels:

1. Select the "Print labels and Property List" tab
2. Enter your RMS case number
3. Enter the range of Item numbers that coincide with your RMS property item numbers (i.e. 1-10). If you leave these fields blank, labels will print for all property items listed in the case including items not entered by you.
4. Click on the "Print labels and Property List" tab.
5. You will receive a print message for the labels, click OK
6. You will then receive a separate print message for the Property List, click OK.
7. Attach bar code labels to the property packages, such as an envelope, paper bag or bike tag. If possible, do not attach labels directly to property being booked.

8. If more than one property item is booked in the package, place all coinciding bar code labels on the package without covering other barcodes.

9. Place the labeled property and the printed property inventory sheet generated from RMS into an evidence locker.

Chapter Four - Release

I. PROPERTY AND EVIDENCE RELEASE GUIDELINES

A. Authorized Persons

1. The following persons may authorize the release of property, which has been placed in the Property Unit under the provisions of this manual.

   a. The investigating officer, the assigned investigator, or the investigator's supervisor.

   b. The Property/Evidence Technician, Community Service Officers or the Investigation's Lieutenant.

   c. Any member specifically authorized by the Chief of Police.

   d. A magistrate.

   e. The District Attorney.

B. Release Authority

The District Attorney "Property and Evidence Disposition Form" will serve as a primary source document and authority for the release or appropriate disposal of property (except search warrant cases). The "Property and Evidence Disposition Form" annotates evidence is no longer required for prosecution of the case and may be disposed of per law.

1. All DNA evidence is to be maintained for the duration of the incarceration of any inmate involved with the case.

2. Property seized pursuant to a search warrant shall only be disposed of or released under the authority of a court order (1536 PC) or by authority of the District Attorney's Office.

3. All evidence or property collected in homicide cases will be stored until disposition is directed by the investigating officer, the court or the DA's office. Property/evidence may be released, if all court action involving any suspects is final and the District Attorney has approved the release.

4. All evidence or property involving sexual assault cases where there are no suspects and no leads will be maintained for the statute of limitations. If after expiration of the statute of limitations, there are still no leads or suspects, the property can be disposed of.

5. In felony cases where there are no suspects or leads, evidence will be maintained for the statute of limitations. After expiration of the statute of

limitations, if there are no leads or suspects, the evidence can be disposed of.

6. In misdemeanor cases where there are no suspects or leads, evidence will be maintained for one year. If after one year there are no leads or suspects, the evidence can be disposed of.

7. Any misdemeanor or felony case involving property wherein the District Attorney approves disposal of evidence in the interest of justice prior to the expiration of the Statute of Limitations may be released or destroyed.

8. All evidence retained or requested to be retained for civil litigation involving the City of Rocklin shall not be released or destroyed without prior approval of the City Attorney's office.

C. Disposition Instructions

1. Found Property

The Investigating Officer will attempt to determine and contact the owners of found property at the time the property is recovered. The Property/Evidence Technician will attempt to contact the property owner upon receipt of the property and prior to its storage.

a. Where owners are identified, the person will be called on the telephone or a notification letter will be sent to the owner instructing them to contact the Property/Evidence Technician to schedule an appointment to claim their property.

b. The owner will be given 90 days to prove ownership and claim the property.

c. If the property is not claimed, it may be offered to the finder (unless the finder is a City employee). The claimant will be given 10 working days to claim the property. A notification letter is sent to the finder or the person will be contacted by telephone requesting them to schedule an appointment to obtain the property.

d. Any found property having a value of $250 or more will be advertised as found in a newspaper of general circulation for seven days. The "finder" will be responsible for running the newspaper ad and providing a copy of same to the Police Department.

e. If the property is not claimed, the finder is legally entitled to the property after paying the advertising costs.

f. All unclaimed property will be auctioned, disposed of, or acquired for departmental use.

g. Release to finder - The person should present identification and must sign the property release form releasing the property to them.

Exception: Found firearms will be destroyed.

2. Safekeeping

Property that is being held for safekeeping shall be returned to the legal owner upon request or by legal mandate. Property (excluding firearms) not claimed within 60 days is to be considered intentionally abandoned by the owner and disposed of per 2080.10 PC.

a. Firearms held under the provisions of 12028.5 PC shall be referred to the Investigation Bureau Supervisor. The Property/Evidence Technician shall do the following upon receiving a firearm taken for safekeeping:

b. The firearm or other deadly weapon shall be made available to the owner or person who had lawful possession 48 hours after the seizure, or as soon thereafter as possible, not to exceed five business days (12028.5(b) PC). If an arrest occurred the firearm will not be released until the case has been adjudicated and the owner can legally possess a firearm.

c. In those cases where a law enforcement agency has reasonable cause to believe that the return of a firearm or other deadly weapon may be likely to endanger the victim or person reporting the assault or threat, the agency shall advise the owner accordingly, and within 10 days of the seizure, initiate a petition in the Superior court to determine if the firearm or other deadly weapon should be returned (12028.5(e) PC).

d. The law enforcement agency shall inform the owner or person who had lawful possession of the firearm or deadly weapon, at their last known address. They have 30 days from the date they receive the notice to respond to the court clerk to confirm the desire for a hearing, and that failure to respond may result in a default order forfeiting the confiscated firearm or other deadly weapon.

e. Prior to any release of firearms the Property/Evidence Technician will call or send a letter advising the owner that their firearm is available for release and the process required, per law Assembly Bill 2431, to obtain said firearm. No firearm shall be released without the proper notification from the Department of Justice giving the individual clearance for “possession of a firearm”.

   (1) If the owner is not legally entitled to the weapon under the provisions of 12001.6, 12021.1, 12021(c)(1), 12021(c)(2), and 12021.5 P.C., the owner will be given thirty (30) days to arrange the sale of the weapon(s) through a licensed firearms dealer. If after thirty (30) days the weapon is not released to a firearms dealer for sale it will be destroyed per 12028 PC.

f. Conduct a CLETS check on the firearm to determine if it is stolen.

g. If stolen, refer case to the Investigations. Upon adjudication the firearm will be returned to the reporting agency via UPS for release to owner. If the reporting agency is the Rocklin Police Department the Property/Evidence Technician will advise the owner when the weapon is ready for release and advise the owner the process to obtain a clearance from the Department of Justice (Assembly Bill2431).

3. Releasing a firearm to the owner.

   a. The owner must present a clearance letter from the Department of Justice stating they are legally able to own a firearm.

   b. The owner must present a photo ID and provide proof of ownership if requested.

   c. The owner must sign the property invoice and return form. The firearm will be released in a lockable case if provided by the owner, or in a safe method as determined by the Property/Evidence Technician.

   d. The employee releasing the firearm should carry the weapon to the owner's vehicle in order to ensure the owner complies with California State Law in regards to the transportation of firearms. If the owner cannot comply with the following, they shall be required to pick up their firearm at a later date or time; when compliance can be met.

      1) Handguns

      California Penal Code section 12025 does not prevent a citizen of the United States over 18 years of age who is not lawfully prohibited from firearm possession, and who resides or is temporarily in California, from transporting by motor vehicle any pistol, revolver, or other firearm capable of being concealed upon the person provided the firearm is unloaded and stored in a locked container.

      The term "locked container" means a secure container which is fully enclosed and locked by a padlock, key lock, combination lock, or similar locking device. This **includes the trunk of a motor vehicle**, but does not include the utility or glove compartment; see California Penal Code Section 12026.1.

      2) Shotguns and Rifles

      Non-concealable firearms (rifles and shotguns) are not generally covered within the provisions of California Penal Code section 12025 and therefore are not required to be transported in a locked container. However, as with any firearm, **non-concealable firearms** must be **unloaded** while they are being transported. A rifle or shotgun that is defined as an assault weapon pursuant to Penal Code 12276 or 12276.1 must be transported in accordance with Penal Code section 12026.1.

3) Registered Assault Weapons

California Penal Code section 12285(c)(7) requires that registered assault weapons may be transported only between specified locations and must be unloaded and in a locked container when transported.

The term "locked container" means a secure container which is fully enclosed and locked by a padlock, key lock, combination lock, or similar locking device. This includes the trunk of a motor vehicle, but does not include the utility or glove compartment; see California Penal Code Section 12026.1.

e. Firearms and ammunition will not be released during the same transaction. Owners will be required to return at a later date/time to retrieve their ammunition. Exceptions may be made for extenuating circumstances upon approval of the Investigations Sergeant.

4. Firearms or other weapons that are confiscated under the provisions of 5150/5250 are held in storage until such a time it is determined the owner can legally possess firearms.

a. In those cases where a law enforcement agency has reasonable cause to believe that the return of a firearm may be likely to endanger the owner or another, the agency shall advise the owner accordingly, and within 10 days of the seizure, initiate a petition in the Superior Court to determine if the firearm should be returned.

b. Department of Justice clearance notification must be obtained by the owner prior to release of any firearm.

c. If the weapon is not claimed within 180 days from date of notification of availability, a court order will be obtained and the weapon will be declared a nuisance and destroyed under the provisions of 12028PC.

d. All other types of property held for safekeeping shall be returned to the owner as soon as possible.

e. Upon receiving property for safekeeping, the Property/Evidence Technician shall do the following:

1. Conduct a CLETS check on all serialized property to determine if it is stolen.
2. Refer to the Investigations Unit for follow-up if stolen.
3. Contact the owner by telephone or by mail to schedule an appointment for the release of the property.

f. Property (except firearms) not claimed within 60 days are to be considered abandoned by the owner and disposed of per statute.

3. Recovered Property

Property may be released by the Officer, Detective or Property/Evidence Technician to the rightful owners prior to the conclusion of a trial under the authority of the Investigating Officer, a Court Order, or upon the written authorization of the representing District Attorney.

a. Prior to release, a picture of the property and the owner will be taken.

b. The owner must sign a Declaration of Ownership and agree to neither destroy, sell, nor give away the property until the conclusion of legal proceedings.

4. Search Warrant

Property taken under the authority of a search warrant may be released under the following conditions:

a. Property, which is introduced in court as evidence, is placed beyond the control of the department and will, thereafter, be disposed of pursuant to the orders of such court.

b. The disposal of property which is alleged to have been stolen or embezzled or which has been obtained by means of a search warrant may be effected by order of the judge which has jurisdiction or by following the procedures outlined in Penal Code Section 1413.

c. A magistrate or trial judge may order the disposal of stolen or embezzled property or property which was obtained by means of a search warrant, as set forth in Penal Code Sections 1408-1411 1418, and 1536, prior to court adjudication.

    1. The investigating officer will seek the release of property with the assistance of the District Attorney's Office.

    2. Once a Court Order is obtained, the Property/Evidence Technician will release only that property described in the Court Order.

        a) The person receiving the property must present a photo ID.

        b) The person receiving the property must sign the property release form. The form is retained with the original report.

        c) RMS is updated to reflect the release of property.

5. Non-Essential Property as Evidence

a. With the concurrence of the District Attorney, property which is not essential to a prosecution or a future prosecution shall be promptly released, whenever possible, to the owner.

1. Prior to release of property to owner, a photograph of the property may be taken for court presentation.

2. Property which has no investigative value as determined by the District Attorney may be destroyed upon completion of the investigation; e.g., glass shards or a mutilated bullet, which is useless for comparison purposes.

b. Property, which has been held as evidence but not introduced during the trial, shall be released to the owner upon receipt of a court disposition, provided the prescribed time for appeal has elapsed.

1. In misdemeanor cases, thirty (30) days shall be allowed for an appeal; and in felony cases, sixty (60) days. (Refer to California Rules of Court Section 182 subsection A and section 31 subsections A)

2. Property which has been held as potential evidence shall be disposed of in accordance with the provisions of this manual as appropriate.

3. In all cases, the person who receives the property must present a photo ID.

4. The property release form must be signed by the person accepting the property.

6. In-House Property Releases and Court Releases

Temporary release of property to officers for investigative purposes shall be noted in RMS, stating the date, time and to whom released. The officer picking up the evidence for court must complete the Property/Invoice and Return Form. Any employee receiving property shall be responsible for such property until it is properly returned to property or released to another authorized person or entity, or secured in a locker. The return of the property shall be recorded in RMS, indicating date, time, and the person who received the property.

7. Disputed Claims to Property

Occasionally more than one party may claim an interest in property being held by the department, and the legal right of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property. All parties should be advised that their claims are civil.

II. DISPOSAL GUIDELINES

A. Property held by this agency shall be disposed of in a manner authorized by statute. Final disposition of found, recovered, and evidentiary property shall be accomplished within six months after legal requirements have been satisfied.

1. When there are two or more defendants involved in a criminal case, property will not be disposed of until all defendants' trials have been concluded.

2. Property shall not be disposed of until the period for appeals has closed and all appeals have been concluded.

3. The Property/Evidence Technician shall not dispose of property until the end of the time period established by departmental policy for holding the item; e.g., found property, property held for safekeeping, etc.

4. If the person from whom custody of the property was taken is a secondhand dealer or licensed pawnbroker and if the owner of the property cannot be located at the end of the criminal proceeding, the property shall be returned to the secondhand dealer or pawnbroker.

5. In all cases where property is destroyed, the Property/Evidence Technician shall request dispatch to delete information in the appropriate State Department of Justice computer file concerning each item of serialized property that is authorized for disposal. In addition, the Property/Evidence Technician will update RMS.

6. Property will be disposed of by the Property/Evidence Technician when the office receives a property release authorization form, court instructions/dispositions/procedures according to law, or written instructions from the District Attorney's office.

7. Detective Supervisors and their assigned detectives shall be responsible for disposition follow-up for investigators who have been reassigned.

B. Destruction of Property Pursuant to a Court Order

1. Property will be destroyed as instructed in the court order.

C. Statute of Limitations

1. In misdemeanor cases, the statute of limitation is one/two years when the case file report indicates no suspect and the property has little or no value. After review by the assigned investigator, it will be disposed of after one/two years.

2. Property in felony cases (except homicides, embezzlement of public funds or falsification of public funds) will be disposed of after the statute of limitations has expired, the case file report indicates no suspect, and the investigating officer recommends disposal. Property from homicides, embezzlement of public funds or falsification of public funds will be retained indefinitely, except when disposal or release is authorized by the investigating officer with concurrence from the District Attorney or the court.

D. Disposition of Property to be Destroyed

1. Property of little or no value can be disposed of in an appropriate dumpster, except as otherwise directed below.

2. Papers of a sensitive nature will be shredded.

3. Alcoholic beverages shall be poured down the drain by the Property/Evidence Technician before disposing of the container in the trash.

4. Property of value (except firearms, money, ammunition and drugs) will be sold at auction or designated for departmental use.

5. Pursuant to legal requirements, firearms will be destroyed or designated for departmental use.

6. Ammunition will be relinquished to the Rocklin Police Department Range Master.

7. Controlled substances and drug paraphernalia will be burned or disposed of at an authorized licensed facility.

8. Hazardous materials will be disposed of through the Placer County Waste Management Division.

9. Knives, clubs and other dangerous weapons will be destroyed along with firearms.

10. Fireworks will be turned over to the Roseville Police Department EOD Unit.

11. All unclaimed money will be deposited in the City of Rocklin's General Fund, except rare coins which will be sold at public auction. Unclaimed money will be released to the Records Unit for deposit into the City of Rocklin's General Fund. Release of money will require a double count; a receipt will be issued by Records and attached to the original report as documentation.

E. Disposition of Firearms

1. Retained for Departmental Use

   a. The firearm is released to the Range Master with written authorization by the Services Captain for Department use.

   b. The make, model, and serial number are recorded on the department's weapon inventory log maintained by Administration.

   c. The California Department of Justice is notified through CLETS.

2. Destruction

a. Weapons that are authorized for disposal are destroyed once during each calendar year, or sooner, if necessary to conserve space and utilization of personnel, and security of the weapons(s).

b. Prior to destruction the weapons are inventoried.

c. An appointment with a disposal firm must be made in advance.

d. Property Unit Personnel, accompanied by a sworn officer, will transport the weapons to a destruction facility and shall witness the destruction of each weapon.

e. The California Department of Justice is notified of the destruction through CLETS.

F. Destruction of Narcotics

1. Controlled substances and narcotic paraphernalia will be destroyed by the Property/Evidence Technician after receiving authorization for such disposal.

a. Items to be destroyed are pulled from storage and placed in boxes labeled "Narcotics BFD".

b. A list is prepared, noting the case number and identity of the drug items in the boxes.

c. An appointment for disposal burn should be made and the necessary permits obtained in advance.

d. The Property/Evidence Technician must obtain a court order for the destruction of the contraband from a magistrate. The destruction court order will be maintained in the Evidence room by date of destruction.

e. Items to be destroyed will be transported to an authorized burn facility accompanied by an armed escort. The disposal of all evidence must be witnessed.

G. Property Retained for Department Use

Employees' may request to obtain items from Property/Evidence, adjudicated cases for departmental use, by making their request through the Property and Evidence Technician. Prior to releasing the property the Property and Evidence Technician shall forward a memorandum identifying the requesting employee, the item requested and its intended use, via their chain of command, to the Support Services Division Commander for approval. If authorization is granted, the Property and Evidence Technician will notify the Technical Assets Coordinator who will recorded the item in the department's asset tracking system in compliance with §A108 of the Rocklin Police Department's Procedure Manual.

III. **AUCTION OF UNCLAIMED PROPERTY**

A. Disposition of Unclaimed Property

1. Property which has been found and not claimed within 90 days, stolen or embezzled property which has not been claimed by the owner within 60 days of notification, or in any case in which such notice is not given, after the expiration of six months has passed from the date of conviction, can be auctioned.

2. Any unclaimed property not governed by statute after being held 60 days from the date the owner was notified by mail or phone to claim the property, shall be auctioned, destroyed or maintained for departmental use.

B. Auction of Unclaimed Property/Forfeited Assets

1. A contract between the City of Rocklin and an auction company will be established for the auction of property.

a. It is the responsibility of the auction company to run a legal ad in newspapers 5 days prior to auction.

b. Checks and receipts are mailed to the City of Rocklin by the auction company after the auction and are deposited in the City General Fund.

C. Conflict of Interest – Purchase of Assets by Department Employees

1. It is the department's responsibility, under Government Code Section 1090, to ensure absolute loyalty and undivided allegiance to the best interests of the City in obtaining the maximum return of proceeds from the sale of unclaimed and/or forfeited property (Health and Safety Code Section 11470) assets.

2. Because of this responsibility, it is considered a conflict of interest for any police department employee to act as the purchaser, either personally or through third parties, of any assets determined to be unclaimed or forfeited under Health and Safety Code provisions.

IV. **PROPERTY AUDITS**

A. Weapons, money, and controlled substances stored in the Property Unit will be audited regularly to monitor the security of this property. Internal audits and inspections to determine adherence to procedures used for the control of property will be performed by the Support Services Captain or his/her designee quarterly.

1. Internal Audits

a. The Support Services Captain will assign a Sgt, not associated with Property and Evidence, to conduct a full audit of the following types of property and the associated records quarterly:

1). Weapons will be audited in Jan, April, July, and October.
2). Money and valuables will be audited in March, June, Sept and Dec.
3). Narcotics envelopes will be audited in Feb, May, Aug, and Nov.

b. A comparison of the description of the item entered into RMS with the actual item or the description on the container, if sealed, shall be made. Money will not be counted, and sealed narcotic envelopes will not be opened, but the seals will be checked to verify that it has not been tampered with.

2. External Audit

a. An unannounced random audit will be conducted annually. The audit should be conducted by a supervisor not routinely or directly connected with the control of property and evidence. The annual audit should be a significant representative sampling of property.

b. An unannounced inspection of property storage areas are conducted as directed by the Chief or his representative at least once a year.

3. Inventory

An inventory of the Property Room will occur when there is a change of unit supervisor or property unit staff. The inventory will be conducted jointly by the new supervisor and a person to be designated by the Chief of Police.

4. Reporting Procedure

All audit procedures must be reviewed and signed by the person conducting the audit. The original report should go to the Chief of Police for review. Any discrepancies discovered during the audit must be brought to the attention of the Investigation's Sergeant and the Chief of Police.

V. Mobile Audio Video Hard Drives

A. Mobile audio video hard drives are recording systems that capture and preserve an accurate record of certain police contacts and activities.

1. Prior to depositing the hard drives, the hard drive will be placed in a padded envelope provided in bag and tag.

2. Officers will deposit hard drives in locker #2, which is a dedicated locker for “Video Drop” only.

3. Property Technician will retrieve hard drives from locker #2 and download video recordings into the Digital Eyewitness Media Manager System. (Refer to Digital Eyewitness Media Manager Operations Manual)

4. Once hard drive is downloaded and erased, the hard drive will be delivered to the on duty Sgt for distribution to the Officers.

5. If employees wish to obtain digital audio/visual recording segments from an in-car camera system, they shall submit a Video Segment Request form through their supervisor who in turn will submit it to the Evidence Technician.

6. Once the recording is no longer needed, it shall be returned to evidence where it will be destroyed by the Evidence Tech.

B. Only in exceptional circumstances will original video hard drives be booked into evidence. Such circumstances would include major events such as an officer involved shooting, or as directed by the Watch commander or a member of command staff. If a digital video hard drive is booked into evidence, it shall be booked in the same manner as other property and referenced in the case report.

VI. Canine Narcotics Training Aids

A. Health and Safety Code section 11367.5(a) states in part that any Chief of Police, or a designee thereof, may in his or her discretion, provide controlled substances in his or her possession and control, to any duly authorized peace officer/civilian drug detection canine trainer for the purpose of canine drug detection training or substance abuse training, provided the controlled substances are no longer needed as evidence in criminal proceedings.

B. All controlled substances possessed for drug detection canine training shall be supplied by the Rocklin Police Evidence & Property division or by another authorized law enforcement agency.

1. Prior to issuing any controlled substance for drug detection canine training, the narcotics must be identified by the Property/Evidence Technician as having no further evidentiary value.

a. Written application, in the form of a department memorandum, for the use of the narcotics shall be initiated and signed by the Chief of Police or his representative for approval.

b. All controlled substances issued shall be weighed, tested and sealed by the issuing Officer and the receiving Canine Officer. The controlled substances shall be recorded in a log, which indicates the case number, type and weight of each controlled substance.

c. Both the issuing officer and the receiving officer shall print their names legibly, sign and date the log.

d. A Superior Court Order directing the use of the narcotics shall be obtained. The Unit Coordinator and the Property Evidence Technician shall insure that the narcotics obtained are within the blanket of the order.

e. The controlled substances shall be assigned to an individual officer, and maintained in a training kit assigned to that officer.

2. Return of Narcotics

a. Upon return of the controlled substance, the case number, type and weight of each controlled substance shall be inventoried. Both the returning officer and the Property Technician officer will print their names legibly, sign and date the log. The log will be maintained in a secure location within the Property Evidence room.

b. It is recognized that due to moisture and unforeseen circumstances that the weight of the training aid may be slightly different during different times of the day, or different times of the training exercise.

3. Any discrepancies in the training kit shall immediately be reported to the Canine Supervisor and Property Supervisor.

4. Health and Safety Code section 11367.5© (2) states that all controlled substances shall be maintained in a secure location approved by the dispensing agency. The Rocklin PD recommends that all controlled substance training samples will be stored in a locked plastic box at all times, except during training. The locked boxes shall be secured in the canine handler's assigned patrol unit, or stored in a locked evidence locker.

5. When a Canine Officer resigns, all controlled substances shall be returned to Property/Evidence for destruction or reassignment.

C. AUDIT

1. Audits of the training aid issuance log, as well as the actual training kits, shall be conducted semi-annually by the Canine Officer and Property Technician. In addition, the Canine Unit Supervisor may conduct random audits.

2. During the audits, the training kits will be inspected to ensure the proper item numbers are contained within the kit and the type and weight of each controlled substance will be compared to the log.

VII. **Canine Explosive Substance Training Aids**

A. Explosive substance training aids are used to effectively train and maintain the department's explosive detection dogs. Due to the responsibilities and liabilities involved with possessing readily usable amounts of explosive substances and the ever present danger of ingestion or injury as a result of detonation by the canine, the following procedures shall be strictly followed:

1. All necessary explosive substance training samples shall be acquired from a licensed supplier authorized to provide explosive substances according to California and Federal law. All explosive substance training samples shall be dispensed to the individual explosive detection canine handler.

2. The explosive substance training samples shall be controlled, stored and inspections recorded every three months by the canine handler. These records shall be reviewed by the Canine Unit Coordinator. The canine handler shall keep records regarding training, any loss of, damage to, any explosive substance training samples. In the event that a training sample is lost or misplaced, the canine handler shall immediately notify the on duty Watch Commander and the Canine Unit Coordinator in writing as soon as practical.

3. All explosive substance training samples will be stored in an approved locked metal explosive storage bunker at all times, except during training. The locked bunker shall be located in a designated storage building secure from unauthorized personnel. The explosive bunker shall display the appropriate placard indicating the substance contained in the bunker. During training an approved explosive substance storage container shall be utilized and secured in a locked compartment of the canine handler's assigned patrol unit. No explosive substance training samples shall be stored at any other locations. There are no exceptions to this procedure.

4. The Canine Unit Coordinator shall periodically inspect every explosive substance training sample for loss, damage or tampering and take the appropriate action.

5. All explosive substance training samples shall be returned to the appropriate agency when they have reached their usefulness or no longer needed.

B. IMMUNITY: Penal Code§ 12302.(a) provides that nothing shall prohibit the possession, transportation, storage, or use of, destructive devices or explosives by any peace officer listed in section 830.1or 830.2. The Chief of Police will allow the use of the explosive substance training samples to the duly authorized peace officer in the performance of their duties while working under their immediate direction, supervision, or instruction.

ENACTED
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Appendix 2 – Uniform Crime Reporting Handbook

Uniform crime reporting is a collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. Agencies throughout the country participating in the Uniform Crime Reporting (UCR) Program provide summarized reports on eight Part I offenses known to law enforcement and reports on persons arrested. They also provide information about law enforcement officers killed and assaulted and on hate crime. For the most part, agencies submit crime reports monthly to a centralized crime records facility within their state. The state UCR Program then forwards the data, using uniform offense definitions, to the FBI's national UCR Program. Agencies in states that do not have a state Program submit their statistics directly to the national Program. The FBI provides report forms, tally sheets, tally books, and self-addressed envelopes to these direct contributors (local agencies that do not have the benefit of a state Program). The FBI compiles, publishes, and distributes the data to participating agencies, state UCR Programs and others interested in the Nation's crime data.

U601 UCR Overview

U601.1 GUIDELINES FOR RECORDS MANAGEMENT

An efficient record-keeping system that provides the information needed for generating UCR data should meet the following guidelines:

1. Permanent documentation of each crime is made immediately upon receipt of a complaint or call for service. All reports of thefts and attempted thefts are included, regardless of the value of property involved.
2. The staff or headquarters has control over the receipt of each complaint or call for service to ensure each is promptly recorded and accurately tabulated.
3. Documentation is made in each case showing fully the details of the offense as alleged by the complainant and as disclosed by the investigation. An effective follow-up system is used to see that reports are promptly submitted in all cases.
4. All reports are checked to see that the crime classification conforms to the uniform classification of the offenses. That is, all offenses reported to the UCR Program, regardless of what the offense is called at the local, state, tribal, or federal level, must conform to the UCR classification of offenses.
5. The offense reports on crimes cleared by arrest or exceptional means are noted as cleared.
6. Arrest records are complete, with special care being taken to show the final disposition of the charge.
7. Records are centralized; records and statistical reports are closely supervised by the administrator; periodic inspections are made to ensure strict compliance with the rules and regulations of the local agency relative to records and reports.
8. Statistical reports conform in all respects to the UCR standards and regulations.

Small agencies may request that the FBI send them forms entitled Register of Incidents/Offenses (Daily Log) and Register of Persons Charged (Arrest Sheet). These forms help smaller agencies maintain a permanent record of their operations and prepare crime reports; however, their use is a matter of preference. The forms may be inadequate in a department with 15 or more officers.

U601.2 PERSONS ARRESTED

Contributing agencies submit the number of persons arrested for all violations, except traffic offenses, on monthly returns to their state Program or directly to the FBI. Agencies record the age, sex, and race of both adult and juvenile arrestees so that arrest trends and volume can be computed.

U602 Classifying And Scoring

U602.1 PURPOSE AND SCOPE

This chapter contains some general information law enforcement personnel should know before they embark on a comprehensive discussion of reporting offenses and arrests to the UCR Program. Information covered in this chapter includes (1) a general discussion of classifying and scoring offenses, (2) a list of Part I and Part II offenses, (3) an explanation of jurisdiction, (4) an explanation of the Hierarchy Rule, and (5) an explanation of separation of time and place.

U602.2 PROCEDURE

Classifying and scoring offenses are the two most important functions that a participant in the UCR Program performs. The data that contributing agencies provide are based on these two functions, so scrupulous attention to the Program's guidelines helps to ensure accurate and reliable data.

Classifying is determining the proper crime categories in which to report offenses in UCR. The offense's classification is based on the facts of an agency's investigation of crimes. (See Chapter II.)

Scoring is counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form. The appropriate scoring of Part I crimes is directly related to the two types of crimes involved, crimes against the person and crimes against property. (See Chapter III.)

City, county, state, tribal, and federal law enforcement agency participants must classify and score offenses from the records of calls for service, complaints, and/or investigations. Since these crime statistics are intended to assist law enforcement in identifying the crime problem, participants must record offense counts, not the findings of a court, coroner, or jury or the decision of a prosecutor.

For practical purposes, the reporting of offenses known is limited to the following crime classifications because they are the most serious and most commonly reported crimes occurring in all areas of the United States. Together they serve as a gauge of the level and scope of crimes occurring across the country.

U602.3 OFFENSES

Part I Offenses

Part I offense classifications include (in this particular order):

1 Criminal Homicide
2 Forcible Rape
3 Robbery
4 Aggravated Assault
5 Burglary
6 Larceny-theft **(except motor vehicle theft)**
7 Motor Vehicle Theft
8 Arson

Part II Offenses

Part II offenses encompass all other reportable classifications outside those defined as Part I. Law enforcement agencies report to the FBI only arrest data involving the Part II crimes:

1 Other Assaults
2 Forgery and Counterfeiting
3 Fraud
4 Embezzlement
5 Stolen Property: Buying, Receiving, Possessing
6 Vandalism
7 Weapons: Carrying, Possessing, etc.
8 Prostitution and Commercialized Vice
9 Sex Offenses
10 Drug Abuse Violations
11 Gambling
12 Offenses Against the Family and Children
13 Driving Under the Influence
14 Liquor Laws
15 Drunkenness
16 Disorderly Conduct
17 Vagrancy
18 All Other Offenses
19 Suspicion
20 Curfew and Loitering Laws—(Persons under 18)
21 Runaways—(Persons under 18)

U602.4 JURISDICTION

The purpose of establishing appropriate jurisdiction is to depict the nature and volume of crime in a particular community, not for an agency to claim or take credit for the number of investigations, arrests, etc., or to serve as a measurement of agency workload.

Throughout the United States, there are thousands of law enforcement agencies, some of which have overlapping jurisdictions. To be certain that data (offense or arrest) are not reported more than once by overlapping jurisdictions, the national UCR Program developed the following guidelines:

1 City law enforcement agencies should report offenses that occur within their city jurisdictions.
2 County or state law enforcement agencies should report offenses that take place in the county outside the limits of the city.
3 Federal agencies should report offenses within their investigative jurisdictions if they are not being reported by a local/state law enforcement agency.
4 When two or more local, state, tribal, or federal agencies are involved in the investigation of the same offense and there is a written or oral agreement defining the roles of the investigating agencies, the agreement must designate which agency will report the offense.
5 When two or more federal agencies are involved in the investigation of the same offense and there is no written or oral agreement defining their roles, the federal agency having lead or primary investigative jurisdiction should report the data. If there is uncertainty as to which is the lead or primary agency, the agencies must agree on which agency will report the offense.
6 Agencies must report only those arrests made for offenses committed within their own jurisdictions.
7 The recovery of property should be reported only by the agency from whose jurisdiction it was stolen, regardless of who or which agency recovered it.

In other words, cities having their own police departments, as a rule, report their own crime data to the UCR Program. However, crime data for smaller locales may be combined with those for larger agencies, e.g., sheriffs' offices and state police. This practice most often occurs in rural or unincorporated places employing constables, town marshals, or other officers who infrequently report Part I offenses.

In cases where the county sheriff or state police has a contract to provide law enforcement services for a rural or unincorporated area, the sheriff or state police will continue to report data occurring within the boundaries of these areas. In some localities, the sheriff, state police, or a federal law enforcement agency will assist a local police department in the investigation of crimes committed within the limits of the city. Even though this is the case, the city police department will report the offenses, unless, again, there is a written or oral agreement specifying otherwise.

The jurisdictional guidelines provide for **most** local reporting. Whenever possible, the local law enforcement agency of the geographical area in which the crime occurred should report the data.

U602.5 HIERARCHY RULE

There is a significance to the order in which the Part I offenses are presented, with criminal homicide being the highest in the hierarchy and arson being the lowest. The Part I offenses are as follows:

1. Criminal Homicide
   a. Murder and Non-negligent Manslaughter
   b. Manslaughter by Negligence

2. Forcible Rape
   a. Rape by Force
   b. Attempts to Commit Forcible Rape

3. Robbery
   a. Firearm
   b. Knife or Cutting Instrument
   c. Other Dangerous Weapon
   d. Strong-arm—Hands, Fists, Feet, etc.

4. Aggravated Assault
   a. Firearm
   b. Knife or Cutting Instrument
   c. Other Dangerous Weapon
   d. Hands, Fists, Feet, etc.—Aggravated Injury

5. Burglary
   a. Forcible Entry
   b. Unlawful Entry—No Force
   c. Attempted Forcible Entry

6. Larceny-theft (except motor vehicle theft)

7. Motor Vehicle Theft
   a. Autos
   b. Trucks and Buses
   c. Other Vehicles

8. Arson
   a.–g. Structural
   h.–i. Mobile
   j. Other

The experience of law enforcement agencies in handling UCR data shows that, for the most part, offenses of law occur singly as opposed to many being committed simultaneously. In these single-offense situations, law enforcement agencies must decide whether the crime is a Part I offense. If so, the agency must score the crime accordingly. However, if several offenses are committed at the same time and place by a person or a group of persons, a different approach must be used in classifying and scoring. The law enforcement matter in which many crimes are committed simultaneously is called a **multiple-offense** situation by the UCR Program. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I crimes. The Hierarchy Rule requires that when more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in the multiple-offense situation.

The Hierarchy Rule applies **only** to crime reporting and does not affect the number of charges for which the defendant may be prosecuted in the courts. The offenses of justifiable homicide, motor vehicle theft, and arson are exceptions to the Hierarchy Rule.

The following scenarios illustrate the proper application of the Hierarchy Rule in reporting a multiple-offense incident.

1. Two women broke into a new car dealership after closing hours. They took the cash from the dealership's office safe and two new automobiles from the garage.

   Applying the Hierarchy Rule to crime reporting: A Burglary—Forcible Entry (5a), Larceny-theft (6), and a Motor Vehicle Theft (7a) were committed. Following the Hierarchy Rule, only the Burglary—Forcible Entry (5a), the highest of the offenses on the list of Part I offenses, must be scored.

2. A burglar broke into a home, stole several items, and placed them in a car belonging to the owner of the home. The homeowner returned and surprised the thief, who in turn knocked the owner unconscious by hitting him over the head with a chair. The burglar drove away in the homeowner's car.

   Applying the Hierarchy Rule to crime reporting: A Burglary—Forcible Entry (5a), Larceny-theft (6), Robbery—Other Dangerous Weapon (3c), Aggravated Assault—Other Dangerous Weapon (4d), and Motor Vehicle Theft—Auto (7a) occurred in this situation. After classifying the offenses, the reporting agency must score only one offense—Robbery— Other Dangerous Weapon (3c)—the crime appearing first in the list of Part I offenses.

3. A white female, aged 23, was being arrested on the street on charges of soliciting for prostitution. During the arrest, she attempted to spray Mace into the arresting officer's face. The officer's search incident to the arrest resulted in the recovery of a credit card belonging to an individual that had previously reported it stolen. There was no indication that the card had been used fraudulently.

   Applying the Hierarchy Rule to crime reporting: In this situation, Prostitution and Commercialized Vice; Stolen Property: Buying, Receiving, Possessing; and Aggravated Assault—Other Dangerous Weapon (4c) were committed. Following the Hierarchy Rule, only the Part I offense, Aggravated Assault—Other Dangerous Weapon (4c), must be classified and scored.

The following scenarios illustrate incidents known to law enforcement that are exceptions to the Hierarchy Rule.

4. Someone stole a pickup truck that had attached to it a camper containing camping equipment. The police recovered the truck and camper but not the equipment.

   Exception to the Hierarchy Rule: Motor Vehicle Theft (7) is a special type of Larceny- theft (6). It is a separate classification because of the volume of such thefts and the prevailing need of law enforcement for specific statistics on this offense. Therefore, when classifying, the reporting agency must choose between Larceny-theft (6) and Motor Vehicle Theft (7). In cases such as this, the agency must classify and score the offense as Motor Vehicle Theft (7b).

5. As a result of arson in an apartment building, six persons were found dead.

   Exception to the Hierarchy Rule: The Part I crimes of Murder (1) and Arson (8) are involved in this multiple-offense situation. The reporting agency must report Criminal Homicide (1) offenses (one for each victim) on the Return A and one arson on the Monthly Return of Arson Offenses Known to Law Enforcement. (See page 75 for an explanation of Return A and page 94 for an explanation of the monthly arson report.)

   NOTE: **The Hierarchy Rule does not apply to the offense of arson.** For a multiple-offense situation, of which one offense is arson, the reporting agency must report the arson and then apply the Hierarchy Rule to the remaining Part I offenses to determine which one is the most serious. Put more simply, when an arson is involved in a multiple-offense situation, the reporting agency must report two Part I offenses, the arson as well as the additional Part I offense.

U602.6 SEPARATION OF TIME AND PLACE RULE

Occasionally, an individual or a group will perpetrate a number of offenses over a short period of time. If there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and score each offense individually.

Same time and place means that the time interval between the offenses and the distance between locations where they occurred are insignificant. Normally, the offenses must have occurred during unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender(s) at different times and places, as long as investigation deems the activity to constitute a single criminal transaction.

The following scenarios illustrate the proper application of the Separation of Time and Place Rule:

1. A man and a woman were parked at a secluded location. A gunman surprised them and shot and killed the man when he resisted. He abducted the woman and drove across town to a secluded area where he forcibly raped her. The police arrested the perpetrator at the scene.

Application of the Separation of Time and Place Rule: This incident is an example of two separate crimes against the person—Criminal Homicide (1a) and Forcible Rape(2a). The Hierarchy Rule does not apply because there is a separation of time and place between the two crimes.

2. A robber entered a bank, stole $5,000 from a teller at gunpoint, and then escaped in a getaway car. At a shopping center parking lot across town, the robber and an accomplice stole a car in their effort to elude police.

   Application of the Separation of Time and Place Rule: Because of the separation of time and place between the robbery and the theft of the motor vehicle, these incidents must not be handled as a multiple-offense situation. The two crimes must each be classified and scored as separate offenses—one Robbery—Firearm (3a) and one Motor Vehicle Theft—Auto (7a).

3. A man forcibly entered a sporting goods store, which was closed, and stole cash and merchandise including numerous firearms. The next day, the police arrested a man during an attempted street robbery. The man was armed with a handgun, which further police investigation determined he stole from the sporting goods store the previous day.

   Application of the Separation of Time and Place Rule: In this scenario, two crimes have been committed at different times and places—a burglary and a robbery. In other words, there are two distinct operations with a separation of time and place. The reporting agency should classify and score separately the Burglary—Forcible Entry (5a) and the Robbery— Firearm (3a).

4. A known purse snatcher caught in the act was subsequently identified by four additional women as having snatched their purses at different times. All stated that the thief knocked them down when he stole their purses. The thief admitted to all five robberies.

   Application of the Separation of Time and Place Rule: This scenario illustrates five separate and distinct operations by the same offender. The reporting agency must classify and score five Strong-arm Robbery offenses (3d).

   Because it is not possible to provide instructions that will cover all of the situations that might occur, in some cases the reporting agency will have to use its best judgment in determining how many incidents were involved.

U603 Classifying Offenses

Classifying is determining the proper crime categories in which to report offenses in UCR. The classification of the offense is based on the facts of an agency's investigation of a crime.

When agencies report offense data to a state or the national UCR Program, they must first appropriately classify offenses known to police into the Part I or II standard offense categories as defined by the Program. This practice ensures that offenses with different titles under state and local law are considered and appropriately recorded in UCR. (See Chapter VI for a discussion of Part II offenses.)

Generally, agencies classify attempts to commit a crime as though the crimes were actually completed. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die. These offenses must be classified as aggravated assaults rather than attempted murders.

Unusual situations will arise in the effort to classify offenses, and all cannot be covered in this handbook. In classifying the unusual situations, agencies must consider the nature of the crime along with the guidelines provided herein.

Essential to the Program's maintaining uniform and consistent data, all reporting agencies must use standard UCR Program definitions of the offenses. The standard UCR definitions for Part I offenses are presented and explained in this chapter.

U603.1 CRIMINAL HOMICIDE

- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence

Criminal Homicide—Murder and Non-negligent Manslaughter (1a)

Definition: The willful (non-negligent) killing of one human being by another.

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter (1a).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Criminal Homicide—Murder and Non-negligent Manslaughter (1a):

1 A berserk gunman shot and killed three pedestrians. The police subdued the offender and placed him under arrest.
2 A neighbor discovered an infant who had been beaten. The neighbor rushed the infant to the hospital. The infant later died as a direct result of the injuries. Investigation revealed that the mother was responsible. The mother was not considered mentally competent, and the district attorney did not wish to prosecute.
3 A man shot and killed his neighbor in an argument over the location of their property line. The police arrested the man and charged him with murder.
4 A husband and wife had an argument. The wife shot the husband and severely wounded him. He grabbed the gun and shot and killed her. The husband survived his wounds. The police subsequently arrested him.
5 A man was in a fight on the second floor of a building. During the fight, he was knocked through a window and fell to his death. No arrest was made.
6 While attempting to break up a fight, a man was struck over the head with an ashtray by one of the combatants. During the incident, a pre-existing aneurysm burst in the man's head, causing his death. No arrest was made.
7 A psychiatrist counseling a young female patient performed a criminal abortion on her. She died of peritonitis resulting from the operation. The psychiatrist fled the state and is still wanted for the crime.
8 A teller chased a robber from a bank. The robber fired at him. His shot missed the teller but killed a woman walking on the street. The police did not locate the robber.
9 While playing cards, two men got into an argument. The first man attacked the second with a broken bottle. The second man pulled a gun and killed the first. The police arrested the shooter; he claimed self-defense. The police found no other witnesses.
10 A felon fleeing in her car attempted to get through a police roadblock. As a result, she struck and killed two police officers.

Agencies must **not** classify the following as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a):

- Suicides • Accidental deaths
- Fetal deaths • Assaults to murder
- Traffic fatalities • Attempts to murder

Suicides, traffic fatalities, and fetal deaths are excluded from the UCR Program; however, some accidental deaths are classified as Criminal Homicide—Manslaughter by Negligence (lb). (See page 18.**)** Attempts and assaults to murder must be classified as aggravated assaults. (See page 23.)

Situations in which a victim dies of a heart attack as the result of a crime are not classified as criminal homicide. A heart attack cannot, in fact, be caused at will by an offender. Even in instances where an individual is known to have a weak heart, there is no assurance that an offender can cause sufficient emotional or physical stress to guarantee that the victim will suffer a fatal heart attack.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a):

1. A man was despondent over the breakup of his marriage. Police officers discovered his body in his home office with a bullet wound to his head and a revolver still in his hand. They also found a suicide note in the victim's handwriting on his desk.
2. A woman was attacked by her boyfriend, who struck her several times in the abdomen with a baseball bat. The victim was eight months pregnant at the time of the attack. Her baby was stillborn. (Refer to Aggravated Assault, page 23.)
3. 3. A woman swerved her vehicle to avoid hitting a dog in the road. She struck and killed two children playing near the roadway.
4. A convenience store clerk was robbed at gunpoint. The victim, who was under a doctor's care from previous heart surgery, had a heart attack during the robbery. He collapsed and died in the store. (Refer to Robbery, page 21.)

Justifiable Homicide

Certain willful killings must be classified as justifiable or excusable. In UCR, Justifiable Homicide is defined as and limited to:

- The killing of a felon by a peace officer in the line of duty.
- The killing of a felon, during the commission of a felony, by a private citizen.

NOTE: To submit offense data to the UCR Program, law enforcement agencies must report the willful (nonnegligent) killing of one individual by another, not the criminal liability of the person or persons involved.

The following scenarios illustrate incidents known to law enforcement that reporting agencies would consider Justifiable Homicide:

1. A police officer answered a bank alarm and surprised the robber coming out of the bank. The robber saw the responding officer and fired at him. The officer returned fire, killing the robber. The officer was charged in a court of record as a matter of routine in such cases.
2. When a gunman entered a store and attempted to rob the proprietor, the storekeeper shot and killed the felon.

NOTE: Justifiable homicide, by definition, occurs in conjunction with other offenses. Therefore, the crime being committed when the justifiable homicide took place must be reported as a separate offense. Reporting agencies should take care to ensure that they do not classify a killing as justifiable or excusable solely on the claims of self-defense or on the action of a coroner, prosecutor, grand jury, or court.

The following scenario illustrates an incident known to law enforcement that reporting agencies would not consider Justifiable Homicide:

3. While playing cards, two men got into an argument. The first man attacked the second with a broken bottle. The second man pulled a gun and killed his attacker. The police arrested the shooter; he claimed self-defense.

Criminal Homicide—Manslaughter by Negligence (1b)

Definition: The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Manslaughter by Negligence (1b).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Criminal Homicide—Manslaughter by Negligence (1b):

1 While two juveniles were playing with a gun, one playfully pointed it at the other. The youth pointing the gun fired it and killed the other. At the time of arrest, the juvenile claimed no knowledge of the gun being loaded.
2 A target shooter was practicing in an unincorporated wooded area near some houses. One shot missed the target and killed a resident. The police arrested the shooter.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Manslaughter by Negligence (1b):

1 A man was riding his motorcycle without a helmet and ran off the roadway. He was killed in the subsequent crash.
2 A woman slipped on her neighbors' icy sidewalk and died as a result of the fall.
3 A woman was a passenger in a man's car. The man drove through an ungated railroad crossing. A train struck the car, killing both the driver and the passenger.
4 A man drove his pickup truck recklessly and exited the interstate at a high rate of speed. While attempting a right turn at the first intersection, he lost control of his vehicle and struck and killed three pedestrians standing at a bus stop. The police arrested the driver at the scene for vehicular manslaughter.

NOTE: Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence. The findings of a court, coroner's inquest, etc., do not affect classifying or scoring; these are law enforcement statistics.

U603.2 FORCIBLE RAPE

- Rape by Force
- Attempts to Commit Forcible Rape

Reporting agencies must classify one offense for each female raped or upon whom an assault to rape or attempt to rape has been made. Reporting agencies must classify rapes or attempts accomplished by force or threat of force as forcible regardless of the age of the female victim.

Forcible Rape—Rape by Force (2a)

Definition: The carnal knowledge of a female forcibly and

Carnal knowledge is defined by Black's Law Dictionary, 6th ed. as "the act of a man having sexual bodily connections with a woman; sexual intercourse." There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

"Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth). The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. For example, no 4-year-old is capable of consenting, whereas victims aged 10 or 12 may need to be assessed within the specific circumstances regarding the giving of their consent.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Rape by Force (2a):

1 Law enforcement received a complaint from a victim who claimed that when she was leaving work late one night, she was attacked in the company parking lot by an unidentified male and forcibly raped. The offender was not apprehended.
2 Two men lured a woman to their motel room with the promise of discussing a job opportunity. They threatened her with a knife and both forcibly raped her. On complaint by the woman, the police arrested both men.
3 Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made.
4

Forcible Rape—Attempts to Commit Forcible Rape (2b)

Assaults or attempts to forcibly rape are classified as Attempts to Commit Forcible Rape (2b).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Attempts to Commit Forcible Rape (2b):

1 A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.
2 At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a date rape drug, into a woman's drink. However, the man was unable to lure the woman away from her friends. Investigators concluded that the man intended to have intercourse with the woman and arrested him.

Agencies must **not** classify statutory rape, incest, or other sex offenses, i.e. forcible sodomy, sexual assault with an object, forcible fondling, etc. as Forcible Rape (2a or 2b). The UCR Program applies the following definitions:

- Statutory rape–nonforcible sexual intercourse with a person who is under the statutory age of consent.

- Incest–nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

However, if the female victim associated with either offense, statutory rape or incest, is forced against her will to engage in sexual intercourse, the incident must be classified as Rape by Force (2a).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Forcible Rape:

1 A 15-year-old male had consensual sexual intercourse with a 13-year-old female. The age of consent in the state is 16.
2 At a family reunion, a woman had sexual intercourse with her nephew, in violation of the state's incest laws. No force or weapon was involved.
3 A man forcibly sodomized his male cousin. The cousin was hospitalized with internal injuries.

NOTE: By definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

U603.3 ROBBERY

- Firearm
- Knife or Cutting Instrument
- Other Dangerous Weapon
- Strong-arm—Hands, Fists, Feet, etc.

Definition: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Because some type of assault is an element of the crime of robbery, an assault must not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a homicide offense must be reported.

Armed robbery, categories 3a, 3b, and 3c, includes incidents commonly referred to as stickups, hijackings, holdups, heists, carjackings, etc. Carjackings are robbery offenses in which a motor vehicle is taken through force or threat of force. In such cases, following the Hierarchy Rule, agencies must report **only** a robbery, **not** a motor vehicle theft. Robberies wherein only personal weapons, such as hands, fists, and feet, are used (3d) or threatened to be used may be referred to as strong-arms or muggings.

The UCR Program considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime. Reporting agencies must classify crimes involving pretended weapons or those in which the weapon is not seen by the victim, but the robber claims to possess one, as armed robbery (3a, 3b, and 3c). Should an immediate on-view arrest prove that there is no weapon involved, the agency must classify the offense as strong-arm robbery (3d).

Law enforcement must guard against using the public's terminology such as "robbery of an apartment" or "safe robbery" when classifying a robbery offense, inasmuch as the public is referring to a burglary situation.

Robbery—Firearm (3a)

Robbery—Firearm (3a) includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Firearm (3a):

1 A man came to a victim's door and asked to use the phone. After being admitted to the residence, he pulled a gun and demanded money. He took the victim's money and fled. The police have yet to apprehend the suspect.
2 A lone male with a gun appeared in a tavern and ordered ten patrons and the owner to hand over their cash and jewelry. After obtaining their possessions, the man left.
3 Four individuals planned to rob a local supermarket. One of the group informed the police. On the appointed day, the four walked in the front door of the market armed with handguns. They were all arrested. The informant was released for cooperating.
4 A person with a shotgun entered a rural grocery store and ordered the clerk to hand over the cash. The clerk complied. The suspect ran out of the store to a waiting car. The clerk notified the police. The police spotted the suspect's vehicle and engaged in a high-speed chase. They apprehended a 17-year-old suspect.

Robbery—Knife or Cutting Instrument (3b)

The category Robbery—Knife or Cutting Instrument (3b) includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Knife or Cutting Instrument (3b):

1 A lone male approached a car stopped at a traffic light. The male brandished a knife and ordered the driver of the car to get out of the vehicle. She complied, and the male then jumped into the car and drove away, leaving the car owner frightened but unhurt. The woman called the police.

2 A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived and arrested the assailant.

Robbery—Other Dangerous Weapon (3c)

The category Robbery—Other Dangerous Weapon (3c) includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Other Dangerous Weapon (3c):

1 Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. The victim reported the incident to the police. No arrest was made.

2 A woman robbed a jewelry store by threatening to detonate a bomb. Two store employees managed to detain the suspect until the police arrived. The subject was arrested.

3 While a motorist was stopped at an intersection, a man armed with a canister of Mace forcibly removed her from her convertible. The man got into the vehicle and drove away. The motorist suffered several cuts and bruises in the confrontation. The police were unable to locate the offender or the vehicle.

Robbery—Strong-arm—Hands, Fists, Feet, Etc. (3d)

The category of Robbery—Strong-arm—Hands, Fists, Feet, etc., (3d) includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

In the absence of force or threat of force, as in pocket-picking or purse-snatching, the offense must be classified as larceny-theft rather than robbery. However, if in a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense must be classified as strong-arm robbery (3d).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Strong-arm (3d):

1 During a purse-snatching, a thief shoved a woman to the ground and took her purse. The thief escaped.

2 A juvenile was observed by a store security guard concealing compact discs under his shirt. When he was confronted, the youth punched the security guard and fled the store, leaving the compact discs behind.

U603.4 ASSAULT

Definition: An unlawful attack by one person upon another.

Agencies participating in the UCR Program must collect assault information on the offenses that are aggravated in nature, as well as on those that are not. Assaults that are not aggravated are classified by the national Program as Other Assaults—Simple, Not Aggravated (4e).

Aggravated Assault

Definition: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- Firearm
- Knife or Cutting Instrument
- Other Dangerous Weapon
- Hands, Fists, Feet, etc.
- Other Assaults—Simple, Not Aggravated

The UCR Program considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime.

The categories of Aggravated Assault (4a–4d) include assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives; and assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.). All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon are classified as Aggravated Assault. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon that could cause serious personal injury is used.

Occasionally, it is the practice of local jurisdictions to charge assailants in assault cases with assault and battery, disorderly conduct, domestic violence, or simple assault even though a knife, gun, or other weapon was used in the incident. This type of offense must be reported to the UCR Program as aggravated assault (4a–4d).

Aggravated Assault—Firearm (4a)

The category Aggravated Assault—Firearm (4a) includes all assaults in which a firearm of any type is used or is threatened to be used. Assaults with revolvers, automatic pistols, shotguns, zip guns, rifles, etc. are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Firearm (4a):

1 A man had an argument with his girlfriend. She left and later returned with a gun and shot the man, attempting to kill him. He recovered from his gunshot wound. The police arrested the woman. She was prosecuted for attempted murder.
2 While an officer was attempting to serve a warrant, the individual ran from her. The subject turned and fired on the officer, wounding her. Assisting officers caught and arrested the individual.

Aggravated Assault—Knife or Cutting Instrument (4b)

The category Aggravated Assault—Knife or Cutting Instrument (4b) includes assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, and ice picks are used as cutting or stabbing objects or their use is threatened.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Knife or Cutting Instrument (4b):

3. During a dice game, a heated argument erupted and one man stabbed another with a hypodermic needle. The victim recovered but refused to press charges against his attacker.

4. During an argument, a man cut a woman with a razor. The police were unable to locate the suspect.

Aggravated Assault—Other Dangerous Weapon (4c)

The category Aggravated Assault—Other Dangerous Weapon (4c) includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. The weapons in this category include, but are not limited to, Mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles, or other blunt instruments used to club or beat victims. Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Other Dangerous Weapon (4c):

1 At the scene of a riot, three police officers were attacked by 20 rioters who were armed with clubs and rocks. The police officers sustained injuries that caused them to be hospitalized. A total of 45 rioters, including 18 of those participating in the assaults, were arrested for disorderly conduct.
2 During an argument, a man picked up a tire iron and hit his neighbors, a man and his wife. The man suffered a minor bruise, but the wife had a concussion from a blow to the head. The police arrested the attacker.
3 During a physical altercation between two patrons at a local tavern, one of the men displayed a vial filled with a biological contaminant in a threatening manner. The police arrived at the tavern and arrested the individual.
4 The police responded to a fight-in-progress call. They found the offender beating a victim about the face and head with a shoe. The victim suffered a cut that required several stitches. The offender was arrested at the scene.

Aggravated Assault—Hands, Fists, Feet, Etc.—Aggravated Injury (4d)

The category Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d) includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth, that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the personal injury is serious, for example, there are broken bones, internal injuries, or stitches required. On the other hand, they must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d):

1 A man came home drunk. During an argument with his wife, he slapped her with an open hand and broke her jaw. The police arrested the husband, but his wife refused to prosecute.
2 During an argument over a parking space, one man pushed another to the ground. The man on the ground suffered an abrasion and a broken wrist. The individual who pushed him was later arrested for assault.

Other Assaults—Simple, Not Aggravated (4e)

The category Other Assaults—Simple, Not Aggravated (4e) includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries. Simple assault is not a Part I offense—it is a Part II offense but is collected under 4e as a quality control matter and for the purpose of looking at total assault violence.

Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault. (For more information about Other Assaults as a Part II offense, see page 139.)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Other Assaults—Simple, Not Aggravated (4e):

1 Several bar patrons were watching a football game on television. The supporters of the two teams exchanged heated words that led to a fist fight. The bartender called the police. None of the participants cooperated, so the police could not determine who started the fight. The police arrested six patrons who had suffered bruises and minor cuts and charged them with affray.
2 A married couple was arguing about financial problems. The husband slapped his wife and left the house. The wife followed him, and they continued their argument. The police responded to a call by a neighbor. The wife told them that her husband slapped her. The police arrested the husband for domestic violence.
3 An employee of a local retail establishment received numerous e-mail messages at work from her ex-boyfriend, against whom she had a restraining order. The e-mail messages contained sexually offensive material and threats of violence to the employee; she turned them over to the police.
4 Police responded to a reported fight at a residence. Upon arrival, they discovered a man with a bruise around one eye. The man said that his son, aged 17, had struck him during an argument. The boy admitted to striking his father and apologized. The police documented the incident but did not arrest anyone at the scene because the father did not wish to press charges.
5 Two men were waiting in a line to enter a nightclub. One man tried to bully the other man into giving up his place in line by threatening to punch him in the face. Refusing to be intimidated, the man reported the threat to the nightclub's bouncer who called the police. The police cited the bully but did not arrest anyone at the scene.

Aids to Classifying Assaults

Careful consideration of the following factors should assist reporting agencies in classifying assaults:

1 The type of weapon employed or the use of an object as a weapon
2 The seriousness of the injury
3 The intent of the assailant to cause serious injury

Often, the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. In only a limited number of instances should it be necessary for the agency to examine the intent of the assailant.

Prosecutorial policy in a jurisdiction must not dictate an agency's classification of an assault. Reporting agencies must examine and classify assaults according to the standard UCR definitions, regardless of whether they are termed misdemeanors or felonies by local definitions.

Aggravated assault is a troublesome crime to classify. If a number of persons are involved in a dispute or disturbance and law enforcement investigation cannot distinguish the aggressors from the victims, the reporting agency must count the number of persons assaulted as the number of offenses. In such circumstances, assault classifications may require agencies to identify and report both aggravated and simple assaults within the same crime scenario. Additionally, multiple types of weapons may be used during the commission of the assaults. Occasionally, classifying offenses in this category will involve reporting offenses in two or more subcategories when reporting the assaults.

The following scenario offers an example of a multiple-offense situation in which some of the offenses must be classified as a simple assault and others as aggravated assault:

> During a confrontation between two groups of people, a fight occurred during which several of the participants were injured. None of the combatants were cooperative, and all claimed to be innocent. It was unclear to police who was responsible for which assault. The police arrested eight persons, five of whom were severely beaten and in need of emergency medical treatment.

Explanation: To report this crime to the UCR Program, law enforcement must report a total of eight assaults. Even though all the victims were not known, it was known that five persons were severely beaten. Therefore, reporting agencies must classify five offenses as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d) and three offenses as Other Assaults—Simple, Not Aggravated (4e).

The following scenario offers an example of a multiple-offense situation in which offenses must be classified in two aggravated assault subcategories:

> Police responding to a disturbance call found a juvenile gang fight in progress. The participants escaped, except for seven youths who suffered injuries. None would cooperate, and the police could not determine who started the fight. Three gang members were cut severely with knives. The remaining four suffered broken bones from being beaten with clubs. The police arrested the combatants who were under the age of 18 on felonious assault charges.

Explanation: A total of seven assault offenses must be reported: three offenses classified as Aggravated Assault—Knife or Cutting Instrument (4b) and four offenses classified as Aggravated Assault—Other Dangerous Weapon (4c).

U603.5 BURGLARY—BREAKING OR ENTERING

- Forcible Entry
- Unlawful Entry—No Force

- Attempted Forcible Entry

Definition: The unlawful entry of a structure to commit a felony or a theft.

The UCR Program classifies offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses as burglary.

Any house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. Tents, tent trailers, motor homes, house trailers, or other mobile units that are being used for recreational purposes are not considered structures. The UCR Program does not consider a telephone booth a structure.

Hotel Rule

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose can present reporting problems to law enforcement. If a number of units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be reported as a single offense. Examples are burglaries of a number of rental hotel rooms, rooms in flop houses, rooms in youth hostels, and units in a motel. If the individual living areas in a building are rented or leased to the occupants for a period of time that would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. Such burglaries must be reported as separate offenses. Examples of this latter type of multiple burglary would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, of the offices of separate professionals within one building, or of a number of rooms in a college dormitory.

Thefts from automobiles, whether locked or not; shoplifting from commercial establishments; and thefts from telephone booths, coin boxes, or coin-operated machines are all classified as larceny-theft offenses. If the area entered was one of open access, thefts from the area would not involve an unlawful trespass and would be classified as larceny-theft. A forcible entry or unlawful entry in which no theft or felony occurs but acts of vandalism, malicious mischief, etc. are committed is not classified as a burglary provided investigation clearly established that the unlawful entry was for a purpose other than to commit a felony or theft. (For information about vandalism as a Part II offense, see page 141.) Of course, if the offender unlawfully entered the structure, a multiple offense exists and the agency must classify the offense as a burglary.

Larceny-theft is an element of burglary and, therefore, must not be reported as a separate offense if associated with the unlawful entry of a structure. If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

When a question arises as to whether a type of structure comes within the scope of the burglary definition, the law enforcement officer must look to the nature of the crime and be guided by the examples set forth. If a question remains, the agency should contact its state UCR Program. Direct contributors should contact the national Uniform Crime Reporting Program, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (888) UCR-NIBR/(888) 827-6427.

NOTE: It is important to remember that offenses must be classified according to UCR definitions and not according to state or local codes. Some states might, for instance, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in UCR and must be reported to the national Program as larceny-thefts.

Burglary—Forcible Entry (5a)

Law enforcement must classify as Burglary—Forcible Entry (5a) all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This definition applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key), or other devices that leave no outward mark but are used to force a lock. Agencies must also include in this category burglary by concealment inside a building followed by exiting the structure.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Burglary—Forcible Entry (5a):

1 A liquor store was broken into on a holiday when the store was closed. The next day, the manager found alcoholic beverages and money were missing and called the police.
2 A burglar used a key to enter four units in a condominium complex and stole numerous articles from each residence. The resident in each condominium called the police. The police made no arrest.
3 A man hid in a theater. After it closed, he stole money from the cash register and left the premises during the night. The police made no arrest.

Burglary—Unlawful Entry—No Force (5b)

The entry of a structure in a Burglary—Unlawful Entry—No Force (5b) situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Burglary—Unlawful Entry—No Force (5b):

1 While a housewife was in the backyard hanging clothes, a 14-year-old boy entered her house through the unlocked front door and took her purse. When the woman realized her purse was missing, she called the police. The police subsequently located the boy and charged him with juvenile delinquency.
2 A woman posing as a maintenance employee entered an unlocked office and stole a wallet from a cabinet.
3 During the night, someone stole a $24,000 car out of an unlocked, but closed, private garage. Two days later, police found the car abandoned in a nearby town. No suspect was identified.

In certain circumstances of burglary, an agency may be required to identify, classify, and report both Forcible Entry (5a) and Unlawful Entry—No Force (5b) within the same incident. Therefore, the agency will occasionally report offenses in two or more categories.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify in two subcategories of burglary:

> After closing hours, a thief entered an unlocked door of a warehouse. The warehouse contained a number of offices of individual shipping companies. The subject broke into eight of the company offices, rifled the office desks, and stole some items from each office.

Explanation: The reporting agency must classify this incident as eight offenses of Burglary— Forcible Entry (5a) and one offense of Burglary—Unlawful Entry—No Force (5b).

Burglary—Attempted Forcible Entry (5c)

This category includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary—Forcible Entry (5a). Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary—Unlawful Entry—No Force (5b). Only situations in which a thief has attempted to break into a locked structure are classified as Burglary—Attempted Forcible Entry (5c).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Burglary—Attempted Forcible Entry (5c):

> Police investigation verified an attempted break-in at the local bank. There were no suspects in the incident.

U603.6 LARCENY-THEFT

- Pocket-picking
- Purse-snatching
- Shoplifting
- Thefts From Motor Vehicles
- Theft of Motor Vehicle Parts and Accessories
- Theft of Bicycles
- Theft From Buildings
- Theft From Coin-operated Device or Machine
- All Other

Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing."

Larceny and theft mean the same thing in the UCR Program. All thefts and attempted thefts are included in this category with one exception: motor vehicle theft. Because of the high volume of motor vehicle thefts, this crime has its own offense category.

For the UCR Program, agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft. Also, agencies must report all larceny offenses regardless of the value of the property stolen.

Agencies must not classify as larceny the offenses of embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees, lodgers, or finders of lost property; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; or check fraud. Each of these crimes falls within one of the Part II offense categories, defined on pages 139–147 of this handbook.

The UCR Program divides the category larceny-theft into the following subcategories, which are included on the Supplement to Return A reporting form under the heading Additional Analysis of Larceny and Motor Vehicle Theft (6X).

Pocket-picking (6Xa)

Definition: The theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft.

Pocket-picking includes the removal of such items as wallets from women's purses and men's pockets. It usually occurs in a crowd, public conveyance, or other similar situation to disguise the activity. Reporting agencies must also include theft from a person in an unconscious state, including drunks, in this category. However, if the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as pocket-picking (6Xa):

While standing in a crowd watching a parade, a man was jostled by someone who stole his billfold containing over $200.

Purse-snatching (6Xb)

Definition: The grabbing or snatching of a purse, handbag, etc., from the custody of an individual.

The purse must be in the physical possession of the victim in order for the theft to be classified as purse-snatching. If more force is used than is actually necessary to snatch the purse from the grasp of the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery. If a woman leaves her purse unattended and a thief steals it, the offense is classified as Theft From Buildings (6Xg) or All Other Larceny-theft Not Specifically Classified (6Xi).

Shoplifting (6Xc)

Definition: The theft by a person (other than an employee) of goods or merchandise exposed for sale.

By definition, the offender in a shoplifting incident has legal access to the premises and, thus, no trespass or unlawful entry is involved. The category includes thefts of merchandise displayed as a part of the stock in trade outside buildings such as department stores, hardware stores, supermarkets, fruit stands, and gas stations.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as shoplifting (6Xc):

Two persons entered a hardware store together. While one engaged the clerk in a discussion in the back of the store, the other stole a power saw valued at $125.

Theft From Motor Vehicles (Except Theft of Motor Vehicle Parts and Accessories) (6Xd)

Definition: The theft of articles from a motor vehicle, whether locked or unlocked.

This type of larceny includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes, or other recreational vehicles. It also includes thefts from any area in the automobile or other vehicle including the trunk, glove compartment, or other enclosure. Some of the items included in this theft category are cameras, suitcases, wearing apparel, cellular phones, MP3 players, and packages. Agencies must take care not to report items that are automobile parts and accessories since these fall under the category Theft of Motor Vehicle Parts and Accessories (6Xe).

Certain state statutes might interpret theft from motor vehicles as burglaries. For the UCR Program, however, agencies must classify these thefts as Theft From Motor Vehicles (6Xd).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Theft From Motor Vehicles (6Xd):

A tractor trailer parked in the company parking lot was broken into, and 20 cases of canned food were taken.

In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, agencies must report the offense resulting in the greatest value of property loss.

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.

Theft of Motor Vehicle Parts and Accessories (6Xe)

Definition: The theft of any part or accessory attached to the interior or exterior of a motorvehicle in a manner that would make the part an attachment to the vehicle or necessary for the operation of the vehicle.

Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, inspection stickers, registration tags, radio antennas, side-view mirrors, gasoline, compact disc players, air bags, citizens' band radios, radar detectors, etc., are included in this category. Agencies must be careful to report only parts or accessories that are attached to the vehicle. If items being transported in the vehicle are stolen, reporting agencies must classify the offense as a Theft From Motor Vehicles (6Xd).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Theft of Motor Vehicle Parts and Accessories (6Xe):

4. A thief broke into a locked car and was attempting to remove an expensive compact disc player when the owner of the car returned. The owner called the police, who arrested the man.

Theft of Bicycles (6Xf)

Definition: The unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

The category Theft of Bicycles includes all bicycle thefts reported to law enforcement agencies. The UCR Program classifies thefts of motorcycles, motor scooters, mopeds, etc., as Motor Vehicle Theft—Other Vehicles (7c).

Theft From Buildings (6Xg)

Definition: A theft from within a building that is open to the general public and where the offender has legal access.

The category Theft From Buildings includes thefts from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public. This category does not include shoplifting and thefts from coin-operated devices or machines within open buildings; these offenses must be classified according to their separate larceny categories.

Agencies must report a theft from a structure accompanied by a breaking or unlawful entry without breaking (trespass) as burglary, not as larceny-theft.

Theft From Coin-operated Device or Machine (6Xh)

Definition: A theft from a device or machine which is operated or activated by the use of a coin.

Coin-operated or currency-operated devices or machines (operated through use of coins, paper money, tokens, etc.) include candy, cigarette, and food vending machines; telephone coin boxes; parking meters; pinball machines; video machines; and washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.

Agencies must classify as burglary incidents in which a building is broken into or illegally entered and a coin-operated or currency-operated device or machine in the building is rifled for money and/or merchandise.

All Other Larceny-theft Not Specifically Classified (6Xi)

Definition: All thefts which do not fit the definition of the specific categories of larceny listed above.

The category All Other Larceny-theft includes:

- Theft from fenced enclosures
- Theft from boats and airplanes
- Theft of jet skis
- Theft of animals
- Theft of lawnmowers
- Theft of lawn furniture
- Theft of hand tools
- Theft of farm and construction equipment where no breaking or entering of a structure is involved
- Theft following illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes
- Theft of airplanes, bulldozers, and motorboats
- Theft of gasoline from a self-service gas station

NOTE: The UCR Program considers only incidents in which an individual leaves a **self-service gas station** without paying for gasoline as larceny-theft. Purchasing gasoline from a **full-service gas station** implies a tacit agreement with the service attendant. Therefore, agencies must classify incidents in which a driver leaves a **full-service gas station** without paying the attendant as fraud, not larceny-theft.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as All Other Larceny-theft Not Specifically Classified (6Xi):

1 A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The police apprehended the subject.
2 Two 17-year-old boys boarded a rowboat at dockside and stole a fishing rod and reel. The police apprehended both boys, but no charges were formally filed.

U603.7 MOTOR VEHICLE THEFT

- Autos
- Trucks and Buses
- Other Vehicles

Definition: The theft or attempted theft of a motor vehicle.

Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. This category does not include farm equipment, bulldozers, airplanes, construction equipment, or water craft (motorboats, sailboats, houseboats, or jet skis). Taking a vehicle for temporary use when prior authority has been granted or can be assumed such as in family situations, rental car agreements, or unauthorized use by chauffeurs and others having lawful access to the vehicle must not be classified as motor vehicle thefts.

Reporting agencies must classify as Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. They should include joyriding in this category. If a vehicle is stolen in conjunction with another offense, the reporting agency must classify the crimes using the procedures for classifying multiple offenses (see page 10).

Motor Vehicle Theft—Autos (7a)

The category Motor Vehicle Theft—Autos (7a) includes the thefts of all sedans, station wagons, coupes, convertibles, sport utility vehicles, minivans, and other similar motor vehicles that serve the primary purpose of transporting people from one place to another. Automobiles used as taxis are also included. Some states allow a station wagon to be registered as a truck; however, licensing is not a determining factor. The UCR Program stipulates that a station wagon must be classified as an automobile.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Autos (7a):

1 A juvenile took a sport utility vehicle from in front of the owner’s residence. Approximately 3 hours later, the police found the vehicle on the other side of town, abandoned and out of gas. The juvenile was not apprehended.
2 An owner awoke to find his car several parking spaces north of where it had been parked the previous night. There was no damage. The vehicle had not been hot wired. The owner noticed that the gas tank was empty. He notified the police.
3 A woman stopped at a mailbox and left her minivan running while she got out to mail a letter. A 14-year-old boy jumped into the vehicle and drove away. The police recovered the auto 2 hours later, wrecked against a tree. They arrested the boy.
4 A taxi was stolen from a parking lot. The police recovered it in another city.

Motor Vehicle Theft—Trucks and Buses (7b)

The category Motor Vehicle Theft—Trucks and Buses (7b) includes the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Trucks and Buses (7b):

5. A self-propelled motor home was stolen from the driveway of a citizen's residence. The police later found the vehicle stripped of all removable parts.

6. Three 16-year-old students drove their school bus from the school's property to a local shopping center to buy concert tickets. They had no permission to use the bus. Even though no charges were filed against the youths, all three were summoned to appear before the juvenile court.

Motor Vehicle Theft—Other Vehicles (7c)

The category Motor Vehicle Theft—Other Vehicles (7c) includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Other Vehicles (7c):

7. A winter retreat lodge in a mountain area had numerous snowmobiles for the use of its guests. During the night, three of these vehicles were stolen.

U603.8 ARSON

- Arson—Structural
- Arson—Mobile
- Arson—Other

Definition: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Agencies must report as arson only fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not. Agencies must classify one offense for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, the jurisdiction in which the fire originated must report it.

Arson—Structural (8a–g)

- Single occupancy residential (houses, townhouses, duplexes, etc.)
- Other residential (apartments, tenements, flats, hotels, motels, inns, dormitories, boarding houses, etc.)

- Storage (barns, garages, warehouses, etc.)
- Industrial/manufacturing
- Other commercial (stores, restaurants, offices, etc.)
- Community/public (churches, jails, schools, colleges, hospitals, etc.)
- All other structure (out buildings, monuments, buildings under constructions, etc.)

In classifying the object of an arson as structural, reporting agencies must use the guidelines for defining structures set forth in the discussion of burglary in this handbook (page 28). A house trailer or mobile unit that is permanently fixed as an office, residence, or storehouse must be considered structural property.

Structures are further divided into two subcategories: residential and nonresidential. The UCR Program considers a residential structure to be any dwelling used for human habitation, including houses, townhouses, apartments, etc. In order to comply with the UCR definition of Arson—Single Occupancy Residential (8a) structures must meet all three of the following conditions:

- Private dwellings, duplexes, townhouses, etc. each occupied by a single family group
- Total sleeping accommodations for no more than 20 persons
- No more than two rooms per unit rented to outsiders

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Arson—Structural (8a–g):

1. As the result of fire, several condominiums were destroyed or damaged. Investigation revealed an arsonist had ignited a fire in one condominium; however, the fire spread to several adjacent buildings, causing $400,000 total damage.

Residential property not meeting the above-listed criteria are classified as Other Residential (8b). For the purpose of reporting arson, temporary living quarters such as hotels, motels, inns, are included in the Other Residential category. The remaining structural subcategories address nonresidential property and are self-explanatory.

Arson—Mobile (8h–i)

- Motor vehicle (automobiles, trucks, buses, motorcycles, etc.)
- Other mobile property (trailers, recreational vehicles, airplanes, boats, etc.)

Motor vehicles by UCR definition must be self-propelled and run on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Arson—Mobile (8h–i):

1 Someone threw a firebomb at a parked vehicle; the device missed the car and burned harmlessly in the street.
2 The owner of an airplane willfully burned it to collect the insurance money. The fire also damaged the plane's hangar; the estimated total loss was $450,000. The owner fled the area and could not be found.

Arson—Other (8j)

The category Arson—Other (8j) subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Arson—Other (8j):

A 16-year-old boy, whose motive was revenge, burned the timber belonging to a local rancher, causing $200,000 in damage. The police arrested the juvenile.

Cautions In Classifying Arson

Key to properly classifying arson is establishing the point of origin of a fire. If an individual willfully burns a vehicle parked adjacent to a home and the fire subsequently spreads to and destroys the home, the appropriate arson subcategory would be Mobile—Motor Vehicle (8h). In cases where the point of origin is undetermined or in instances of multiple points of origin, the agency must report the structural, mobile, or other category of property that suffered the greatest fire damage.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during an arson must be reported as aggravated assaults along with the arson.

NOTE: **The Hierarchy Rule does not apply to the offense of arson.** In cases in which an arson occurs in conjunction with another Part I crime, the agency must report both crimes, the arson and the additional Part I offense. For multiple offenses, one of which is arson, the reporting agency must report the arson and apply the Hierarchy Rule to the remaining Part I crimes to determine which one is the most serious and should also be reported.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify both as Arson—Structural (8a–g) and the appropriate Part I offense:

The police and fire investigators determined a fire was deliberately set in a single-family home valued at $165,000. Rescue workers assisted in helping the family escape; however, a child, aged 8, died at the scene from smoke inhalation. No arrests were made.

Explanation: Law enforcement must report arson and criminal homicide.

Three individuals broke into a warehouse. While inside, they spray-painted the walls. They located the night watchman and kicked him into unconsciousness. The watchman sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises. The police arrived on the scene and apprehended two of the three suspects as they were attempting to ignite the gasoline. Investigators estimated the damage at $4,000.

Explanation: Law enforcement must report arson and aggravated assault.

A fire was reported at the local college dormitory. Ten students were killed as a direct result of the flames and asphyxiation. Two more students died from internal injuries received when they attempted to jump to safety. Six people were hospitalized with second- and third-degree burns. Final investigative reports of the incident revealed that tennis balls soaked in alcohol had been ignited against a dormitory room door as a prank.

Explanation: Law enforcement must report arson and criminal homicide.

Appendix 3 – Operational Readiness Equipment List

R900 Generator Testing

R900.1 PURPOSE AND SCOPE

Rocklin Police Department has an alternate source of electrical power that is sufficient to ensure operations of emergency communications equipment in the event of primary power failure.

R900.1 ACCREDITATION STANDARDS

This section pertains to the following CALEA standards: 81.3.2

R900.2 GENERATOR TESTING

Generator testing is conducted the first week of each month under actual load conditions. The results of each test should be reported to the City Fleet Manager.

The Generator is located on the north east parking lot, secured inside the police facility.

Open the control door to access the master console. Place the ignition switch in the "RUN" position. The Generator will start. Check the voltage and cycle reading. Normal operation is 60 Hertz and 240 Volts. Any other readings should be reported to City Fleet Service for repair.

60 Cycles 240 Volts

When testing is complete, place the Ignition Switch back in the "AUTO" position.

> **WARNING: If the ignition switch is left in the "OFF" position, the generator will not start in the event of a power failure.**

Recheck the System Annunciator in Dispatch to make sure all systems are normal.

Fill out the test report and submit to the Fleet Services Manager.

R900.3 ENACTED

Enacted: June 1, 2007

R902 Vehicle Inventory

R902.1 ACCREDITATION STANDARDS
This section pertains to the following CALEA standards: 41.3.2

R902.2 PROCEDURE
Certain items should be maintained in all Department vehicles for emergency purposes and to perform routine duties.

R902.3 PATROL SUPERVISOR VEHICLES TRUNK INVENTORY CARD
Supervisors should inspect their patrol vehicle at the beginning of each shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 1 Fire Extinguisher
- 1 Roll ‘Police Line” Barricade Tape
- 1 40 mm Launcher/ Ammo
- 1 Pepper Ball Gun/ Co2 Cylinder & Ammo
- 1 “Wrap” Restraint Device
- 1 Reflectorized Vest
- 1 P.A.S. Device
- 1 Stop Stick
- 1 Ballistic Shield
- 1 Bolt Cutters
- 1 Door Ram
- 5 Power Flares
- 1 Evidence Supplies
- 1 First Aid Kit/ Personal Protective Equipment

R902.4 PATROL CARS TRUNK INVENTORY CARD
Officers should inspect their patrol vehicle at the beginning of each shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 2 sticks yellow crayons or chalk
- 1 Roll ‘Police Line” barricade tape
- 5 Traffic Cones (except K9)
- 1 Evidence supplies
- 1 Fire Extinguisher
- 1 Reflectorized Vest
- 1 Rollatape
- 1 25’ Measuring Tape
- 5 Power Flares
- 1 Stop Sticks
- 1 First Aid Kit/ Personal Protective Equipment

R902.4.1 CANINE UNIT EQUIPMENT
In addition to maintaining the above property, canine unit officers shall have access to at least a leash, collar, and water bowl. Additional equipment is dependent upon the canine’s certification, responsibility, and limitation, but may include long lines, rewards, and other training aids.

R902.5 COMMUNITY SERVICE OFFICERS (CSO) TRUNK INVENTORY CARD
CSO's should inspect their patrol vehicle at the beginning of each shift and ensure that the following equipment, at a minimum, is present in the vehicle:

• 2 sticks yellow crayon or chalk
• 2 Rolls "Police Line" Barricade Tape
• 1 Evidence supplies
• 1 Fire extinguisher
• 1 Reflectorized Vest
• 5 Traffic Cones (10 for pick-up truck)
• 1 Rollatape
• 1 25' Measuring Tape
• 5 Power Flares
• 1 First Aid Kit/ Personal Protective Equipment

R902.6 ACO VEHICLE INVENTORY CARD
ACO'S should inspect their vehicles at the beginning of each shift and ensure that the following equipment, at a minimum, is present:

• 2 Catchpoles
• 4 Transfer cages
• 1 Live animal trap
• 1 Fire extinguisher
• 4 Leashes
• 4 Traffic cones
• Latex gloves

R902.7 UNMARKED VEHICLES TRUNK INVENTORY CARD
Officers should inspect their patrol vehicle at the beginning of each shift and ensure that the following equipment, at a minimum, is present in the vehicle:

• 2 sticks yellow crayon or chalk
• 1 Roll "Police Line" Barricade tape
• 1 Evidence supplies
• 1 Fire extinguisher
• 1 Reflectorized Vest
• 1 Rollatape
• 1 25' Measuring Tape
• 1 First Aid Kit/ Personal Protective Equipment

R902.8 ADMINISTRATION UNMARKED VEHICLES TRUNK INVENTORY

Managers should inspect their vehicle quarterly for the following equipment:

• 1 Fire extinguisher
• 1 Reflectorized Vest
• 1 First Aid Kit/ Personal Protective Equipment

R902.9 VOLUNTEER VEHICLES TRUNK INVENTORY CARD
Officers should inspect their patrol vehicle at the beginning of each shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 2 sticks yellow crayon or chalk
- 1 Roll “Police Line” Barricade tape
- 1 Fire extinguisher
- 2 Reflectorized Vest
- 1 First Aid Kit/ Personal Protective Equipment
- 5 Power Flares
- 10 Traffic Cones

R902.10 VEHICLE RESTOCKING PROCEDURE

When items on the vehicle inventory lists fall below the mandatory minimum levels, officers will replenish the item by signing out a replacement from the patrol storage room located inside of the Police facility or from the outside storage facility.

The Technical Assets Coordinator is responsible for ensuring weekly that each item on the equipment restocking list, located in the storage room, is available for replacement when needed.

R902.11 ENACTED

Enacted: June 1, 2007
Revised: December 1, 2007

Appendix 4 – Hate Crime Rapid Response Team Protocol

BILL LOCKYER
Attorney General

State of California
DEPARTMENT OF JUSTICE

THE ATTORNEY GENERAL'S HATE CRIME RAPID RESPONSE TEAM

PROTOCOL FOR DEPLOYMENT OF DEPARTMENT OF JUSTICE RESOURCES

Statement of Purpose

The Attorney General is chief law officer of the State. It is his duty to see that the laws of the State are uniformly and are adequately enforced. (Cal. Const., art. V, § 13.) Recent and particularly violent hate crimes that have occurred in California necessitate the institution of written internal policies and procedures for the Department of Justice that will direct the deployment of the full resources of the Department to aid and assist local and federal law enforcement authorities in the investigation of possible hate crimes, and in the identification, arrest, prosecution, and conviction of the perpetrators of those crimes.

In order to ensure that the perpetrators of hate crimes are quickly identified and apprehended, Attorney General Bill Lockyer hereby establishes the **Attorney General's Hate Crime Rapid Response Team.** The team shall be composed of employees of the Department of Justice who perform functions within the Department that, if rapidly deployed, may assist local and federal law enforcement authorities in the identification, arrest, prosecution, and conviction of the perpetrators of hate crimes. The team shall be on call at all times.

In establishing the **Attorney General's Hate Crime Rapid Response Team**, the Attorney General does not intend to supplant the efforts of local and federal law enforcement authorities with respect to the investigation and prosecution of hate crimes. It is his intent that those agencies have access to, on a highest of priorities basis, the full resources of the Department of Justice at their disposal. He believes that through a strong cooperative and team effort, state, local, and federal law enforcement agencies will be in the best position to quickly and decisively respond to the commission of a hate crime in California.

Members of the Rapid Response Team

The Rapid Response Team shall consist of the Chief Deputy Attorney General for Legal Affairs, the Chief Deputy Attorney General for Administration and Policy, the Director of the Division of Law Enforcement, the Deputy Director of the Division of Law Enforcement, the Chief of the Bureau of Investigation, the Chief of the Division of Criminal Justice Information Services, the Chief Assistant Attorney General of the Division of Criminal Law, the Senior Assistant Attorney General of the Civil Rights Enforcement Section within the Division of Pubic Rights, and the Director of the Office of Victims' Services.

Events Requiring Deployment of Attorney General's Rapid Response Team

While hate crimes should be investigated and solved, deployment of the Rapid Response Team shall be focused on those hate crimes that result in or involve any or all of the following:

(a) serious bodily injury or death, or appear calculated to cause such;
(b) acts of arson or attempted arson; and/or
(c) use of explosives.

The occurrence of such a crime shall be referred to as a "triggering event."

Individuals Authorized to Declare Occurrence of Triggering Event

The Attorney General, the Chief Deputy Attorney General for Legal Affairs, or the Chief Deputy Attorney General for Administration and Policy shall have the authority to declare that a triggering event has occurred.

Action to be Taken in Response to the Occurrence of a Triggering Event

Once a declaration has been made, the Director of the Division of Law Enforcement, the Deputy Director of the Division of Law Enforcement, the Chief of the Bureau of Investigation, the Chief Assistant Attorney General of the Division of Criminal Law, and the Senior Assistant Attorney General of the Civil Rights Enforcement Section within the Division of Public Rights shall immediately coordinate and without delay take the following actions:

I. **The Division of Law Enforcement** - The Director of the Division of Law Enforcement shall:

A. Contact the local police chief and/or county sheriff and the head of the local office of the Federal Bureau of Investigation that has responsibility for investigating hate crimes in the jurisdiction in which the hate crime has occurred, and shall advise them that the full resources of the Department of Justice will be made available to them on the highest of priorities basis.

B. Notify the Chief of the Department of Justice's Bureau of Investigation that a triggering event has occurred and direct the Chief to deploy such special agents as may be necessary to the scene of the hate crime to assist local and federal authorities, to observe and to evaluate the scene of the alleged hate crime, and to prepare and deliver, within 24 hours of the occurrence of a triggering event, a report to the Attorney General on the facts and circumstances that are known as of that time. The special agent(s) shall also take whatever steps that are necessary to assist local and federal authorities in transporting any physical evidence to the Department of Justice laboratories for analysis if those authorities determine such action is appropriate. The Director shall further direct the Chief to order the Bureau's Gang/Criminal Extremists unite to immediately, and not later than 24 hours following a triggering event, deliver to relevant local and federal law enforcement authorities any and all intelligence information that might assist those authorities in identifying the perpetrator(s).

C. Notify the Chief of the Bureau of Forensic Services that a triggering event has occurred and direct the Chief to give the highest priority to any request for services that is related to the triggering event.

D. Notify all Criminalistics Laboratories that a triggering event has occurred and direct the Chief to give the highest priority to any request for services that is related to the triggering event.

E. Notify the Commission of the California Highway Patrol that a triggering event has occurred and request that the Commissioner give the highest priority to any request for services that is related to the triggering event.

II. The Division of Criminal Justice Information Services – The Director of the Division of Criminal Justice Information Services shall:

A. Notify the Chief of the Bureau of Criminal Identification and Information that a triggering event has occurred and direct the Chief to give the highest priority to any request for services that is related to the triggering event.

B. Notify the Chief of the Bureau of Criminal Information and Analysis that a triggering event has occurred and direct the Chief to give the highest priority to any request for services that is related to the triggering event.

III. Office of the Attorney General – Upon the occurrence of a triggering event:

A. The Chief Deputy Attorney General for Legal Affairs shall contact the County District Attorney and the United States Attorney having jurisdiction for the locale in which the triggering event has occurred and offer them the assistance of the Legal Division of the Office of the Attorney General. This would include, but is not limited to the services and assistance of the Division of Criminal Law and the Division of Public Rights Civil Rights Enforcement Section. The Chief Deputy Attorney General for Legal Affairs shall also direct the Chief Assistant Attorney General of the Division of Criminal Law and the Senior Assistant Attorney General of the Civil Rights Enforcement Section to each assign a Deputy Attorney General that shall be available to the Rapid Response Team to provide it with legal advice that may be needed in connection with the execution of their responsibilities.

B. The Chief Deputy Attorney General for Administration and Policy shall notify the Director of the Office of Victims' Services that a triggering event has occurred and shall direct the Director to make immediate contact with the victim(s) of the hate crime and to offer, and if accepted provide, the full services of the Office of Victims' Services. The Senior Assistant Attorney General of the Civil Rights Enforcement Section shall assist the Director in responding to this direction.

Implementation

This Protocol is effective immediately. The Director of the Division of Law Enforcement, the Director of the Division of Criminal Justice Information Services, the Chief Deputy Attorney General for Legal Affairs, and the Chief Deputy Attorney General for Administration and Policy, are hereby instructed to issue any internal orders, guidelines, or instructions that may be necessary to implement this Protocol.

Appendix 5 - Police Reserve Officer Procedures

ROCKLIN POLICE DEPARTMENT
PROCEDURES MANUAL

R100.1 GENERAL PROVISIONS

This Appendix of the Rocklin Police Department Procedures Manual shall be known as the "Police Reserve Officers Procedures".

R100.1.1 PURPOSE AND SCOPE

In addition to the Rocklin Police Departments Policy and Procedure Manuals, this document establishes general operating Procedures that further apply to the Rocklin Police Departments Police Reserve Program participants.

R100.1.2 APPLICABILITY

The provisions of this procedure are applicable to all Reserve Officers and those who supervise, administer, or utilize the Police Reserve Unit. Other than where specifically stated herein, all policies existing in the Rocklin Police Department Policy and Procedures Manuals apply to the Police Reserve Unit as well.

R100.2 DEFINITIONS

The following definitions apply to the Police Reserve Officers Procedure:

CALL-OUT - An emergency activation of Reserve Officers requiring the officer's immediate response form home, work, or other location.

CITY - Refers to the City of Rocklin.

CHIEF OF POLICE - Refers to the Chief of Police or his/her designee.

IMMEDIATE SUPERVISION - Refers to POST Level I (Limited), II or III Reserve Officers working under the direction and control of the supervisor or full-time officer who possesses at minimum, a Basic POST Certificate, who is deemed qualified to instruct by the Chief of Police and who is routinely in the physical proximity of, and available to, the reserve officer.

GENERAL LAW ENFORCEMENT - Means an assignment to investigate crime, patrol a geographic area, personally handle the full range of requests for police services and take enforcement action on the full range of law violations for which the Reserve Officer has enforcement responsibility. All other duties are limited duties.

OFFICER - The term "Officer" as used in this manual and shall refer to a Rocklin Police Reserve Officer unless otherwise stated

RESERVE POLICE LEVELS - The title (i.e., Level I, II, or III) given an officer in accordance with the State and Administrative Codes, which define the officer's authority and skill levels and is based upon the officer's training, capabilities, and experience.

LEVEL I (NON-DESIGNATED SOLO) POLICE RESERVE OFFICER - A Non-Designated Level I, Solo, Police Reserve Officer is a trained and capable officer, as described in Penal Code Section 830.6, subsection (a) (1) and POST Administrative Manual, Procedure H-1, section 1-2, subsection a. (1) which states "The authority of a non-designated Level I, Solo, Reserve Officer shall extend only for the duration of an assignment to specific police functions". The specific police functions shall include the prevention and detection of crime and general law enforcement. A non-designated Level I, Solo, Reserve Officers who have been released form the immediate supervision requirement are authorized to perform general law enforcement duties while working alone, as described in this manual.

LEVEL II POLICE RESERVE OFFICER **-** A Level II Police Reserve Officer is a trained and capable officer, as described in applicable sections of the California Penal Code and POST regulations. A Level II Police Reserve Officer may perform general law enforcement as a peace officer only while under the immediate supervision of a fulltime regular sworn police officer posing at minimum, a Ca POST Basic Certificate.

POLICE RESERVE OFFICER **-** A duly appointed, at will part-time paid member of the Rocklin Police Department in accordance with applicable Penal and Administrative Codes of the State of California and the policies and procedures of the Rocklin Police Department.

POLICE RESERVE PROGRAM **-** Includes the process of selection, appointment, training, and utilization.

R100.3 PROGRAM AUTHORITY

Authority to maintain the Rocklin Police Departments Reserve Program is designated to the Reserve Coordinator.

R100.3.1 ORGANIZATION

The Police Reserve Program is part of the Rocklin Police Department Operations Division.

R100.3.2 RESERVE PROGRAM CHAIN OF COMMAND

The chain of command for the Police Reserve Program is:

Police Chief
Police Field Operations Division Commander
Police Field Operations Lieutenant
Police Reserve Coordinator, Sergeant
Assistant Reserve Coordinator

R100.3.3 RESERVE COORDINATOR

The Reserve Coordinator is responsible for the Selection, evaluations and the day to day operations of all personnel assigned to the Police Reserve Program. The Coordinator establishes and ensures a minimum service/proficiency level and oversees program policies, procedures, and standards.

The Coordinator maintains files and equipment inventory, develops training programs, selects staff and directs scheduling assignments.

R100.3.4 ASSISTANT RESERVE COORDINATOR

The Police Reserve Coordinator may assign an Assistant Reserve Coordinator who assists with the administrative duties within the program as assigned and shall serve as the Coordinator in his/her absence. The Assistant Reserve Coordinator may hold the rank of Officer.

R100.3.5 RESERVE OFFICER EMPLOYEE STATUS

Reserve Officers are considered part-time, at-will employees of the City of Rocklin. Government Code § 3300 et seq. applies to reserve officers with the exception that the right to hearing is limited to the opportunity to clear their name. Reserve Officers are not entitled to participate in the California State Employees Retirement System Cal-Pers, nor are they eligible to participate in any other benefits provided for employees of the City of Rocklin.

In the event an officer is terminated from the Rocklin Police Department Reserve Program, he/she may request a Liberty Inters Hearing within five working days from the date of termination. The Chief of Police or designee shall conduct the hearing.

Reserve Officers, while on-duty, are covered by and eligible for, Workers Compensation for any necessary medical treatment arising from any sustained on-duty injury. Injuries not requiring immediate medical attention shall be reported to the Watch Commander or Coordinator as son as practical. The City of Rocklin Provides liability coverage for Reserve Officers, while on-duty and functioning as Peace Officers.

R100.4 GENERAL DUTIES AND REGULATIONS

Reserve Officers may be assigned duties dependent upon their current classification i.e. Level I or Level II.

R100.4.1 LEVEL I SOLO POLICE RESERVE DUTIES

A Level I Solo Police Reserve Officer may be assigned duties to include, but not limited to:

1. Property damage only collision reports when no known suspect vehicle or driver information is available at the time of the report

2. Traffic Citations Parking Citations and Warnings

3. Abandoned or Disabled Vehicles;

4. Lost/Found Property Reports

5. Animal Bite reports where the follow-up is reassigned to Animal Control Officer and the animal's owner can be identified

6. Misdemeanor Crime Reports when no known suspect information is available at the time of the report
7. Non-Criminal informational Reports

8. Miscellaneous Reports

9. Traffic control, business or area checks
10. Supplemental reports based on incidents-witnesses, neighborhood checks, etc.

11. Booking Forms including Juvenile Referrals

12. Field Interview Cards

13. Transportation Details

14. 5150 Evaluation standby

15. Other Offense reports which may be assigned

16. Various Service Division duties such as Counter Officer, prisoner transportation to and from outside jurisdictions, etc;

17. Bicycle Patrol

18. Crime Scene Security

19. High visibility patrol, routine and emergency back-up to full-time Officers.

20. Juvenile Curfew Violations

21. Other duties as assigned by the Watch Commander and or Coordinator

R100.4.2 LEVEL II POLICE RESERVE DUTIES

A Level II Police Reserve Officer may perform general law enforcement tasks, may be assigned to investigate crime, or patrol a geographical area, personally handle the full range of requests for police services and take enforcement action on the full range of law violations for which the Reserve Officer's Department has responsibility when under the immediate supervision of a regular full time officer possessing at minimum, a CA POST Basic certificate.

R100.4.3 PUBLIC SERVICE DETAILS

Reserve Officers may attend specific assignments as scheduled by the Reserve Coordinator, as follows:

1. Parades and organized races;

2. Carnivals and/or fairs;

3. School activities

4. Parks and Recreation Department activities; or

5. Call-outs for emergencies - this is by far the most important.

R100.4.4 SUPPORT ROLE

Reserve Officers provide a support role within the Police Department. Reserve Officers are not designed to replace Police Officer positions, but rather to supplement and assist full-time officers as assigned. General areas of activity are contained in this manual.

R100.4.5 ALTERNATIVE DUTY

Officers, who are unable to work patrol duties due to medical or other reasons, may be assigned to alternative duty upon application and with the approval of the Coordinator.

R100.4.6 EMERGENCY ACTIVATION AND CALL OUT

Upon notification of an emergency activation, officers are considered on-duty and shall proceed, if so instructed, directly to their place of assignment.

R100.4.7 EMPLOYMENT/OCCUPATION CONFLICT

It is not the intent of the City nor the Police Department to interfere with a Reserve Officer's regular employment status. Officers shall not be penalized for being unable to respond to emergency assignments that would cause interference with their fulltime employment. It is the responsibility of all Reserve Officers to inform and discuss with their employer's their call-out potential.

R100.4.8 DUTY HOURS

Duty hours consist of a full range of service to the Department and/or the program. A practice of failure to work the required minimum hours may result in discipline up to and including, termination. Officers attending a basic academy, or working a designated assignment may be exempted from the minimum monthly requirement at the discretion of the Coordinator.

R100.4.9 FULFILLMENT OF ASSIGNMENT

An officer assigned to any detail is required to fulfill the assignment. If the officer cannot meet the obligation, it is that officer's responsibility to arrange for assistance from another officer. Requests for such assistance should be made through the officer in charge of the detail, as soon as possible.

R100.4.10 TOUR OF DUTY

Normally, officers will not extend their tour beyond 14 hours, including their regular Full-time job, in a consecutive 24-hour period.

R100.4.11 NOTIFICATION OF TOUR OF DUTY

At the beginning of every shift, a Reserve Officer assigned to patrol duties shall notify the Communications Center and the Watch Commander of his/her "on-duty" status. At the end of the tour, the officer shall inform the Watch Commander; through the Communications Center that he/she is "off-duty".

R100.4.12 COMPENSATION FOR COURT/SIMILAR APPEARANCE

Officers required to appear in any criminal or civil court, confer with the Prosecuting Attorney, give depositions, or testify, shall be compensated with duty time. Compensation shall be on a "time-for-time" basis with a minimum of three hours. Court breaks beyond the initial three hours are not compensable, i.e.; lunch.

R100.5 UNIFORM AND EQUIPMENT

Reserve Officers receive uniforms and specified equipment at the time of employment. Replacement of uniforms and equipment is provided to reserve police officers by the Department on an as-needed basis, based on normal wear & tear and/or typical useful life. Prior to obtaining uniform replacements, a request shall be made to the Reserve Coordinator via memo and routed to the Field Operations Lieutenant for review and approval. Approved uniform requests will be directed to the Police Technical Assets Coordinator (PTAC) for a purchase order. A copy of the approved request should be forwarded to the Division Commander for review.

R100.5.1 PLAIN CLOTHES ASSIGNMENTS

No Reserve Officer shall work in plain clothes without the prior approval of the Watch Commander except as necessary when working in the station, attending court, meetings or police training, and other such details when required and with the approval of the Coordinator.

R100.5.2 PLAIN CLOTHES ATTIRE

Unless relieved by the Reserve Coordinator, Reserve Officers on-duty and not in uniform, shall wear civilian attire that is neat, clean and business/professional.

R100.5.3 EQUIPMENT

Reserve Officer Equipment shall be the same as that of a full-time Officer.

R100.5.4 USE AND CARE OF DEPARTMENT EQUIPMENT

Officers using departmental equipment or property shall be responsible for its proper use and care. It shall be the responsibility of each officer to report any defects when found.

Full-time Officers have first priority to departmental equipment and there may be times when officers will be called in from the street to give up such equipment. In such cases, the officer should contact the Watch Commander for another assignment.

Reserve Officers shall not work without the required safety equipment.

R100.6 CAREER DEVELOPMENT AND TRAINING

Training is provided on a continuous basis as appropriate to the needs of the Department and the program. Reserve Officers are authorized to attend all the in-house training courses that are offered and scheduled for the full-time Officers. Monthly training sessions are required unless excused by the Coordinator.

R100.6.1 NON-DESIGNATED LEVEL I (SOLO) APPOINTMENT

An officer, who has met the POST minimum standards for Level I Reserve Officer and has completed the Field Training program (FTO) as outlined in Policy Manual §436, may apply for Solo appointment status. A Level I, Solo, Reserve Officer, as described in Penal Code Section 830.6 (a) (1), is authorized by law to work alone and may be assigned to specific police functions, as well as having the specific assignment of the prevention and detection of crime and the general enforcement of the laws of the State.
The application for Solo Level I Reserve Officer shall be submitted in memoranda form to the Chief of Police via the chain of command. The following requirements shall be met prior to Level I appointment:

1. Meet current POST standards

2. Competent past performance, documented by one year of service and 4 evaluations.

3. Successful completion of a pass/fail oral interview with the Police Reserve Coordinator and/or his/her designee

4. Receipt of the POST Reserve Officer Certificate or equivalent; and,

5. Final approval rests with the Reserve Coordinator, Field Operations Lieutenant, Police Field Operations Commander, and Chief of Police.

R100.6.2 REQUIRED TRAINING

The following classes/training are required. Failure to attend, pass or be certified may result in restricted duty. It will then require successful completion of the required training to be removed from restricted status.

Firearms Qualification - Once each year

Weaponless Defense Tactics - Twice a year

Taser Recertification – Once each year

O.C. Recertification – Once each year

Impact Weapons - Twice a year

CPR/ First Aid Training - Once every 3 years

All other training as required by POST or as directed.

R100.6.3 OUTSIDE TRAINING

Officers are encouraged to attend outside law enforcement related training and may receive credit toward their monthly duty time obligation. Reserve Officers are "on duty" in paid status and the training expenses are covered if the application for training is made to and approved by the Coordinator prior to the training.

R100.6.4 MISCELLANEOUS TRAINING

Officers will also have an opportunity to complete unstructured training. Training videos are available. Training and Information Bulletins, the Daily Shift Bulletin, Confidential Information Bulletins, Policies and Procedures, Police Regulations, and other training opportunities are available at the Department.

R100.7 STATISTICAL TALLY SHEETS AND EVALUATIONS

Reserve Officers are required to turn in monthly stats to be utilized during periods of evaluation.

R100.7.1 STATISTICAL TALLY SHEET

Each officer is responsible for completing a monthly statistical ”Tally Sheet” Required statistical data should be entered on the Tally Sheet at the end of each tour of duty and shall be turned in to the Coordinator on, or before, the last day of each month. Officers turning in their monthly Tally Sheets after the last day of the month may not be credited as having fulfilled the minimum requirements for the previous month.

R100.7.2 QUARTERLY EVALUATION

All Level I & Level II Reserve Officers shall have a field performance evaluation completed once every three months due in January, April, July and October, by a Sergeant or certified FTO. Evaluations shall not be completed more than two consecutive times by the same Sergeant or FTO.

R100.7.3 YEARLY EVALUATIONS

Yearly evaluations will be completed by the Reserve Coordinator in accordance with Rocklin Police Department Policy Manual §350.5.6

R100.7.4 WRITTEN EXAMINATIONS

Periodic written examinations may be given to members of the Reserves designed to keep officers current with laws and procedures.

R100.8 REVISIONS

Revised: June 1, 2009