

**VERNON POLICE DEPARTMENT
SERGEANTS TRAINING GUIDE
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1.1 PROGRAM INTRODUCTION

PROGRAM INTRODUCTION

1.1.1 INTRODUCTION

The Sergeant Training Program of the Vernon Police Department is designed to be a structured program wherein a newly promoted sergeant will be moved through a familiarization process. This process will have a distinct set of objectives wherein the training supervisor and trainee sergeant will have a clear set of teaching and learning responsibilities they must perform toward achieving those objectives.

The individual training supervisor must note that this approach to sergeant structured training was designed to standardize the training process, both in specific subject matters as well as the overall duration of training. It is realized that various circumstances can (and often do) require adjustments in the process; however the training should be completed and accomplished within a reasonable amount of time. It should be understood that this training process is to ensure that a newly promoted sergeant is given the opportunity to be exposed to the primary functions and tasks of a patrol supervisor.

During the training process a newly promoted sergeant usually will be primarily trained by a Watch Commander and/or seasoned Patrol Sergeant, however due to staffing and assignments, more than one supervisor may be required to assist in the training process.

1.2 MISSION STATEMENT

MISSION STATEMENT

The mission of the Vernon Police Department is to provide swift, skillful and responsive law enforcement services to the people and businesses of our community through the application of proactive problem-solving strategies and the development of equal partnerships with the people we serve.

We will seek to ensure a sense of well being in the community, guided by our commitment to working closely with our industrial population. We are dedicated to maintaining the highest degree of professionalism and ethical standards in our pursuit of this mission, ever mindful of the need to safeguard the individual liberties of all members of the community.

1.3 CODE OF ETHICS

CODE OF ETHICS

1.3.1 CODE OF ETHICS

All sworn members of the Department will abide by the Law Enforcement Code of Ethics that has been adopted by the law enforcement profession as a standard for an officer's professional and personal conduct:

1.3.2 LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

1.4 SERGEANT'S ROLE

SERGEANT'S ROLE

1.4.1 PATROL SERGEANT'S ROLE

Throughout the department, Sergeants perform many defined specialized functions as supervisors. This guide is designed to expose the Patrol Division Sergeant to the primary daily functions as well as other issues, which may arise during the course of his/her duty.

The Patrol Sergeant is a supervisory position with responsibility for coordinating and overseeing the work of staff assigned to a specific area of law enforcement including police patrol, traffic, criminal investigation, training, administration, and other assigned programs or functions. This position will supervise and participate in field activities during assigned law enforcement shift; inspect officers and disseminate current information before officers leave for assigned patrol areas; maintain discipline and ensure that Department rules and policies are followed; assist officers in initial investigations; participate in normal patrol activities, including enforcing local and State laws, issue citations, make arrests, and book and transport prisoners; assist officers in preparing reports and perform initial review of prepared reports; may appear in court to present evidence and testimony; conduct in-service training and prepare performance evaluations; prepare general reports of field activities; perform special investigative assignments; may assume the responsibilities of a Police Lieutenant in the Lieutenant's absence; and represent assigned functions with City staff and other governmental agencies as delegated.

Expectations of Sergeants:

1.4.2 ACCOUNTABILITY

Be willing to make decisions and be held accountable for your decisions. Know what risks are acceptable and when to take them. Strive to be fair and consistent.

1.4.3 ATTITUDE

Have a positive attitude! Seek to influence the attitudes of others by your positive comments and actions.

1.4.4 COMMITMENT

Be committed to the career development, safety, and well being of those who work for you. Likewise, commit yourself to being responsible for your career development and maintaining balance in your life. Set realistic goals for yourself and work to achieve these goals. Be committed to achieving the goals of our department.

1.4.5 COMMUNICATION

Maintain open channels of communication with your supervisor and those who work with you. Promote the positive flow of communication.

1.4.6 COMMUNITY INVOLVEMENT

Be involved in the community and an active participant in community events. Look for opportunities to volunteer your help.

1.4.7 COMPETENCE

Maintain a high level of competency in the knowledge, skills, and abilities associated with being a sergeant. Complete your formal education and attend available POST Supervisory Development courses. Seek out training for yourself and provide meaningful training to those who work for you.

1.4.8 ETHICS

Act ethically and promote ethical conduct by the members of your team, and other members of our department. Be a positive role model for others.

1.4.9 INITIATIVE

Do not expect someone else to take the lead or solve problems. Be proactive in your thinking and willing to step forward to help solve problems. Be creative and identify changes that will positively contribute to the department and assist us in achieving our goals.

1.4.10 LOYALTY

Be loyal to the Management Team, the Vernon Police Department, the law enforcement profession, and the City of Vernon. Practice the philosophies of the police department and be supportive of decisions that are made.

1.4.11 LEADERSHIP

By virtue of your position others will look to you, and expect you to lead. Managers do things right, leaders do the right thing.

1.4.12 ROLE MODEL

Serve as a role model for those who work for you and demonstrate behaviors that exemplify the high standards of our department.

2.1 TRAINING

TRAINING

2.1.1 REQUIRED TRAINING

A newly appointed sergeant is required to successfully complete a P.O.S.T Basic Supervisory Course (80-hours) within one year of his/her promotion date. Sergeants will also be required to attend additional training based on the needs of the individual sergeant and the needs of the department. The following is a list of training, which may be required. If you have already attended any of the training listed below, notify the Training Division.

- A. P.O.S.T. supervisory course
- B. Supervisory Development Courses
- C. Terrorism Course
- D. Civil Liabilities Course
- E. Leadership Guidelines for the First Line Supervision
- F. Performance Evaluations
- G. Supervisor Skills for the First Line Supervisor
- H. Assertive Supervision

3.1 WATCH COMMANDER AND/OR SERGEANT STATION DUTIES

WATCH COMMANDER AND/OR SERGEANT STATION DUTIES

3.2 DAILY STATUS REPORT

The Daily Status Report (DSR) is completed by the on-duty Watch Commander and/or Patrol Sergeant. The supervisor must ensure that all employees regularly scheduled to work are properly listed in the DSR. The DSR must be completed accurately to ensure accountability for on-duty patrol personnel as well as personnel on scheduled regular days off, vacation, holiday time off and training. Special comments may be entered in the comments section of the DSR. Supervisors must pay close attention when Field Training Officers (FTOs) have been assigned a trainee, as "FTO" must be entered in the comment section of the DSR for FTOs to receive their deferential pay.

3.3 PATROL WATCH LIST

The patrol watch list is a document to list all on-duty personnel, including equipment that has been issued to patrol personnel for the day. A copy of the watch list must be given to the Patrol Watch Commander, Communications personnel and the Chief of Police.

3.4 PATROL EQUIPMENT LIST

The patrol equipment list is an inventory of patrol equipment used daily including police vehicles. The on-duty Watch Commander and/or Sergeant is responsible for ensuring that the equipment listed in the inventory sheet is accurate and accounted for daily. Under the section of police vehicles there is a section for comments. Use the comments section to document problems with the units. For instance, if a unit is "BO 10-19", lists the problem, if known, in the comments section. Police vehicles available for use should be listed as such and vehicles in use should be listed as "IN SERVICE".

3.5 VEHICLE WORK ORDER

The on-duty Watch Commander and/or Sergeant is responsible for completing and submitting vehicle work orders to the City Garage for vehicles in need of service, repair, or inspection. The vehicle work order log shall be completed for each individual work order completed.

3.6 OVERTIME FORMS

Compensatory time and overtime for Group 2 employees shall be in accordance with Section 8 of the Memorandum of Understanding and the City's salary resolution. For other sworn full-time employees of the Vernon Police Department, 40 hours of compensatory time must accrue prior to any paid overtime being paid in accordance with the Salary Resolution. Non-sworn employees have choice of compensatory time up to 40 hours or paid overtime.

A supervisor shall give prior authorization for the use of overtime. Prior authorization is not required for scheduled court appearances, court standby, and dispatched calls for service. At the completion of the incident, all overtime must be approved in writing by a supervisor or the on-duty Watch Commander.

The overtime sheet will be turned into the on-duty Watch Commander upon completion of the overtime assignment. Overtime approval and justification for the overtime must be explained on the backside of the overtime form.

Supervisors reviewing the overtime sheet shall complete the section pertaining to the comp-time balance and make the necessary changes to the employee's time-off file available on the department's computer network. Employees shall not generally work more than 16 hours during one day and should not report for duty with less than nine hours off between duty shifts. Exceptions to this are mandatory court appearances, scheduled training sessions and emergency conditions. The DSR should reflect the total number of hours worked. In the reasons column, include the case number if applicable.

3.7 TIME OFF REQUESTS

Supervisors should process time off requests from subordinate officers as soon as practical. Review the duty roster for the specific dates requested. Ensure that granting the requested time off will still leave sufficient personnel to meet minimum manpower requirements for the shift. If the time off is approved, enter the time off requested on the duty roster for the date specified. Specific time off should be entered on the duty roster (i.e. Vacation, Comp, Holiday, Etc.). Enter "V" for vacation, etc. Refer to the duty roster sheet for proper abbreviations.

Vacation may be taken at once or in several periods. However, vacation time must be taken consistent with the City's vacation and salary resolutions and the Memorandum of Understanding. Vacation time is limited to three (3) weeks at any one-time period, unless otherwise approved by the Chief of Police and the City Administrator. Personnel working the 9/80-hour schedule are limited to no more than 14 working days. All other work schedules are limited to no more than 12 working days.

All written requests for time off must be submitted to the Chief of Police or his designee at least two (2) days in advance. Pursuant to Section 12.1 of the MOU, requests will be honored only if in the opinion of the Chief of Police or his designee the manpower or service level on the day or days and at the time is adequate to permit granting such a request.

3.8 REPORTS FOR REVIEW

The on-duty Watch Commander and/or Sergeant is responsible for review all incident reports, traffic collision reports and in-custody arrest reports that have been placed in the Records Management System (RMS) or Paperless Reporting System for review and approval. A supervisor before the end of the shift must approve arrest reports that are generated during the shift. Supervisors must notify Detective Bureau supervisors of incident reports that contain workable suspect information and a copy of the incident report should be forwarded to the assigned investigator. Once the reports have been reviewed and approved, the Watch Commander and/or Sergeant shall ensure the approved reports are submitted to the Records Division for processing.

If reports contain information that should be relayed to patrol officers (i.e. crimes w/suspect info, missing persons, etc.), photocopy the report and put it in the briefing book upon approval of the Chief of Police and/or Patrol Commander.

3.9 BRIEFING NOTES

The briefing notes file can be accessed through the computer network. The Watch Sergeant enters information in the log daily. This is generally done Thursday night through Monday morning. The supervisor shall keep a running log of all required field activity. Entries should include a general summary of the daily activity, all critical incidents, and any other items of unusual interest or note.

3.10 CHP 180 FORM REVIEW

The on-duty Watch Commander and/or Sergeant is responsible for reviewing and approving all CHP 180 forms for their perspective shift. After confirming that the listed information is correct, place your initials in the “supervisor” box at the bottom of the page and forward the CHP 180 to the Records Division for processing as soon as practical. CHP 180s requiring supervisor approval will be in the Watch Commander’s tray located in the Communications Center.

3.11 BOOKING FORMS

Jail personnel and/or patrol officers will place booking forms in the door tray adjacent to the jail entrance door. Review these forms as soon as practical. Pay particular attention to the medical information on the face sheet and also the medical screening sheet attached to the back of the booking form. Ensure that the inmate is not suffering from a problem that would render him unable to remain in our custody. With warrant arrests, make sure that the attached warrant is actually for the person arrested. Also ensure that non-release forms are attached if required for misdemeanor offenses. If the arrestee is a juvenile, ensure the “Non-Secure Detention of Juvenile” log in the jail facility has been completed. If an arrestee is going to be held over the weekend or anytime in excess of 48 hours, ensure the arresting officer filled out a Probable Cause Declaration. Verify that the Intoxication Assessment Form has been completed on all arrests involving drug influence or alcohol intoxication.

3.12 PROBABLE CAUSE DECLARATION (PCD)

The Watch Sergeant is responsible for processing all current in-custody probable cause declarations on Saturdays, Sundays, and Holidays when a holiday falls on Monday.

Procedure for PCD processing:

1. Obtain a list of custodies from jailer.
2. Review PCD or report.
3. Contact LASD Norwalk station to ensure on-call judge is available.
4. Assign officer to have PCD taken to the judge for review.
5. Return PCDs to the jail.

3.13 JAIL INSPECTIONS

The on-duty Watch Commander and/or Sergeant shall inspect the jail facility at the beginning of each shift. The inspection should include physically checking the jail area. The jail inspection should be logged in the jail log. The supervisor should make contact with the on-duty Jailer and ensure there are no medical problems to be handled. During the jail inspection check on each prisoner. Be attentive to signs of illness. Ensure that everything is going well. Examine the in-custody cases to determine the charges for which inmates are being held. Determine whether non-release forms or probable cause forms are required for the inmates. After conducting this inspection, complete the jail log to document the inspection of the jail.

It is the supervisor's responsibility to become familiar with the Departments Jail Manual. A copy is available in the jail facility or in the Sergeant's Office.

3.14 HANDLING/PROCESSING INJURED OR SICK PRISONER

If practical, the on-duty supervisor should check the arrestee in the field before bringing him or her to the station. Even local warrant arrests performed by another jurisdiction should be screened for medical problems before booking in the jail facility.

There are occasions where a prisoner is taken to Stacy Medical Center for a pre-booking physical and the determination is made by the medical staff that the prisoner should not be booked into our jail. At the same time, there is a LASD requirement that all prisoners being booked into County IRC be run through livescan prior to being taken to their facility for booking. This has created a situation where we end up bringing someone into our facility for the livescan process, even after being advised the subject is not cleared for booking at our facility.

To address this concern, staff from Stacy Medical Center will be conducting pre-booking physicals, and note on the pre-booking form whether or not the arrestee is cleared for the booking process at the Vernon Jail prior to being transported to County IRC.

In those instances where the local booking process is not approved, the prisoner should not be brought back into the Vernon Jail Facility. The on-duty Watch Commander will notify the on-duty supervisor at County IRC of the determination that a local livescan process was not possible due to medical conditions. County IRC will then make the determination whether or not they will accept the prisoner or require the prisoner to be booked into the 13th floor medical jail facility.

3.15 CITY COUNCIL MEETINGS

The day Watch Commander and/or Sergeant have the responsibility of ensuring that an officer is present to monitor the City Council meetings at 0845 hours. The meetings are generally held every Monday morning.

Should it become necessary for an officer to escort someone from the Council meeting because they are disruptive or fail to follow the proper protocol (i.e. refuses to stop talking when asked), the person should be escorted out of the Council chambers. If possible the incident should be video taped. If an arrest is

necessary, P.C. section 403 covers disruption of public meetings. Notification of the incident must be made to the on-duty Watch Commander.

3.16 BRIEFING BOOK ENTRIES

Before any item is placed in the Briefing Book (including teletypes) it should have the Chief's initials attached or in his absence the Patrol Commander or the Services Commanders initials. If a supervisor sees that an item is in the book without the proper approval, it should be removed and submitted to the Chief, Captain, or Commander, for review. An exception could be made if critical information comes out over the weekend (teletype, wanted flier from another city, etc.) and the Watch Commander feels that it is important for all officers to be informed of the information in a timely manner. This information could be placed in the Briefing Book and the Day Watch Commander could bring it to the attention of the Patrol Commander on Monday morning.

3.17 BRIEFING INFORMATION SHARING

Supervisors and Officers will report duty ready to the briefing room at the beginning of their shift. Briefing will occur daily at the beginning of each shift. Sergeants will generally conduct the briefings, but Lieutenants may assume this duty. At a minimum, briefings should be used to accomplish five tasks:

1. Ensuring officers have all bulletins and other daily crime information;
2. Notifying officers of changes in schedules and assignments;
3. Notifying officers of new or changed policies and procedures;
4. Inspecting and evaluating officer readiness to assume patrol; and
5. Provide training.

3.18 BRIEFING TRAINING

Briefings will be used as a supplemental training period. The goal of briefing training is to keep officers up-to-date between formal training sessions. Training discussions may include reviewing the District Attorney's training bulletins, critiquing major incidents, reviewing the application of new legislation, training in the use of new technology and equipment, and other needed training designated by the Department's Training Bureau.

3.19 BRIEFING LOG BOOK

The Watch Sergeant is responsible for completing the briefing logbook daily. The briefing logbook shall contain the names of all personnel in attendance, as well as the information covered in briefing.

3.20 PETTY CASH

A petty cash fund has been established for purchases not exceeding \$20.00. The petty cash fund may be used for purchases that meet the following requirements:

1. The item is required immediately and is not available from the current inventory.
2. The maximum expenditure will be \$20.00. Purchases shall not be split to avoid limitation on expenditures.

3. Reimbursement for meetings, parking, and other miscellaneous expenses.

When a member from supervisory staff authorizes a petty cash purchase, the employee shall:

1. Pay cash for the item to the vendor and receive a receipted invoice or sales slip made out to the City of Vernon that describes the item(s) purchased and the total cost. The employee shall sign the invoice or sales slip acknowledging receipt of purchased items. Cash register receipts containing required information are acceptable, if the vendor does not furnish a sales slip or invoice.
2. Supervisory staff must initial the invoice or sales slip for the petty cash purchase.
3. The Chief's secretary will periodically present to the City Clerk's office the receipted invoices for reimbursement to the Department's petty cash fund.

The petty cash fund shall be reconciled daily by the on-duty Watch Commander or Sergeant. The supervisor shall ensure the correct balance of the petty cash fund and complete the balance notebook. Any balance discrepancies shall be noted and brought to the attention of the Chief's secretary.

3.21 SUBPOENA PROCESS AND COURT APPEARANCE NOTIFICATION

The Court Officer is responsible for receiving and distributing all criminal subpoenas that are directed to Department employees. The Court Officer will enter all data related to the subpoena service in the monthly personnel roster and make notification to the employee via internal e-mail.

The court appearance notification may specify an on-call status for the employee for the day specified. Employees are expected to be prepared to testify and be in possession of pertinent reports, citations, and other necessary court documents.

- A. Employees will maintain on-call status during normal court hours or during the hours specified on the court appearance notification. The Court Liaison Officer will notify the employee when to appear in court.
- B. If a case is continued or trailed, the employee will continue to be on-call until notified otherwise by the Court Liaison Officer.
- C. An employee who is off duty and not at his/her home telephone number shall notify the Court Liaison Officer of the telephone number where he/she can be contacted.
- D. If an off-duty employee is needed to appear in court, the Court Liaison Officer will do the following:
 1. Call the employee's residence. If there is no answer, a second call to the employee's residence will be made.
 2. The Court Liaison Officer will contact the police agency in whose jurisdiction the employee resides. That department will be requested to make personal contact with the

employee at his/her residence and have the employee call the Vernon Police Department Watch Commander.

3. If the employee cannot be contacted, the Court Liaison Officer will submit an incident report detailing the employee's failure to be available for court.

E. If an employee is taken off on-call status, the Court Liaison Officer will do the following:

1. Call the employee's residence.

When an officer appears in court on a case, he/she must submit a separate Court Appearance Report for each day that he/she appears or is placed on call. The report shall be completed as soon as practical and in no case more than 1 day later.

Multiple appearances for the same case cannot be included on a single request, nor can you include "on call" time in addition to an actual appearance unless it occurs on the same date (i.e. you appear in court for a morning session and are put on call for that afternoon).

Supervisors should review court appearance requests to ensure compliance.

COURT APPEARANCE DURING VACATION OR IN-LIEU HOLIDAY

1. Misdemeanor court cases: It will be the responsibility of the subpoenaed employee to advise the court liaison officer of a vacation day or an in-lieu holiday prior to the day of the court appearance. The employee should give the court liaison officer at least five days notice of the court date. The Court Liaison Officer shall call the district attorney's office to advise that the subpoenaed employee will be on vacation or on an in-lieu holiday that day. It will be the decision of the handling Deputy District Attorney whether to have the case continued to a later date, have the employee put on call, or require the employee to appear for the case.
2. Felony court cases: It is mandatory for employees to appear on felony court cases, unless the subpoena specifies that the employee is on call or prior arrangements have been made between the employee, the Court Liaison Officer and the deputy district attorney.

Employees shall not contact the District Attorney's Office directly in an attempt to be placed on call or excused from any subpoena. All contacts with the District Attorney's Office shall be made through the Court Liaison Officer.

3.22 MANUALS

It is the responsibility of a sergeant to review all the manuals pertaining to the function and operation of the Police Department and the City of Vernon, which govern personnel and supervisory issues.

Manuals

1. Vernon Police Department General Orders Manual
2. Vernon Police Department Supervisors Training Guide
3. Department Jail Manual
4. Training Bulletins
5. FTO Manual
6. Area "E" (Mutual Aid) Procedures
7. S.E.M.S. Multi-Hazard Functional Plan

3.23 POST-STORAGE HEARING PROCEDURES

The on-duty Patrol Watch Commander will conduct a post-storage hearing request. The Watch Commander may handle the post-storage hearing at the time of the request or schedule an appointment. Unless mutual arrangements are made to the contrary, all post-storage hearings must be conducted within 48 hours of the request excluding weekends and holidays. Failure of either the registered or legal owner or his/her agent to request or to attend a scheduled hearing shall satisfy the post-storage hearing requirement.

The registered or legal owner of an stored/impounded vehicle, or their agent, must request a post-storage hearing within 10-days of the date appearing on the Notice of Stored/Impounded Vehicle, CHP 180, or lose the right to a hearing.

The outcome of the post-storage hearing shall not affect any related traffic citation or other criminal proceedings that may be brought against the owner or claimant of the impounded vehicle. The Department and/or the citizen may present witnesses and evidence at the post-storage hearing.

The on-duty Watch Commander shall review the circumstances surrounding the stored/impounded vehicle and determine whether or not reasonable grounds for the storage/impound were established. If it is determined that reasonable grounds for the storage/impound did not exist, the owner of the vehicle should not be responsible for the costs incurred for towing and storage. In this case, the Watch Commander will contact the appropriate towing company and make arrangements for the vehicle release. In the event the tow company requests the incurred tow fees, the watch commander will advise the towing company to direct the billing to the Vernon Police Department. The Watch Commander will then submit an incident report to the Patrol Commander briefly describing the circumstances of the vehicle impound and explain the reason why the department is obligated to cover the tow fees. A copy of the CHP 180 form and the completed Post Storage form must be included with the incident report to the Patrol Commander.

If it is determined that reasonable grounds for the storage/impound did exist, the citizen shall be informed of the determination and explain the reason for the storage/impound. The citizen should also be informed that it will be the citizen's responsibility to pay all fees in order to obtain the release of the vehicle. The on-duty Watch Commander will document the results of the investigation on the "Post-storage Hearing" form and attach it to the Vehicle Storage/Impound CHP 180 form. The narrative section of the post-storage form should briefly describe the circumstances of the vehicle storage/impound and explain the results of the investigation. At the conclusion of the hearing, the on-duty Watch Commander shall inform the citizen of the results of the investigation and provide the citizen a copy of the hearing results.

3.24 EMPLOYEES INJURED ON DUTY

An employee shall notify a supervisor when that individual has a job related injury. A supervisor will be required to complete a "Supervisor's Report of Accident/Exposure" form detailing the circumstances surrounding the injury. The completed report will be forwarded to the Chief's secretary and a copy of the form will be forwarded to the appropriate division commander. Notification of the injured employee should be made to the Chief of Police. The injured employee shall be given a copy of the form.

The injured employee will also be given a "Worker's Compensation Claim & Notice of Potential Eligibility" form. The form will be forwarded to the Chief's secretary if the employee elects to process a claim. The supervisor shall also complete the "Injury Log" book located in the Sergeant's office and have the injured employee sign in the designated area for verification that a worker's compensation form was provided.

The following are times when a supervisor should send the employee to Technimed:

1. All work related injuries.
2. Off-duty injuries that are serious enough in nature as to impact an employee's capability of carrying out their necessary job functions. For example, if an employee breaks his or her arm in an off-duty incident; and that employee takes time off to allow the bone to heal or the injury requires us to put the employee on light duty; upon return to full duty we would want that employee go to technimed to verify that the bone has healed enough to allow the employee to carry out his/her job function. In the event that technimed cannot examine *and/or* release the employee for any reason, the employee cannot come back to work. This may become an issue when the employee seeks a medical release on a weekend or morning watch.

When an employee returns to work after taking time off due to a ailment (such as the influenza, cold or strep throat, etc.) and the employee feels the time-off has allowed he/she to recover to the point where he/she can return to work, that employee **would not** have to go to Technimed for a clearance of duty examination. In this latter situation, the employee would not even be required to have a personal doctor's note to return to duty. However, if the employee calls in sick (necessitating a completion of a Vernon Employee Time-Off Form) and that employee is on the excessive absence list, that employee would need to get a doctors note from a personal physician prior to his/her return to work. Even though the employee is required to get a doctor's note prior to returning to work, he/she would not have to go to Technimed for a return to work clearance examination.

3.25 MAJOR INCIDENT NOTIFICATIONS

The Patrol Commander should be notified of major incidents such as 187's, traffic fatalities, or any occasion in which an officer is hospitalized.

3.26 PERFORMANCE EVALUATIONS GUIDELINES

WRITING A PERFORMANCE EVALUATION

The writing of an employee Performance Evaluation can be a time consuming endeavor. When done properly, this document serves to inform the employee of their exact status and progress throughout the evaluation period. It should supply feedback (positive and negative, as necessary) that the employee needs to understand their rated performance and to prepare them for the future. Evaluations must be submitted in a timely manner, and are not to be turned in late. Refer to the quarterly evaluation matrix provided by the Training Division.

Focus on the performance – not the performer.

Compare job performance against the standards of the job – not against the job performance of other individuals.

Be sure the narrative comments relate to the overall rating being given. Use examples whenever possible.

Note any disciplinary actions or commendations that occur during the rating period.

When appropriate set specific objectives for the employee to achieve during the next rating period.

REVIEW ANY DOCUMENTATION REFLECTING JOB PERFORMANCE

- Punctuality
- Sick time
- Commendations
- Safety and accident records
- Training or educational courses
- Your own observations
- Other supervisor's observations
- Production/Accomplishments

Review past performance evaluations, including any goals and objectives set during the last performance evaluation (were they achieved?).

Consider getting your subordinate's input on their accomplishments and career directions and aspirations prior to authoring the evaluation.

WHEN COMPLETING THE PERFORMANCE EVALUATION REPORT

Include comments that illustrate job performance. Comments should be brief, specific, factual, documented, and complete.

Focusing on observed behavior means avoiding comments that are general, insupportable, or personal in nature.

Include comments on:

- Quality of work
- Quantity of production
- Special skills and abilities
- Care of equipment
- How well job knowledge is applied

Include comments on how well the individual adapts to the job such as:

- Motivation
- Interest
- Pride in the work
- Following directions and work rules
- Willingness and ability to learn
- Ability to plan and organize
- Amount of supervision required
- Ability to accept constructive criticism
- Cooperation and ability to work with others as well as the public

Include comments on the employee's ability to work in a safe manner and to make use of safety equipment.

Include comments on sick leave and punctuality if attendance is exemplary or there is a trend or pattern that indicates a problem. Note attendance problems and also other performance areas affected by the attendance such as staffing, productivity, workflow, impact on co-workers, etc.

If the employee has been off work due to extended illness, pre-planned leave, or IOD, this can be noted on the evaluation to qualify the amount of time for which the employee is being rated.

ESTABLISH RATINGS

Be certain narrative comments relate to the overall rating being given. There should also be a relationship between the overall rating and the individual categories making up that rating.

Ratings in individual categories that exceed or fall below standard must be accompanied by some narrative comments to support the ratings.

Overall ratings below standard or showing improvement needed should be well substantiated. Be sure that the employee clearly understands the behavior and any specific incidences which resulted in the rating and that they are recorded in the summary.

THE INTERVIEW

Always prepare for the interview to serve the evaluation. Have all related documentation and all other appropriate documentation to back up any points. Create a positive atmosphere and emphasize mutual discussion. Be relaxed and help the employee to relax.

Talk about the employee's strengths first, covering each point in some detail, giving praise for work well done. Combine corrective feedback with positive expectations. Discuss a problem as an area of concern rather than as a criticism.

Evaluations that are Below Standard or Unsatisfactory should be given to the employee as soon as practical so that the employee can be put on notice and begin to turn job performance around.

There should be no real surprises in the performance evaluation since it is merely a summary of feedback provided informally or formally throughout the rating period.

Be sure to coordinate with other supervisors if the employee has been under their supervision for any part of the evaluation period. Have all other supervisors who have, or, are involved in supervising the employee during this rating period read and then sign the evaluation.

3.27 HIV TESTING PROCEDURES

HIV TESTING PROCEDURES

EMPLOYEE EXPOSURE TO BODILY FLUIDS

An employee who believes that he/she has had contact with the bodily fluids of a person with HIV shall report the incident to the on-duty Watch Commander. The Watch Commander shall ensure that the Division Commander is notified as soon as practical.

PROCEDURE

If an employee has had contact with the bodily fluids of a person with HIV, the Watch Commander or designee shall complete the Department of Health Services "Report of Request and Decision for HIV Testing" (DHS 8459) form. Once the form has been completed, the form shall be forwarded to the California Department of Health Service within two days following the incident. The address and contact information is listed on the form. A copy of the completed form will be included with the supervisor's incident report. This form shall be completed in addition to any other reports related to the underlying incident. The Watch Commander shall also complete the City of Vernon "Supervisor's Report of Accident/Exposure" report and shall follow the City of Vernon guidelines regarding on-duty injury and/or exposure.

CONFIDENTIALITY OF ALL REPORTS

All information obtained and reported shall be kept confidential and may not be released except as provided by law, per Penal Code 7517.

HIV TESTING

In circumstances where a person is charged with a crime and who has bitten, scratched, spat upon, or transferred blood or other bodily fluids on, upon or through the skin or membranes of a peace officer, the peace officer may request the arrestee to voluntarily submit to a blood test to determine the presence of HIV antibodies. In those cases where the arrestee agrees to submit to such a test, the "Consent for HIV Test & Release of Medical Information" form should be completed and signed. A copy of the completed form should be taken to Stacy Medical Center along with one of the HIV blood test kits provided by Stacy Medical Center. The kits are available in the Sergeants' Office. The original signed consent form should be submitted along with the required "Supervisor's Exposure Report" form.

If a person in custody refuses to consent to voluntary blood testing or if the person is not in custody, the officer may request that the court order the arrestee to provide two specimens of blood for testing for AIDS and AIDS related conditions or other communicable diseases. It shall be the responsibility of the Detective Lieutenant to assign a Detective as soon as practical to prepare a petition for blood testing with the District Attorney's Office.

Blood testing for persons not in custody shall be coordinated with a City of Vernon contracted medical clinic, i.e. Technimed or Stacy Medical Center.

CONSENT FOR HIV TEST AND RELEASE OF MEDICAL INFORMATION FORM

Consent for HIV Test
And
Release of Medical Information

I, _____, understand that I am being detained by the Police Department of the City of Vernon. I voluntarily agree to have my blood drawn and submitted to an outside laboratory in order to have the specimen tested for the presence of antibodies to HIV (AIDS test).

I, _____, hereby authorize the release of the results of my blood test for antibodies to HIV (AIDS test), to the Chief of Police of the City of Vernon and the police officer(s) named below. I understand that I may contact Stacy Medical Center to obtain the results of my HIV test if I so desire.

Donors Signature

Date

Witness Signature

Date

Officer

Officer

Officer

Officer

Officer

4.1 POLICIES AND PROCEDURES

POLICIES AND PROCEDURES

4.2 SUPERVISORY RESPONSIBILITY RE: PURSUITS

Vehicular pursuits expose officers, fleeing criminal suspects, pedestrians and occupants of other motor vehicles to the potential risk of damage to personal property, injury or death. Pursuits are inherently dangerous and must be conducted with the utmost regard for these possible consequences.

Pursuits are a constant concern to both law enforcement officials and the public and they must be conducted in such a manner as to exercise reasonable care given the circumstances that arise at any time during a pursuit.

California Vehicle Code §21055 specifies that in emergency situations, the driver of an authorized emergency vehicle is exempt from the “rules of the road” provided that a solid red light is visible to the front and a siren of the vehicle are activated. Section 21045, however, specifies that this exemption does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway nor does it protect him/her from the consequences of an arbitrary exercise of the privileges granted in §21055.

General Order 5.16 governs vehicular pursuits. It is the responsibility of each supervisor to have a good understanding of the Department pursuit policy.

4.2.1 SUPERVISORY RESPONSIBILITIES AND CONTROL

Section 5.16.9 of General Order 5.16 outlines supervisory responsibilities and control of pursuits. It states:

Whenever possible, supervisory control shall be exercised over a pursuit by such supervisor(s) as designated by Communications and/or the Watch Commander.

- A. The supervisor must immediately determine the reason for the pursuit.
- B. The supervisor must ensure that no more police units are involved than are required or reasonably necessary.
- C. If necessary, the supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, coordinating air support, or terminating the pursuit.
- D. The supervisor is responsible for terminating the pursuit if in his/her judgment it is unjustified to continue the pursuit.
- E. A supervisor shall respond to the termination point of the pursuit and provide the necessary direction and control at the scene.

- F. The supervisor will direct unmarked units to disengage from the pursuit when sufficient marked units have assumed control of a pursuit.
- G. The supervisor shall continuously evaluate tactics that are being employed and provide direction to pursuing units.
- H. The supervisor shall be responsible for ensuring that proper radio channels and transmissions are being used and that Communications is requested to notify surrounding agencies who are or may be affected by the pursuit.

The supervisor shall retain these responsibilities until the suspect is booked or released and all reports are completed. He/she shall submit a report to the Division Commander containing the facts of the pursuit and his critique of the pursuit and identifying any possible violations of this policy which may thereafter be investigated by the Department before a final determination is made.

4.3 TRAFFIC COLLISIONS INVOLVING CITY OWNED VEHICLES

If a Vernon Police Officer is driving a police unit and is involved in a traffic collision in the City of Vernon, which results in property damage or personal injury, the following procedure will be followed:

- A. The personnel involved shall notify Communications as quickly as possible.
- B. Communications shall dispatch an officer and supervisor and/or call the California Highway Patrol (CHP) or other police agency as directed by his/her supervisor to investigate the collision and prepare a traffic collision report.
- C. Collisions resulting in major property damage or personal injury will normally be referred to the CHP for investigation.
- D. Subject to due consideration for safety and traffic, the vehicle(s) will not be moved until a supervisor arrives.
- E. If the vehicle is moved prior to the supervisor's arrival, the point of impact and point of rest shall be clearly marked.
- F. Personnel involved shall give a verbal statement of the accident details to the investigating officer for inclusion in the traffic collision report.
- G. The supervisor shall review a completed copy of the traffic collision report to ensure it is complete and consistent with the facts and observations made at the collision scene.

Personnel involved in a traffic collision involving a City-owned vehicle(s) outside the City limits shall immediately notify the Communications Center. Within the limitations of time, distance and availability, a supervisor will be dispatched to the scene. Such personnel shall also notify the law enforcement agency having jurisdiction over the accident scene.

If a police supervisor cannot respond, the involved personnel must submit a written detailed memorandum and give a verbal statement to the jurisdictional agency and the Vernon Police Department.

If the jurisdictional agency refuses to take a traffic collision report on a minor damage, non-injury collision, the Watch Commander will ensure that Vernon personnel conduct the investigation.

Traffic collisions involving other City department vehicles will be investigated by the Vernon Police Department if they occur within City limits. Investigation of any collision fitting this criteria shall be documented on a CHP 555 collision report. Notification to the Chief of Police shall be made as soon as practical by the on-duty supervisor

The on-duty supervisor must complete a supervisor's report regarding the incident as soon as practical. The following is a checklist for Officer involved traffic accident memos:

- _____ Supervisor present at scene.
- _____ Determine who will handle (CHP vs. HPPD).
- _____ Photographs of damage and relevant items.
- _____ Interview involved parties including the involved officer(s) .
- _____ Supervisor completes the City Accident/Exposure form if the officer is injured.
- _____ Complete a supervisory report.
- _____ Submit completed report to the Patrol Commander and Chief of Police.

4.4 GUIDELINES FOR HANDLING LABOR DISPUTES

There is no secret formula for handling labor disputes. No two strikes are alike. There are differences in physical surroundings, types of disputes, types of businesses, issues involved, composition of striking and non-striking employees and the leadership ability of labor and management officials.

Decisions made by peace officers at the scene of a labor dispute must be based on sound judgment. Any enforcement action taken is quickly assessed by both labor and management as to its impartiality and reasonableness. It is primarily for this reason that the law enforcement agency's policies should be explained to both labor and management to eliminate confusion and misunderstanding. Every effort should be made to obtain the cooperation of both labor and management in controlling the demeanor of striking and non-striking employees. It is recommended that each shift of pickets, non-strikers, and management personnel be briefed regarding their conduct during the dispute. Experience has shown that tensions are reduced when an explanation is given to the concerned parties regarding the incident and the resulting police action taken at a dispute location.

The right to picket peacefully during the day or nighttime must be upheld by the police. Picketing is not a violation of law. If illegal acts result from picketing, corrective action should be taken.

When picketing is conducted in a congested area where pedestrians are deprived of the normal use of sidewalks, the public inconvenience should be brought to the attention of the union official. Peace officers have no legal authority to establish a strike perimeter or limit the number of pickets. A tactful suggestion to use a particular portion of the sidewalk or other public property is usually accepted.

Law enforcement cannot prohibit the use, nor limit the size, of placards carried by pickets. Union officials have been receptive to suggestions that the size of placards be reasonable to avoid inconvenience to the general public and lessen the possibility that picket signs be used as weapons.

The general public has a right to the free and immediate use of public sidewalks where picket activity is being conducted. Pickets are pedestrians and, as such, may delay the ingress or egress of persons and vehicles at a strike location. The question to be answered is whether the delay is "reasonable." Since the courts have not defined "reasonable," each incident must be evaluated individually. Any delay, which creates a safety hazard, should be considered unreasonable.

To establish an obstruction violation on the part of pickets, the intent of the person to enter the location must be shown and the intent of the pickets to prevent the entrance must likewise be evident, either verbally or physically (647(C) PC).

Management and union representatives have the right to talk to the driver of a vehicle, which approaches the picket line. The driver is not obligated to talk with either representative and must decide what course of action to take. During such confrontations, law enforcement personnel should be in a position to prevent violations of the law.

When it becomes necessary to temporarily open a picket line for the purpose of allowing a vehicle to cross, extreme caution should be exercised. Officers should at all times face the pickets. The use of arm signals to direct vehicles to cross the picket line is usually interpreted as an order to the driver to cross the line. This procedure should be avoided. It may be beneficial to have a representative of management present during these critical periods to direct vehicles onto their property.

Officers at the scene of a dispute must be alert and in a position to recognize potential problems. It is possible that alcoholic beverages may be consumed on the picket line or within the struck facility. Union and management officials are generally opposed to such activity as it lessens the ability to control their personnel. Officers should bring such incidents to the attention of management and/or union representatives with a suggestion that the individual be removed from the picket line or the facility.

The basic requirement for handling any labor-management dispute is impartiality. An officer must never allow his personal beliefs or feelings, whether they are pro-management or pro-labor to influence his actions. Strict neutrality is the policy of the Vernon Police Department.

Officers at a strike location: it must be remembered that strict adherence to a policy of neutrality must be maintained.

In policing a strike situation, officers shall be guided in their actions by the same statutes and ordinances used in normal operations. The following can be used, keeping in mind the corpus delicti of a misdemeanor and a felony.

Trespassing: (602 J PC): This is a valuable section, which can be applied in the event pickets refuse to remove themselves from railroad tracks, because they are interfering with, and obstructing the lawful business of the railroad. However, good judgment should be used in applying this statute, and officers should not apply this section for simple trespassing upon other railroad property or private property.

1. Disturbing the peace: (415 PC) - this is probably the most valuable statute to an officer working a labor-management dispute, since the elements can be established; complaints are easier to secure; and convictions can be obtained in the event of a prosecution.
2. Riot: (404 PC)
3. Rout: (406 PC)
4. Unlawful assembly: (407 PC)
5. Refusing to disperse upon lawful command: (416 PC)
6. Remaining present at a place of a riot, etc. after the warning to disperse: (409 PC)
7. Lynching: (405(a) PC)
8. Unlawful carrying & possession of a concealed weapon: (12020 & 12025 PC)
9. Officers to command unlawful assembly or rioters to disperse:
 - A. (726 PC) This command must be given under section 726 PC before a person can be guilty of Section 409 PC.
11. Drunk: (647(f) PC)

Booking on statutes having to do with crowd control, such as a riot, unlawful assembly, refusal to disperse, etc., should be made only with the authorization of the strike commander.

DUTIES OF OFFICERS AT A STRIKE SCENE:

1. At a strike location, the duties of officers are the same as in any other situation, requiring police attention. At all times, the officer must maintain a fair and impartial attitude to both labor and management.
2. Officers may be detailed to police personnel and vehicular gates where there is movement of pedestrians and vehicles into and out of the location. It is their duty to see that persons enter and leave at will, if they so desire, and not be restrained in any manner from doing so.
3. Pickets have the right to picket the location in a legal manner. As has been pointed out previously, the issues of the strike are of no concern to the officers.
4. Officers assigned to a strike situation must keep their supervisors and the station informed of all incidents or changes in the local situation.
5. Every incident that occurs must be reported by the use of a written report.
6. The strike commander will require a periodic check of the number of pickets and the area unit will make a picket count at least once an hour. A picket check report will be prepared, maintained, and submitted by the area units at the end of their tour of duty.
7. Information concerning observations relative to unusual activity, or a concentration of pickets, employees, or spectators, is to be reported immediately to the strike commander, or the watch commander if the strike commander is not on duty.
8. Officers should not enter company property, except for enforcement, and should not, under any circumstances, park a department vehicle on the company grounds. Officers should not use company phones or befriend company security personnel.
11. At a strike location, both labor & management may have food available for their personnel and often may invite officer to partake of it. This must be avoided.

PEDESTRIANS AND VEHICLES CROSSING THE PICKET LINES:

1. Restraint of vehicular or personnel movement is a violation of the purpose of a picket line, as all persons and vehicles have the right to enter and leave at will. Therefore, it is the duty of officers to see that persons do have the right to enter and leave the location, and to keep the peace when this is done.
2. In some cases, the picket lines will be tightly closed in order to prevent entrance. In this event, the picket captain should be directed to open the picket line to those persons wishing to enter and leave. If the picket captain fails to comply with the request, or the pickets do not respond to his orders, the officers should open the line without hesitation to facilitate the movement of persons and vehicles.
3. When picket lines are opened by officers, the officers should face the pickets rather than the persons, or vehicles, entering or leaving the location. This action affords the officers the

opportunity to observe the actions of the pickets and prevents the possibility of an assault being committed, or damage being done to vehicles entering or leaving the location.

4. Trucks can present a serious problem as to the physical safety of the people involved in the labor dispute, or as targets for damage. Generally they are delivering material to the location or removing finished products from the location.
5. If advice is requested from the officer at the location, he/she must be careful to notify the driver that he may stay out, or enter the location, as he elects. Preferably, this should be done in the presence of the picket captain. Under no circumstances do you advise a truck driver to enter or leave the location.
6. Pickets should have the right to present their case to the truck driver, and should be allowed a reasonable amount of time for this purpose.

INJUNCTIONS:

1. An injunction is a writ, or an order of the court, restraining a person or a group of persons from doing a particular act. (CCP 5250)
2. An injunction is a civil process involving labor and management.
3. An injunction may restrict:
 - a. The number of persons in a picket line;
 - b. The distance to be maintained between pickets;
 - c. Set forth the distance from entrances which must be maintained by the pickets; or
 - d. Anything that the court may see fit to do.
4. It is not the duty of the chief to enforce the injunction, therefore officers should not become involved.
5. Representatives of management may call to the attention of officers violations of the injunction and insist the injunction be enforced. These persons should be referred to the strike commander immediately, or the chief of police.

ARREST PROCEDURES:

1. In the event of a disturbance between two or more people at the strike location, an attempt should be made, if possible, to separate these parties and order them from the area. However, if a more serious crime has been committed, such as a.d.w., or an injury has resulted from a battery, an arrest at the scene would be justified, and should be made.
2. If it comes to the attention of an officer that an arrest should be made in the situation, he should call for assistance before making the arrest in order to protect himself. This cannot always be done because many incidents occur spontaneously and it is necessary for the officer to make an immediate arrest.

3. In other cases, citizen arrests, etc., handle in the normal manner. Where a person wants a complaint filed against another person, obtain the necessary information for a report and arrangements will be made to have the complainant brought to the district attorney's office to sign the necessary documents.

It is important that when an arrest is made, the officers should be certain of the identity of the persons arrested. This is true, especially, in mass arrests.

DISPERSAL ORDERS

Penal Code section 409 covers remaining present after a warning to disperse.

"Every person remaining present at the place of any riot, rout, or unlawful assembly, after the same has been lawfully warned to disperse, except public officials and persons assisting them in attempting to disperse the same, is guilty of a misdemeanor.

A conviction requires that a lawful warning to disperse be carried out in accordance with section 726 of the Penal Code.

The dispersal order **must** be heard. It is a good idea to have officers on the opposite side of the crowd who can testify or tape record that the order was heard from that location.

SAMPLE DISPERSAL ORDER

"I AM SERGEANT (STATE YOUR NAME), A POLICE OFFICER FOR THE VERNON POLICE DEPARTMENT. I HEREBY DECLARE THIS TO BE AN UNLAWFUL ASSEMBLY AND, IN THE NAME OF THE PEOPLE OF THE STATE OF CALIFORNIA, COMMAND ALL THOSE ASSEMBLED AT (STATE THE SPECIFIC LOCATION) TO IMMEDIATELY DISPERSE. IF YOU DO NOT DO SO, YOU WILL BE ARRESTED."

WRITTEN REPORTS: The following information will be required on the incident report at the time of the initial contact or incident:

1. Company involved: The company should not be listed as the victim, but as the subject, i.e. Santa Fe Iron Works, 4305 Santa Fe Ave.
2. Emergency notification: Plant supt., foreman, etc., name, address, and telephone number.
3. Union involved: name, address, and telephone number, also the local number, and the name of the business agent in charge.
4. Number of employees: 100 employees - 75 involved in the bargaining unit - 25 may be clerical, not involved.
5. Description of premises: fenced or unfenced, number of gates on property, secured or unsecured; spur tracks entering property or adjacent to property; and how many private guards, (armed or unarmed), and who they are affiliated with.
6. Hours of operation.
7. Hours of picketing.
8. Statements: Statements made by labor or management concerning the incident.
9. Observations: Regarding the number and demeanor of the pickets. Also include if the union has a temporary headquarters set up in the area.

4.5 OFFICER INVOLVED SHOOTINGS

The Officer Involved Shooting Policy was developed to provide procedures to conduct and supervise investigations of incidents involving the discharge of a firearm by Vernon Police personnel.

The Vernon Police Department Administrative Lieutenant and Sergeant will be called upon to conduct the administrative investigation into shooting incidents, whether occurring on or off duty, regardless of geographical jurisdiction, under any of the following circumstances:

- A. Whenever a weapon is intentionally discharged, except in cases where weapons are discharged at animals, accordance with the Department Firearms Policy.
- B. When anyone is injured as a result of the discharge of a weapon, whether the discharge is intentional or unintentional.
- C. At the direction of a command staff member.

In the event that the shooting occurs outside of the City of Vernon, the agency having jurisdiction shall conduct the appropriate criminal investigation, except in those cases in which the local jurisdiction requests that the Vernon Police Department conducts the criminal investigation. In such cases, the Los Angeles County Sheriff's Department (LASD) will conduct the criminal investigation. The Vernon Police Department Detective Lieutenant, or their alternate, shall act as a liaison between the Vernon Police Department and the Los Angeles County Sheriff's Department.

Members of the Vernon Police Department will fully cooperate with all agencies, including the Los Angeles County District Attorney's Office and LASD during all officer involved shooting incidents.

ADMINISTRATIVE INVESTIGATION TEAM

The Administrative Investigation Team shall be comprised of the following members:

- A. Administrative Section Lieutenant and Sergeant, or in the alternative, the Service Commander.
- B. Personnel from the Detective Section as required.
- C. Personnel from the Patrol Division as required.
- D. Press Information Officer or in the alternate, the Services Commander.

CRIMINAL INVESTIGATION TEAM

The criminal investigation shall be comprised of members of the Los Angeles County Sheriff's Department, Homicide Investigation Division. The Vernon Police Department Detective Lieutenant, or in the alternative, the Detective Sergeant, shall act as a liaison between the Vernon Police Department and the Los Angeles County Sheriff's Department.

NOTIFICATION PROCEDURE

In the event that sworn personnel are involved in a shooting incident as outlined in this policy, they shall immediately, or as soon after as reasonably practical, notify the on-duty watch commander and in cases as appropriate, the outside agency with jurisdiction over the criminal investigation.

WATCH COMMANDER RESPONSIBILITIES

When a shooting incident, as described above occurs, it shall be the responsibility of the on-duty watch commander to ensure that the following is accomplished as soon as practical:

- A. Ensure medical aid is provided to any injured party or officer.
- B. Ensure the scene is secured to preserve all evidence and initiate a crime scene log. Only authorized personnel shall be permitted to enter a crime/shooting scene containment.
- C. Identify and contact all witnesses as reasonably possible. In the event that witnesses must leave the scene, confirm identities and take detailed statements. If the witness will not consent to voluntarily remain at the scene or await interview by investigators, personnel should attempt to briefly determine the nature of the witness's information, obtain valid identification of the witness, and determine when and where the witness can be located. Immediate family members of the wounded or deceased person, who may be a witness to a shooting incident, shall also be identified. If possible, considering the emotional impact of the situation, brief facts should be obtained to determine the extent of a witness' knowledge of the incident prior to the arrival of LASD. Witness interviews should be audio recorded. The witness shall not be detained beyond the time required to attempt to ascertain the facts. Involuntary detention of witnesses is not permitted. (Orozco v. County of Yolo, 1993.)
- D. Immediately speak with the involved officer(s) to ascertain any issues that threaten the safety of the general public. If necessary, the supervisor may administratively order any officer from the department to immediately provide public safety information necessary to secure the scene and pursue outstanding suspect(s). Public safety information may be immediately ordered without presence of an attorney if the need is compelling. (Ward v. City of Portland, 857 F.2d 1371 (9th Cir. 1988). (Note: case modified 2/89).

The Watch Commander may ask the officer(s) the following questions without abridging the rights of the officer and pending the arrival of the criminal investigation team:

1. How many shots were fired?
2. What direction(s) were the shots fired?

3. How many suspects did you encounter?
 4. What did the suspect(s) look like?
 5. What direction of travel did the suspect(s) take when leaving?
 6. Suspect's vehicle description and direction of travel.
 7. Type of weapon suspect(s) used and description.
 8. Other information required for the immediate needs of Public Safety.
- E. Ensure that the involved officer(s) are transported to the station as quickly as possible and sequestered individually so as not to speak with other personnel pending arrival of investigators. The involved officer should be given an administrative order not to discuss the incident with other involved officers pending further direction from a supervisor.
- Officers, who have sustained minor injuries, not requiring hospitalization, should remain in their current attire and postpone cleaning up until they have been photographed.
- F. Notify the Chief of Police and the Patrol Commander.
- G. Notify the Administrative Lieutenant and Detective Lieutenant, or their alternate.
- H. Notify the Los Angeles County Sheriff's Department, Homicide Unit for the criminal investigation, [REDACTED]
- I. Notify the Los Angeles District Attorney's Office Officer-Involved Shooting Command Center, [REDACTED]
- J. If an employee of the Vernon Police Department is the victim of the shooting and the shooting occurred within the jurisdiction of the City of Vernon, the Los Angeles County Sheriff's Department, Homicide Unit, shall be called upon to handle the criminal investigation. The Detective Lieutenant, or their alternate, shall act as a liaison between the Vernon Police Department and the Los Angeles County Sheriff's Department.
- K. In the event of serious injury or death of a Vernon Police Department employee, the employee's family should be notified in person and transportation provided to the hospital to where the employee has been transported. If necessary, a supervisor may be assigned to the hospital. The Department "Line of Duty Death Manual," will be utilized for this procedure.
- L. If a crime occurs in another jurisdiction and extends into our city, which results in the originating agency discharging their weapon(s) in our city, the originating agency or its designee may handle the investigation with approval from the Patrol Commander. If the originating agency requests that the Vernon Police Department handle the investigation, the incident will be deferred to LASD for the criminal investigation.

RESPONSIBILITIES OF THE ADMINISTRATIVE INVESTIGATION TEAM

The Administrative Team shall immediately respond to the scene of the incident and assume command of the administrative portion of the investigation.

- A. The Administrative Lieutenant and Sergeant, or their alternate shall ultimately be responsible for the administrative investigation. Personnel assigned to conduct the administrative investigation shall ensure that employees are afforded all rights as outlined in the Public Safety Officers Procedural Bill of Rights.
- B. The Administrative Lieutenant shall ensure that a thorough investigation of the incident is conducted with particular emphasis in the following areas:
 - 1. Assurance of compliance to all department policies and procedures.
 - 2. Identification and management of liability exposure created by the incident in a manner consistent with the best interests of the city, department and involved personnel.
 - 3. Identification of risk management and training issues that are exposed from such an incident.
 - 4. Completion of a thorough incident report within 14-days.
- D. The Administrative Lieutenant shall ensure that District Attorney Personnel is not present during any compelled interview, nor should they receive any information concerning the content of a compelled statement.
- E. The Administrative Investigative Team will report directly to the Chief of Police.

CRIMINAL INVESTIGATION

The Los Angeles County Sheriff's Department (LASD), Homicide Investigation Division will conduct the criminal investigation. LASD will respond by request to the scene of any police shooting. LASD will conduct an independent investigation and seek legal review of the incident for the exclusive purpose of determining if there is criminal action on the part of the person(s) involved in the shooting incident. The Vernon Detective Lieutenant, or their alternate, shall act as a liaison between the Vernon Police Department and the Los Angeles County Sheriff's Department.

- A. The Detective Lieutenant and LASD investigators shall immediately respond to the scene of the incident and assume command of the criminal investigation.
- B. The Detective Lieutenant will obtain all relevant reports from LASD Investigators as soon as practical and submit them to the Chief of Police.
- C. The Detective Lieutenant will ensure that any involved officer be afforded the opportunity to consult with a representative of his or her choosing or an attorney, prior to speaking with criminal investigators. While it may be advisable to give a voluntary statement to criminal investigators,

criminal investigators should not order any such statement without specific request from the involved officer. (Fifth Amendment; People v. Gwillim (1990) 223 Cal.App3d 1254 and Gwillim v. San Jose (9th Cir. 1991) 929 F.2d 465; U.S. v. North (D.C. Cir 1990) 920 F.2d 940); In Re Grand Jury Subpoena: HBPD (9th Cir. 1996) 75 F.3d 446.)

- D. The Detective Lieutenant shall ensure that all physical evidence collected at the scene remains in the custody of the LASD Criminal Investigators.
- E. The Detective Lieutenant will report directly to their respective division commander.
- F. The Detective Lieutenant will ensure that personnel from the District Attorney's response team have access to the scene of the investigation.

GUN SHOT RESIDUE TEST

Generally, GSR tests will not be required of the officers involved. However, if it is determined that the investigation will be better served (due to conflicting statements or physical evidence), a GSR test will be conducted on the involved Officer. LASD investigators will coordinate this type of test.

WEAPONS AND AMMUNITION

An officer's weapon that has been fired shall be retained in his/her holster until requested by the investigation team. The Investigative supervisor or his representative shall be responsible for retaining and replacing the weapon with another as soon as practical.

SUSPECT SECURITY

An officer, at all times following the incident, shall accompany each suspect. If the suspect is removed to a medical facility the following steps should be accomplished:

1. Record any statements made by the suspect.
2. Receive and record any dying declaration.
3. Preserve all of the suspect's clothing as evidence. Bag each piece of evidence separately.
4. Observe and take notes concerning the suspect's responses to questions and instructions of medical staff.

PRESS RELEASE INFORMATION

Release of all information, including press releases, shall be the sole responsibility of the Press Information Officer or the individual designated by the Chief of Police. Press release information will be in accordance with the Department Press Information policy under the direction of the Chief of Police. A single press release shall be prepared with input and concurrence from the supervisor and agency representative responsible for each phase of the investigation.

DISTRICT ATTORNEY PROTOCOL

The District Attorney's response team will only respond to incidents when a Vernon police officer, on or off duty, shoots and injures any person during the scope and course of employment.

The protocol will apply to officers employed by an agency outside Los Angeles County, if the incident occurs within Los Angeles County. This protocol will not apply where officers or deputies from Los Angeles County are involved in incidents that occur outside the borders of Los Angeles County.

Notification of an officer involved shooting shall be made via the District Attorney Command Center [REDACTED]

[REDACTED] Notification should be made as soon as possible, but always after notification of Vernon personnel. The Command Center should be given a brief summary of all the facts known at the time, including: location of the incident, command post location, suggested access routes, and any other safety concerns. An early response to the scene of an investigation is critical so that district attorney personnel may gain first-hand knowledge of lighting conditions, witness demeanor, trajectories, vehicle and pedestrian traffic conditions, etc.

The primary responsibility for investigating an officer involved shooting incident lies with the Vernon Police Department. The Vernon Detective Lieutenant, or their alternate, shall act as a liaison between the Vernon Police Department and the Los Angeles District Attorney Investigators. The District Attorney's Office has the authority to conduct an independent investigation.

The responsibilities of the on-scene District Attorney personnel shall include the following:

- A. Assist and advise the investigating officer on criminal law issues as they relate to the investigation.
- B. Observe and participate fully with the investigative agency in the police investigation. District attorney personnel may take notes of their observations and record interviews of witnesses.
- C. Advise and assist investigative officers as to the collection of evidence and the interview of witnesses, when appropriate. All physical evidence will be retained by the Vernon Police Department.
- D. Conduct an independent investigation, at the District Attorney's discretion, separate from the law enforcement investigation when it is determined that the circumstances of the particular case make this appropriate. It is understood that an independent investigation may include evidence collection and witness interviews.
- E. As soon as practical, the Detective Lieutenant will provide District Attorney personnel with an initial briefing of the incident. The briefing will consist of all relevant information known at the time, including but not limited to:
 1. The names and present whereabouts of the officers involved in the incident.
 2. The names, addresses and present whereabouts of all civilian witnesses to the incident.
 3. The statements of the officers, as long as they are not compelled statements pursuant to Government Code sections 3300 et al.
 4. The physical evidence discovered.
 5. A summary of witness statements and the status of the investigation.

6. A walk through at the scene, including witness descriptions of the events and the evidence recovered.
7. The medical condition of injured parties.

4.6 LINE OF DUTY DEATH POLICY

It shall be the policy of the Vernon Police Department to provide liaison assistance to the immediate survivors of any member who dies in the line of duty, whether feloniously or accidentally while an active member of the department. The Chief of Police may institute certain parts of this Policy for cases of a member's natural death. The Department will also provide a clarification and comprehensive study of survivor benefits as well as emotional support during this traumatic period of re-adjustment for the surviving family. Funeral arrangements of the deceased member are to be decided by the family with their wishes taking precedence over the Department's.

DISCUSSION

Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the member's survivors and to the law enforcement community. In order to provide the best possible services and support for the member's family, specific tasks may be assigned to selected members of the Department. Their titles are:

- Notification Officer
- Hospital Liaison Officer
- Family Liaison Officer
- Department Liaison Officer
- Benefits Coordinator

An explanation of each of these responsibilities is contained in this Policy. A member may be called upon to perform more than one role.

Members are encouraged to maintain an up-to-date "Confidential Line-of-Duty Death Information" form on file with the Department. The information will be extreme comfort to the member's families and the Department in fulfilling the deceased officer's wishes.

PROCEDURES AND RESPONSIBILITIES

A. Notification Officer

1. It is the responsibility of the Watch Commander to properly notify the next of kin of a member who has suffered severe injuries or died. The Watch Commander may personally make the notification or designate a Notification Officer to inform the survivors.
2. The Department WILL NOT release the name of the deceased officer before the immediate survivors living in the area are notified.
3. If there is knowledge of a medical problem with an immediate survivor, medical personnel will be dispatched to the residence to coincide with the death notification.
4. Notification will be made in person and never alone. The Chief of Police or his designee, close friend, or another police survivor could appropriately accompany the Notification

Officer. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If the opportunity arises to get the family to the hospital prior to the demise of the officer, do not wait for the appropriate delegation to gather. The family should learn of the death from the Department first and not from the press or other sources.

5. As soon as most public safety families see you, they will know something is wrong. Ask to be admitted to the house. Never make a death notification on the doorstep. Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident. Make sure you use the officer's name during the notification. If the officer has already died, relay that information. Never give the family a false sense of hope. Use words like "died" and "dead" rather than "gone away" or "passed away."
6. If the person responsible for the death notification has been seriously affected by the death, he/she should understand that showing emotions is perfectly acceptable. If specifics of the incident are known, the officer should relay as much information as possible to the family.

NOTE: Reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc.

7. If the family wants to go to the hospital, they should be transported via department vehicle. It is highly recommended that the family NOT drive themselves to the hospital. Should there be serious resistance and the family insists on driving, an officer should accompany them in the family car.
8. The Department should know if there are young children in the home. The Notification Officer must arrange babysitting needs. This may involve co-worker's spouses, transportation of children to a relative's home, or similar arrangements.
9. Prior to departing for the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison by telephone that a member(s) of the family is en route.

Keep in mind that the surviving parents should also be afforded this courtesy of personal notification if they live in the same geographic area.

10. If immediate survivors live beyond the area, the Notification Officer will ensure that the Communications Division sends a Teletype message to the appropriate jurisdiction requesting a personal notification. The Notification Officer shall also call the other jurisdiction in addition to the Teletype message. Logistical arrangements should enable simultaneous telephone contact between the survivors and the Department.
11. The Chief or another high-ranking representative should respond to the residence or the hospital to meet with the family as quickly as possible.
12. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Whenever possible, communications regarding notification should be

restricted to the telephone. If the media has obtained the member's name, they will be advised to withhold the information pending notification of next of kin.

B. Assistance for Affected Members

1. Members who were on the scene or arrived moments after a member was critically injured or killed should be relieved as quickly as possible.
2. Police witnesses and other members who may have been emotionally affected by the serious injury or death of another member will attend a Critical Incident Stress Debriefing held by a trained mental health professional.

C. Assisting the Family at the Hospital

1. The first official, other than the Chief or his representative, to arrive at the hospital becomes the Hospital Liaison. The Hospital Liaison is responsible for coordinating the activities of hospital personnel, the member's family, police officers, the press and others. These responsibilities include:
 - a) Arranging with hospital personnel to provide an appropriate waiting area for the family, the Chief of Police, the Notification Officer, and others requested by the immediate supervisors,
 - b) Arranging a separate area for fellow police officers to assemble,
 - c) Establishing a press staging area,
 - d) Ensuring that medical personnel relay pertinent information regarding a member's condition to the family on a timely basis and before such information is released to others,
 - e) Notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased member are directed to the City of Vernon Risk Management. The family should NOT receive any of these bills at their residence address. This may require the Hospital Liaison to re-contact the hospital during normal business hours to ensure that proper billing takes place,
 - f) Ensuring that the family is updated regarding the incident and the member's condition upon their arrival at the hospital, and
 - g) Arranging transportation for the family back to their residence.
2. If it is possible for the family to visit the injured member prior to the death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and in the event of death explain why an autopsy is necessary.
3. The Notification Officer(s) should remain at the hospital while the family is present.

4. DO NOT BE OVERLY PROTECTIVE OF THE FAMILY. “There is a definite need to touch and hold the body while there is still life, and being present when death occurs can be comforting to the family.”

D. Support of the Family During the Wake and Funeral

1. The Chief of Police or a designee will meet with the member’s family at their home to determine their wishes regarding departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.
2. With the approval of the family, the Chief will assign a Family Liaison Officer. The Chief will also designate a Department Liaison Officer and a Benefits Coordinator.

E. Family Liaison Officer

1. The selection of a Family Liaison Officer is a *critical* assignment. An attempt should be made to assign someone who enjoyed a close relationship with the member and his/her close family. Although the liaison officer should know the deceased officer and be aware of the family relationships, the officer should not be so emotionally involved with the loss that he/she would be ineffective.
2. The Liaison Officer must know that *THIS IS NOT A DECISION-MAKING POSITION. THIS IS A ROLE OF ‘FACILITATOR’ BETWEEN THE FAMILY AND THE PUBLIC SAFETY AGENCY.*
3. The Family Liaison Officer will:
 - a) Ensure that the needs of the family come before the wishes of the Department.
 - b) Meet with the family and tell them what his/her responsibilities will be during this time.
 - c) Meet with the family regarding funeral arrangements. Since most officers have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide all aspects of the funeral. The Department should only make the family aware of what they can offer in the way of assistance if the family decides to have a “line-of-duty funeral.”
 - d) Be issued a pager immediately so there is an immediate line of communication with the Department and the family.
 - e) Know all information concerning the death and the continuing investigation to answer family questions.
 - f) Provide as much assistance as possible, oversee arrangements for travel and lodging for out-of-town family members.
 - g) Be constantly available to the family throughout this traumatic time.

- h) See that the parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.
- i) See that the family is briefed on the funeral procedure.

F. Department Liaison Officer

1. This position is normally assigned to the Patrol Commander because of the need to effectively coordinate resources throughout the Department.
2. Responsibilities of the Department Liaison Officer include:
 - a) Working closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
 - b) Handling the news media throughout the ordeal. In the event that the family should decide to accept an interview, this officer should attend and 'screen' all questions presented to the family so as to not jeopardize upcoming legal proceedings.
 - c) Meeting with the following persons to coordinate funeral activities and establish an itinerary:
 - 1) Chief of Police and Bureau Commanders
 - 2) Funeral Director
 - 3) Family Priest or Minister
 - 4) Cemetery Director
 - 5) Honor Guard
 - d) Directing the funeral activities of the Department and visiting Police Departments according to the wishes of the family.
 - e) Issuing a teletype message to include the following:
 - 1) Name of the deceased,
 - 2) Date and time of death,
 - 3) Circumstances surrounding the death,
 - 4) Funeral arrangements (state if service will be private or a police funeral),
 - 5) Uniform to be worn,
 - 6) Expressions of sympathy in lieu of flowers, and
 - 7) Contact person and phone number for visiting departments to call to indicate their desire to attend or to obtain further information,
 - f) Establishing a command center, if necessary, to coordinate information and response to the tragedy.
 - g) Developing a policy for the wearing of badge memorial ribbons and use of patrol vehicle memorial sashes,

- h) Obtaining an American Flag. If the family wishes a flag presentation by the Chief, notify the Chief's office,
- i) Determining if the family desires a burial in uniform and selecting a member to obtain a uniform and all accouterments (except weapons) and deliver them to the funeral home,
- j) Assigning members for usher duty at the church,
- k) Arranging for the delivery of the member's personal belongings to the family,
- l) Briefing the Chief and staff concerning all funeral arrangements,
- m) Ensuring that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession,
- n) Arranging for a stand-by doctor for the family, if necessary,
- o) Coordinating traffic management with other jurisdictions during the viewing, funeral and procession, and arranging for a tow truck to be available along the procession route,
- p) Assigning a member to remain at the family home during the viewing and funeral,
- q) Maintaining a roster of all Departments' personnel to the funeral including:
 - 1) Name and address of responding agencies,
 - 2) Name of the Chief of Police,
 - 3) Number of officers attending,
 - 4) Number of officers attending the reception after the funeral, and
 - 5) Number of vehicles.
- r) Assisting in making the necessary accommodations for food, lodging, etc.,
- s) Acknowledging visiting and assisting departments,
- t) Arranging for routine residence checks of the survivor's home for six to eight weeks following the funeral. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending time away from the home dealing with legal matters.

G. Benefits Coordinator

1. The Benefits Coordinator will gather information on benefits/funeral payments available to the family. The Benefits Coordinator has the Department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure these benefits are being received.

2. The Benefits Coordinator is responsible for:

- a) Filing Worker's Compensation claims and related paperwork.
- b) Contacting the appropriate offices without delay to ensure that the beneficiary receives death and retirement benefits, the member's remaining paychecks and payment for remaining annual and compensatory time,
- c) Gathering information on all benefit/funeral payments, to include the Public Safety Officer Benefits Act, that are available to the family.
- d) Setting up any special trust funds or educational funds.
- e) Notifying police organizations that the member belonged to and to ensure that any and all entitlements are paid to the beneficiary. These agencies may also offer legal and financial counseling to the family at no cost.
- f) Preparing a printout of the various benefits/funeral payments that are due to the family. Listing named beneficiaries and contacts at various benefits offices and when they can expect to receive payment.
- g) Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive.
- h) A copy of the prepared printout and any other related paperwork should be given to the family at this time.
 - 1) If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.
 - 2) Attention should be given to the revocation of health care benefits. Many providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.
- i) Meeting again with the family in about six months to ensure they are receiving benefits.

H. Continued Support for the Family

- 1. Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable. More than half of the surviving spouses can be expected to develop a posttraumatic stress reaction to the tragedy.
- 2. Survivors should continue to feel a part of the "police family." They should be invited to Department activities to ensure continued contact.

3. Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
4. The Chief of Police should observe the member's death with a short note to the family, flowers on the grave and/or wreath placement at the National Law Enforcement Officers Memorial and the California Peace Officer's Memorial.
5. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the supervisors and additional support is important at these times.
6. The Family Liaison acts as the long-term liaison with the surviving family to ensure that close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel the need for support.
7. If no court proceedings surround the circumstances of the member's death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity.
8. If criminal violations surround the death, the Family Liaison Officer will:
 - a) Inform the family of all new developments prior to press release.
 - b) Keep the family apprised of legal proceedings.
 - c) Introduce the family to the victims' assistance specialists of the court.
 - d) Encourage the family to attend the trial and accompany them whenever possible.
 - e) Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

FUNERAL PROTOCOL / PROCEDURES

All members will maintain an excellent appearance. Uniforms and equipment must be in outstanding condition.

A. Uniforms

1. Class "A" uniform – Long sleeve shirt, tie and hat will be worn unless directed otherwise.
2. Members of the Honor Guard and pallbearers will wear white gloves.
3. A black sash will be worn across the badge.

B. Funeral Services

1. Members who attend the funeral services will report to a pre-designated assembly point away from the place of services for inspection and briefing.
2. From the assembly point, members will march to the place of service, timing their arrival to permit immediate entry.
3. Upon entering the building, members will move in an orderly manner to the place reserved for them.
4. Members will remain standing until all members are in their places and the command, "BE SEATED." Is given.
5. Members will sit upright maintaining a military bearing throughout the service.
6. At the end of the service, members, upon receiving the command, "OFFICERS RISE", will rise in unison and file past the casket.
7. Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.
 - a. Two ranks will be formed facing each other, leaving an aisle through which pallbearers and casket may pass.
 - b. Members will be formed by height. They will normally be dressed as extended intervals, but may be dressed as close intervals if space is needed.
 - c. While waiting in formation, members will stand at parade rest.
8. When the casket comes into view, the formation will be called to attention. The next command will be "PRESENT ARMS." All members will salute and hold this salute until the casket is placed in the hearse. At this time, the command, "READY", "FRONT", will be given and members will return their hands to their sides. A member of the Honor Guard Detail will issue the commands.
9. After the doors of the hearse are closed, the command "FIRST RANK (passenger side of hearse), RIGHT FACE" and "SECOND RANK, (driver's side of hearse) LEFT FACE", is given so that the two columns are facing the hears.
10. The Commander will then dismiss the formation with the command, "OFFICERS DISMISSED". The members will break ranks and leave quietly and in an orderly manner.
11. Members will then take their assigned places in the motorcade and proceed to the cemetery.

C. Gravesite Services

1. Members will report to the places that have been reserved for them immediately upon arrival at the gravesite. All members with their hands in their laps, maintaining a military bearing throughout the services.
2. Just prior to the 21-gun salute and taps, the command "OFFICERS RISE" will be given. Members will stand at attention facing the firing team or bugler. When the 21-gun salute and taps have been concluded, the command "OFFICERS DISMISSED" will be given. Members will then break ranks and return to their assigned vehicles.

HONORS ACCORDED

- A. Any Vernon Police Officer who dies in the line-of-duty will be accorded full honors if requested by the survivors. This will include the casket watch during viewing, honor guard, pallbearers, firing squad, taps, military flag fold and presentation.
- B. The Honor Guard commander is responsible for coordinating and directing the activities of the Honor Guard, casket watch, pallbearers, firing squad, bugler, and flag presentation.
- C. Casket Watch
 1. The casket watch is usually comprised of officers from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard commander. Officers who are assigned to the casket watch must present an excellent uniform appearance and conform to all current grooming regulations.
 2. The dress uniform, including white gloves, will be worn for the casket watch. The watch will be divided into shifts with two officers standing 30 minutes at a time.
 3. If the family wishes, an informal watch can take place after the viewing has been concluded for the day.
 4. The casket watch moves in slow cadence. This includes marching, movements and saluting. The official will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.
- D. Honor Guard
 1. Members of the Honor Guard will assemble at a location near the service (church, funeral home, or cemetery) for inspection by the Honor Guard commander.
 2. The Honor Guard commander will execute commands.
- E. Pallbearers
 1. If pallbearers are listed on the Confidential Line-of-Duty Death Information Form, these individuals will be selected as a pallbearer. If pallbearers are not listed and are requested by the family, the Honor Guard commander will select them.

2. Pallbearers will be under the direction of the Honor Guard commander. They will report to the funeral home as directed for instructions and seating arrangements.

Procedural Variation

The procedures outline shall be followed in most cases. Any changes made necessary by the a shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of service or for any reason shall be made by the Department Liaison Officer.

4.7 PERSONNEL COMPLAINTS

It is the policy of the Police Department that all members of the Department shall encourage both citizens and fellow employees to bring forth legitimate grievances regarding inadequate service or employee misconduct.

A GUIDE FOR CITIZENS: PERSONNEL COMPLAINT PROCEDURE BOOKLET

The Department's booklet entitled *A Guide for Citizens: Personnel Complaint Procedure* shall be provided to any person who requests a copy of the Department's complaint procedure. The Department's complaint procedure is available to all persons whether or not the person is alleging a complaint of misconduct. Copies of the booklet are available at the front police counter.

RECEIVING COMPLAINTS

When a person comes in to file a citizen complaint, the Lieutenant or Sergeant in the Industrial Relations Unit will file the initial complaint report. If the Lieutenant or the Sergeant is off-duty or unavailable, the Watch Commander or the acting Watch Commander (Sergeant) will file the report. This report should be in memo form. This initial report should be thorough, covering all of the issues that the complainant has raised. If the complainant brings in other witnesses or there are additional complainants, then each person should be interviewed separately and a thorough statement taken. Once the report is completed, it should be sealed in an envelope and placed on the Chief's desk.

The supervisor shall not talk to anyone concerning the content of the report. The Watch Commanders shall not call in the officer subject to the complaint, any witness officers or continue the investigation in any way. The supervisor shall ensure all appropriate forms are given to the complaining party.

If in the Watch Commander's opinion it is necessary to take immediate action on the complaint, the Watch Commander shall call the Chief of Police for further direction.

4.8 CANINE POLICY

A canine may be requested when a felony has been committed and there is a strong likelihood the suspect(s) is in the area.

The Sheriff's Department will be the first agency to be called through the East Los Angeles station Watch Commander. If the Sheriff cannot provide a canine or the wait would increase the danger to our officers, then the South Gate Police Department's on-duty canine unit may be called.

Supervisors should use discretion before any decision is made to call a canine, especially prior to requesting the assistance of the South Gate or Huntington Park Police Departments.

The on-duty Watch Commander shall complete an incident report explaining the nature of the call and the reasons for the canine call-out and forwarded to the Patrol Commander with a copy to the Chief as soon as possible.

4.9 PHYSICAL FORCE DEFINED

PHYSICAL FORCE DEFINED

Physical force is that force applied to overcome resistance, achieve compliance, or any use of Department issued and/or approved lethal or less than lethal weapons.

AUTHORITY FOR USE OF FORCE

Section 835(a) of the California Penal Code states:

“Any Peace Officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to effect the arrest, to prevent escape, or to overcome resistance.

A Peace Officer who makes or attempts to make an arrest need not retreat or desist from his efforts by reason of the resistance or threatened resistance of the person being arrested; nor shall such officer be deemed an aggressor or lose his right to self-defense by the use of reasonable force to effect the arrest or prevent escape or to overcome resistance.”

USE OF FORCE POLICY

It is the policy of the Department that each incident involving the application of any degree of physical force upon the person of another must be evaluated upon the facts of the particular incident.

Whenever any officer of the Department while in the performance of his official duties deems it necessary to utilize any degree of physical force upon the person of another, the degree of physical force shall only be that which the officer believes reasonable and necessary to effect the arrest or prevent escape or overcome resistance.

When feasible, an officer must give a warning before force that may result in serious injury is used. The incident report shall document the use of force and whether a warning was issued or why it was not feasible to do so.

USE OF FORCE WARNING

A verbal warning shall be given, when feasible, to a subject before any device that poses a “significant risk of serious injury,” is utilized. The warning is not required when an officer is attacked and must respond to the subject's actions. Additionally, if a tactical plan requires the element of surprise in order to stabilize the situation, a use of force warning should not be given. The verbal warning and who gave it or the reason it was not given shall be documented on the arrest or incident report. The report should contain a detailed account of force used and describe in detail actions of the suspect that warranted use of force

USE OF LETHAL/LESS THAN LETHAL WEAPONS

Officers shall not use or handle lethal or less than lethal weapons (such as chemical agents, batons or any other weapon that has been approved for Department use) in a careless or imprudent manner. Employees shall use these weapons in accordance with law and established Departmental procedures.

USE OF LESS THAN LETHAL WEAPONS

- A. Officers are authorized to carry only the following less than lethal weapons:
 - 1. Monadnock PR-24 side handle baton
 - 2. Straight baton
 - 3. Collapsible Baton
 - 4. Authorized Chemicals
 - 5. Bean Bags
 - 6. Taser
 - 7. 40 mm Less Than Lethal Weapon
- B. Officers are encouraged to suggest use of alternate less than lethal weapons. All such suggestions should be contained in a memorandum to the Chief of Police.
- C. Officers will be trained in the use of these weapons at a Peace Officers' Standard Training ("POST") certified recruit academy and through an in-house retraining program.
- D. Less than lethal weapons will only be used in situations where a subject is threatening an officer, or another person with physical force and other means of controlling the subject are unreasonable or could cause injury to the officer(s), the subject(s), or others. In cases where officer/subject factors indicate the officer(s), or others would be endangered by other use of force. Other means of lesser or equal force have been ineffective and the threat still exists. The officer will detail the use of force in his arrest report. The report will detail:
 - 1. Justification for the use of physical force.
 - 2. The type of force applied (specifically less than lethal weapon, if applicable).
 - 3. The effect of the force upon the person.
 - 4. The subsequent actions taken by the officer.
- E. The officer(s) will notify a field supervisor as soon as possible if the application of physical force results in one of the following injuries:
 - 1. Unconsciousness.
 - 2. Temporary vision impairment caused by a chemical agent.
 - 3. Any other injury whether or not medical treatment was necessary.
- F. Arrest reports that involve the use of physical force will be reviewed by the Watch Commander or his designee.
- G. Upon notification of the use of physical force, the Watch Commander shall ensure that the suspect receives medical attention.

4.10 MUTUAL AID

The Vernon Police Department is part of the Area-E Mutual Aid agreement, which has an emphasis on a rapid and organized response to an unusual occurrence within the Mutual Aid area or County.

The current cities assigned to Area-e are:

- Maywood
- Huntington Park
- Bell
- Bell Gardens
- South Gate
- Downey
- Montebello
- Whittier

A. There are 3 Types of Call Outs:

1. *Interagency Mutual Aid* – request from a neighboring Agency for officers for a short period of time, e.g., a perimeter while searching for a suspect. Specific resources are requested and allocated by the Watch Commander.
2. *Tactical Alert* – an unplanned event where an Agency needs resources for a significant length of time, e.g. a mass civil disturbance. **50% of the requested Agency’s uniformed personnel and a supervisor** (or officer-in-charge) must respond. This is coordinated through the lead Agency, i.e., Pasadena PD.
3. *Full Tactical Mobilization* - a planned event, e.g. a large protest, where an operational plan is completed by the hosting Agency and coordinated through the lead Agency (again, Pasadena PD) for an Area-C response prior to the actual even occurrence.

B. Ensure that officers have proper equipment, and that an Emergency Response Roster form is filled out (refer to Mutual Aid Manual for details).

The Vernon Police Department will provide mutual aid to other jurisdictions in accord with provisions of the Government Code, and existing mutual aid agreements.

A. Major Disaster/State of War

1. In the event of a state of war, state of emergency, or local emergency as discussed below, a division commander or the police chief will contact the sheriff of Los Angeles County.
2. The Los Angeles County Sheriff, as area and region mutual aid coordinator, will contact the Office of Emergency Services in Sacramento for assignment of other resources. In no event will the Office of Emergency Services be contacted directly.
3. Definitions:
 - a. State of War

Under a State of War Proclamation by the Governor, he becomes the Commander in Chief of all resources in the state. Mutual aid is mandatory. The department will be notified via teletype.

b. State of Emergency

The Governor may proclaim a State of Emergency when a request has been made by the Chief Administrative Officer of a city or county, and a local proclamation has been issued, which states that resources are inadequate for the emergency. Mutual aid is mandatory.

c. Local Emergency

A State of Local Emergency may be proclaimed by the City Council or by the City Administrator as specified by ordinance adopted by the City Council. This proclamation is covered under the City Multihazard Functional Plan. Mutual aid is by agreement only, not mandatory.

The proclamation of a State of Local Emergency increases the police powers of the governing body. Special orders, making regulations to provide for the protection of lives and property (e.g. curfews), may be issued.

B. Day-to-Day Mutual Aid

1. Day-to-day mutual aid is governed by agreements with other local agencies, and is designed to deal with a single disturbance or event.
2. The requesting agency (local) remains in charge of the event.

MUTUAL AID REQUESTS

The goal of this procedure is to ensure that mutual aid is provided to any requesting agency without unnecessary delay.

Whenever an outside law enforcement agency requests mutual aid from the Vernon Police Department, the request shall be *presumed authorized* and mutual aid will be provided to the requesting agency without unnecessary delay, regardless of the jurisdiction making the request.

At the time of the request, a minimum of information is sufficient for assigning unit(s), including the location where assistance is needed, the number of units requested and the nature of the incident.

Once mutual aid has been dispatched, the on-duty supervisor shall be notified of the request. The supervisor has the authority to allow the response to continue or to delay or terminate the response based upon the information available.

In those instances when a request for mutual aid is made directly to an officer in the field, the officer shall respond to that request without delay, while immediately notifying dispatch of the circumstances who, in turn,

shall immediately notify the supervisor of the request. The officer's initial response shall not be delayed while waiting for a supervisor's approval.

The on-duty supervisor shall complete an incident report, with a case number. The report should contain the following information:

1. Name of agency requesting the mutual aid.
2. Name of the watch commander making the requesting.
3. Type of incident.
4. Reason for the request.
5. Name(s) of VPD personnel that responded.
6. Time VPD personnel arrived and cleared the scene.
7. Requesting agency case number if available.

4.11 ARREST AND DETENTION OF FOREIGN NATIONALS /CONSULAR NOTIFICATION

ARREST AND DETENTION OF FOREIGN NATIONALS POLICY

Whenever a foreign national is arrested or detained in the United States, there are legal requirements to ensure that the foreign national's government can offer him/her appropriate consular assistance. In all cases, the foreign national must be told of the right of consular notification and access. In most cases, the foreign national then has the option to decide whether to have consular representatives notified of the arrest or detention. In other cases, however, the foreign national's consular officials must be notified of an arrest and/or detention regardless of the foreign national's wishes. Whenever a foreign national is taken into custody, the arresting officer should determine whether consular notification is at the option of the foreign national or whether it is mandatory. A list of all mandatory notification countries and jurisdiction is located in the Jail Facility.

NOTIFICATION AT THE FOREIGN NATIONAL'S OPTION

In all cases, the foreign national must be told of the right of consular notification and access. The foreign national then has the option to decide whether he/ she wants consular representatives notified of the arrest or detention, unless the foreign national is from a “mandatory notification” country. If the arrested and/or detained foreign national is a national of a country not on the mandatory notification list, the requirement is that the foreign national be informed without delay of the option to have his/her government's consular representatives notified of the detention. If the detainee requests notification, the arresting officer must ensure that notification is given to the nearest consulate or embassy of the detainee's country without delay.

MANDATORY NOTIFICATION

In some cases, “mandatory notification” must be made to the nearest consulate or embassy “without delay,” regardless of whether the foreign national requests such notification. Mandatory notification requirements arise from different bilateral agreements whose terms are not identical. Foreign nationals subject to mandatory notification requirements should otherwise be treated like foreign nationals not subject to the mandatory notification requirement. The foreign national should be informed that notification has been made and advised that he/she may also specifically request consular assistance from his or her consular officials. Privacy concerns or the possibility that a foreign national may have a legitimate fear of persecution or other mistreatment by his/her government may exist in some mandatory notification cases. The notification requirement should still be honored, but it is possible to take precautions regarding the disclosure of information. For example, it may not be necessary to provide information about why a foreign national is in detention. Moreover, under no circumstances should any information indicating that a foreign national may have applied for asylum in the United States or elsewhere be disclosed to that person's government. The Department of State can provide more specific guidance in particular cases.

CONSULAR ACCESS TO DETAINED FOREIGN NATIONALS

Detained foreign nationals are entitled to communicate with their consular officers. Any communication by a foreign national to his/her consular representative must be forwarded by the appropriate local officials to the consular post without delay. Foreign consular officers must be given access to their nationals and permitted to communicate with them. Such officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation. They must refrain from acting on behalf of a foreign national, however, if the national opposes their involvement. In addition, consular officers may not act as attorneys for their nationals.

DEATHS OF FOREIGN NATIONALS

If federal, state, or local government officials become aware of the death of a foreign national in the United States, they must ensure that the nearest consulate of that national's country is notified of the death. This will permit the foreign government to make an official record of the death for its own legal purposes. For example, such notice will help ensure that passports and other legal documentation issued by that country are canceled and not reissued to fraudulent claimants. In addition, it may help ensure that the foreign national's family and legal heirs, if any, in the foreign country are aware of the death and that the death is known for estate purposes in the foreign national's country.

APPOINTMENTS OF GUARDIANS OR TRUSTEES FOR FOREIGN NATIONALS

Whenever a probate court or other legally competent authority considers appointing a guardian or trustee with respect to a foreign national who is a minor or an adult lacking full capacity, the nearest consular authorities for that national's country must be informed without delay. The legal procedures for appointment of a guardian or trustee can proceed, but--if possible without prejudice to the appointment process--the consular authorities should be permitted to express any interest their government might have in the issue.

PROCEDURES TO FOLLOW WHEN A FOREIGN NATIONAL IS ARRESTED OR DETAINED

1. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.
2. If the foreign national's country is not on the mandatory notification list the arresting officer shall:
 - Offer, without delay, to notify the foreign national's consular officials of the arrest/detention. The arresting officer shall complete the "Arrested or Detained Foreign National" form. This form is located in the booking cell. Translations of this statement are also in the booking cell.
 - If the foreign national requests consular notification be given, the arresting officer shall notify the nearest consular officials of the foreign national's country without delay. The fax sheet and list of telephone and fax numbers for foreign embassies and consulates in the United States are located in the booking cell. If notification is made after business hours, notification should be made via fax. The officer shall attach the fax report/receipt from the fax machine to the notification form for future verification.
3. If the foreign national's country is on the list of mandatory notification countries, the arresting officer shall:

- Complete the “Arrested or Detained Foreign National” form, advise the inmate of the mandatory consular notification, and notify that country's nearest consular officials, without delay, of the arrest/detention. Translations of this statement are also located in the booking cell. The fax sheet and list of telephone and fax numbers for foreign embassies and consulates in the United States are in the booking cell. If notification is made after business hours, notification should be made via fax. The officer shall attach the fax report/receipt from the fax machine to the notification form for future verification.
4. The arresting officer shall include the mentioned form and/or fax notification with the inmate’s booking forms.

4.12 ARREST BY A PRIVATE PERSON

- A. It is the policy of the Police Department to carefully and objectively evaluate private person arrests and, where it is lawful to do so, accept and properly process the person arrested. If the investigating officer believes that there is insufficient information for making a criminal complaint, the person shall be released in accordance with the procedures established in Section 849(b) of the Penal Code.
 - a. Penal Code 837 provides in part that:

“A private person may arrest another: 1. For a public offense committed or attempted in his presence.”
 - b. However, notwithstanding this provision of state law, officers must also be aware that under federal interpretations of the Fourth Amendment to the United States Constitution, any action by an officer in which a person is taken into custody – (i.e., deprived of their liberty) – must be supported by probable cause to believe that a public offense has occurred and that the person being taken into custody committed that offense.
- B. With these provisions of the law in mind, officers presented with a situation in which a private person expresses the desire to place another person under arrest pursuant to the private person arrest authority of Penal Code 837 shall:
 - 1. Prior to accepting custody of the private person arrestee, make reasonable efforts to obtain all the information relevant to the issue of whether a criminal offense has occurred and whether the person to be arrested is the one who committed that offense.
 - 2. Where it appears from the objective circumstances and evidence that there is probable cause to believe a criminal offense occurred and the person to be arrested is the one who committed that offense, the officer shall:
 - a. Accept custody of the arrest; and,
 - b. Complete a Private Person Arrest form and include the form with the arrest report;
 - c. Process the arrestee accordingly, i.e., citation release, booking and release, incarceration, etc.
 - 3. Where it appears from the objective circumstances and evidence that there is not probable cause to believe a criminal offense has occurred and/or that the person to be arrested is the one who committed the offense, the officer shall:
 - a. Carefully explain to the person wishing to make the private person arrest the legal requirement that acceptance of custody by the officer requires the presence of probable cause to arrest, as well as the facts and circumstances which indicate to the officer an absence of probable cause;

- b. Seek the consent and cooperation of the person wishing to make the arrest to have the matter handled by submission of a crime report for further investigation by detectives and/or evaluation of criminal charges by the District Attorney;
 - c. Refuse to accept custody of the arrestee if the person insists on making the arrest;
 - d. Complete a report detailing all of the allegations, facts, circumstances and evidence bearing on the officers determination to refuse to accept custody.
4. Officers should seek advise from a supervisor or the Watch Commander when there is any question in the mind of the officer as to how to proceed regarding a private person arrest.

4.13 ARREST PROCEDURES

It will be the policy of the Department for officers to make misdemeanor arrests without field authority from a supervisor. Probationary officers will be required to notify the on-duty supervisor prior to making a misdemeanor arrest. It will be incumbent on all officers to ensure that the arrestee does not have any medical conditions or other problems that would prevent him/her from being booked into the jail facility. Additionally, the arresting officer(s) must inform the on-duty Watch Commander of the arrest immediately upon arrival at the station.

This policy in no way restricts or limits the field supervisors from going to an arrest scene and monitoring officers' performance or assisting in any way.

4.14 WARRANT ARRESTS

All warrant arrests which are released to another agency within a reasonable time (this is the Watch Commander's decision) will be considered a detainment. Therefore, there is no need to book, print, update AJIS or complete an arrest report. An incident report entitled "Assist ____PD" will be completed detailing the event leading to the detainment and release.

4.15 JUVENILE DETENTION AND CITATION PROCEDURE

The District Attorney Procedure of Citations of Non-Detained Minors shall be followed.

JUVENILE CITATIONS

In order to ensure that the court is accurately tracking juveniles who are on active probation, the following procedure will be followed.

Prior to issuing a juvenile a citation for any type of violation, the officer must request a records search to determine if the juvenile is currently on active probation. If the juvenile is on active probation, the juvenile should be cited into the Juvenile Delinquency Court (the court which put them on probation) rather than the Informal Court or Traffic Court (Los Padrinos or 1945 s. Hill St., Los Angeles).

The information required to cite the juvenile into the Juvenile Delinquency Court can be found in the record containing the conditions of probation and can be provided to the officer by dispatch.

JUVENILE DETENTIONS

As outlined in Section 1220 of the Vernon Police Department's Jail Manual, Classification and Segregation Plan, "It is the policy of the Vernon Police Department to either release the juvenile to a parent or guardian or to the juvenile authorities." This, of course, basically means that juveniles should not be detained in a secured fashion in our jail. However, it may become necessary to securely detain a juvenile in our facility and for that reason the following guidelines are being published for your referral.

§207.1 WIC allows minors who are detained for criminal offenses under §602 WIC to be held in a law enforcement facility that contains a lockup for up to six hours. This time is allowed to enable the agency to investigate the criminal case, facilitate the release of the minor to a parent or guardian or arrange transfer to an appropriate juvenile facility. While being detained in our jail, it is important to remember that the juvenile must be segregated from adult prisoners. This segregation involves VISUAL contact only. The requirement to keep juveniles out of HEARING distance of adult prisoners has been eliminated and is no longer an issue.

If a juvenile is being detained in our jail, he or she is being placed in "secured detention." Secured detention is in effect when the prisoner is placed in a locked room, cell or enclosure, or secured to a fixed object. If, for example, the juvenile is being watched in the Records Bureau, Detective Division, Communication Center, or front lobby area, he/she would be classified as being in "non-secured detention."

A minor may be placed in secure detention ONLY under the following circumstances:

- A. When a law enforcement officer has a reasonable belief that the minor poses a serious security risk of harm to self or others.
- B. The minor must be informed at the time they are securely detained, of the purpose of the secure detention, the length of time the secure detention is expected to last, and of the six-hour maximum time limit.
- C. Contact between minors and adults are prohibited per §208 WIC.

- D. The minor is adequately supervised.
- E. An appropriate log or written record is maintained by our agency which shows the offense which is the basis for the minor's detention the reason and circumstances which formed the basis for the minor being placed into secure detention, the length of time the minor was in secure detention, and the times the minor received security checks (at least one every half hour) and the identification of the person completing the checks.

As a matter of information, a minor being handcuffed to himself and not handcuffed to a fixed object is considered "NON SECURED DETENTION". This means that if a juvenile is being watched in the Detective Bureau and he is handcuffed behind his back, this is perfectly allowable under the guideline of non-secured detention. If a minor is in a non-secured detention, we are required to provide CONSTANT PERSONAL VISUAL SUPERVISION of the minor.

In making the determination whether the minor presents a serious security risk of harm to self or others, the officer may take into account the following factors:

- A. Age, maturity and delinquent history;
- B. Severity of the offense for which the minor was taken into custody;
- C. Minor's behavior, including the degree to which the minor appears cooperative or non-cooperative;
- D. The availability of staff to provide adequate supervision or protection of the minor;
- E. The age, type, and number of other individuals who are detained in the facility.

In recent months, the issue of juveniles being improperly detained in jails and lockups has created significant problems within the law enforcement community. The State Board of Corrections has begun monitoring local jails with unannounced inspections and periodic auditing. It is important for everyone working within the jail and supervising its activity to review our Jail Manual on a regular basis.

4.16 PROCEDURES FOR THE CITATION OF NON-DETAINED MINORS

PROCEDURES FOR THE CITATION OF NON-DETAINED MINORS

The Vernon Police Department will cite all non-detained §602 W.I.C. (criminal offenses to the appropriate juvenile court when the investigation is complete. In cases when the investigation is not complete, the juvenile will be released and ordered back to our Department to complete the citation process. The return order will be completed by the Detective assigned to follow-up on the investigation.

CITATION PROCESS

Vernon Police Department personnel shall complete the “Juvenile Notice to Appear” form for all non-detained minors under 602 W.I.C. (criminal offenses). The notice to appear will be given when it is determined that the juvenile offender is to be released to a parent or guardian.

A copy of the completed “Juvenile Notice to Appear” form will be given to the juvenile and the parent or guardian. A copy of the form will also be included in the officer’s report. The original copy of the juvenile notice to appear form will be forwarded to the proper court along with four copies of all police reports. The police reports will be delivered to the appropriate Juvenile office of the District Attorney's Office within 7 calendar days after issuance of the juvenile notice to appear. The Court Officer will handle this task. Should the juvenile or parent/guardian refuse to sign the Notice to Appear, the officer will indicate on the signature line, “copy of notice given, refused to sign.”

If the juvenile is on 602 WIC probation grant, the notice to appear for the criminal offense should be made to the delinquency court even if the offense falls within the traffic court jurisdiction. If some offenses from the arrest fall within the delinquency court and other offenses fall within the traffic court, all of the offenses should be directed to the delinquency court so as to avoid dismissal of the delinquency case due to a claim of multiple prosecution. In cases where there is more than one juvenile, all juveniles should be assigned to the same court and court date regardless of place of residence.

If the juvenile offender resides in the Kenyon Juvenile Justice Center area, the juvenile should be assigned to appear there at Kenyon Juvenile Justice Center, 7625 S. Central Ave., Los Angeles, CA., 90001, [REDACTED], at 0830 hours regardless of where offense occurred. The following Zip Codes pertain to the Kenyon Juvenile Justice Center area:

90001
90002
90003
90059

If the juvenile resides outside of the Kenyon area, the juvenile should be cited to Los Padornos Juvenile Court, 7281 E. Quill Dr., Downey, CA., 90242, [REDACTED] at 0830 hours.

Law enforcement has not been granted the authority to cite additional offenses to traffic court and can cite only those offenses currently listed under 256 WIC. All offenses listed under 256 WIC will be cited using a yellow traffic citation and no parent(s) or guardian(s) signature is required. When citing offenses 1 through 14, a copy of the citation and four copies of all police reports will be delivered to 1945 Hill Street, Los Angeles within seven calendar days. When citing a juvenile on item 15 offenses, infractions

only, the juvenile will be cited in the field and released. The offenses listed under 256 WIC are as follows:

- A. Vehicle Code violations not a felony (in Los Angeles County excluding 23152 V.C.);
- B. §602(m) PC;
- C. Fish & Game Code not a felony;
- D. Harbors & Navigation Code, equipment and registration provisions;
- E. State or local traffic offenses, loitering, curfew, evasion of fares on public trust;
- F. §27176 Street & Highway Code;
- G. §640 PC or §640(a) PC;
- H. §5003, §5008 Public Resources Code;
- I. §33211.6 Public Resources Code;
- J. §25658, §25658.5, §25661, §25662 Business & Professional Code;
- K. §647(f) PC;
- L. §592 PC involving paint or other liquid;
- M. §594.1(b), (d), or (e) PC;
- N. §11357(b) Health & Safety Code;
- O. Any infraction

All offenses listed under §256 W.I.C. will be cited using the “Juvenile Notice to Appear” form. When citing offenses, A through N, a copy of the notice to appear and four copies of all police reports will be delivered to 1945 Hill Street, Los Angeles within seven calendar days. When citing a juvenile on item O offenses, infractions only, the juvenile will be cited in the field and released.

4.17 USE OF OUTSIDE AGENCY HELICOPTER

CRITERIA FOR REQUEST

A helicopter may be requested to assist the Police Department in the following circumstances:

- A. To reduce a hazard to police personnel;
- B. To aid in the capture of a felony suspect;
- C. To aid in the search of a lost child;
- D. To aid in the search of a felony crime scene.

PROCEDURES FOR REQUEST

When a helicopter is needed, the Watch Commander will make the request to the appropriate police agency. The Los Angeles County Sheriff's Department is the primary agency from whom to request helicopter service.

Any request for the use of a helicopter must be reported to the Chief of Police in writing via an intra-Departmental memorandum.

PROCEDURE AT SCENE

The supervisor at the scene of the incident and the responding helicopter crew will coordinate their radio communications.

4.18 PUBLIC INFORMATION AND PRESS RELEASE INFORMATION

It is the policy of the Vernon Police Department that the Department shall provide accurate and timely information to the community and all news media in a fair and equal basis and in compliance with all applicable laws and regulations without jeopardizing the rights of crime victims or suspects, without compromising the security of any investigation and without breaching any confidential relationships.

RELEASE OF INFORMATION

Press information shall only be released by the Chief of Police, the Industrial Relations Lieutenant, the concerned Division Commander, or the on-duty Watch Commander. The Industrial Relations Lieutenant shall maintain all press release information.

4.19 MEDIA ACCESS TO CRIME SCENES OR DISASTERS

The ranking Department member present at a disaster or crime scene, or his or her designee, is responsible for providing relevant, timely, and accurate information to the news media.

- A. Disaster and accident scenes may be closed to the public pursuant to Penal Code §409.5; however, news media representatives are exempt from this restriction. As soon as a disaster or accident has been identified and secured, authorized media shall be permitted free access to the affected area after being advised of any existing danger. Department members shall not decline the rescue of news media personnel who are in danger, but they will not provide an escort into or out of dangerous areas. In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with law enforcement or public safety functions.
- B. Crime scenes may be closed to all unauthorized persons including the news media. Crime scenes which are located in the areas of public access may be opened for media inspection after any search, preservation, and processing of evidence has been completed, and the scene is secured. Reporters and/or photographers shall be kept sufficiently distant from a crime scene being searched or preserved to protect it from being disturbed or evidence from being destroyed or contaminated. News media representatives have no right of access to private property greater than the general public and therefore are subject to any public access restrictions of the owner or person in charge of the property when a crime scene is located on private property.
- C. “Authorized News Media” representatives are those persons possessing valid press passes issued by any bona fide law enforcement agency or other suitable identification establishing regular news media affiliation or employment. The Vernon Police Department does not issue press passes to news media representatives; however, press passes issued by Allied Agencies shall be honored. “Freelance” reporters or photographers will not be considered authorized news media representatives for the purpose of this policy.

4.20 INVESTIGATOR CALL-IN PROCEDURES

INVESTIGATOR CALL-IN PROCEDURES

For successful prosecution of a criminal investigation, it is recognized that in certain instances it is desirable or necessary to call in an off-duty investigator to assist in the preliminary investigation or to conduct immediate follow-up investigation.

PROCEDURE

- A. All requests for investigator call-in will be channeled through the on-duty Watch Commander. The requester will brief the Watch Commander as to the circumstances of the event and the reason an investigator is needed.
- B. If the request is approved, the Watch Commander will contact the Detective Lieutenant responsible for the follow-up or in his absence, the Detective Sergeant. He/she will then relay the reason for the call-in and other pertinent data surrounding the incident.
- C. The Detective supervisor will then select the appropriate investigator(s) to be called in. The selection process for determining who will be called in is based on the type of crime and location of the incident, i.e., who would be assigned the case had it come through normal channels.
- D. In general, if the primary investigator(s) selected are unavailable for call-in, field units will handle the call without detective assistance. The Watch Commander has the option to overrule this policy if he/she feels the need surrounding the particular incident warrants it.

4.21 WELFARE AND INSTITUTIONS CODE SECTION 5150 BOOKINGS

WELFARE AND INSTITUTIONS CODE SECTION 5150 BOOKINGS

ADVISEMENT

Pursuant to Welfare and Institutions Code §5157(a), the following oral advisement shall be given to all persons being detained under Welfare and Institutions Code §5150:

My name is Officer _____. I am a Police Officer with the City of Vernon. You are not under criminal arrest, but I am taking you for an examination by mental health professionals at (name of facility) _____. You will be told your rights by the mental health staff.

If the person(s) is taken into custody at his/her home, the person shall also be told the following information in substantially the following form:

You may bring a few personal items with you, which I will have to approve. You can make a phone call and/or leave a note to tell your friends and/or family where you have been taken.

PROCEDURE

The options listed below will be used for handling individuals who are not injured, who are not suspected of alcohol and/or drug intoxication, and who do not have other known medical problems.

The officer shall contact by telephone the Medical Alert Center (MAC) for approval to transport a detainee to a participating psychiatric receiving facility. If the officer does not have access to a telephone, he will have the Communications Center make the phone call. The MAC can be reached 24/7 at [REDACTED]. Officers will be instructed on where to take the 5150 WIC detainment. Currently, three facilities are available to house a mentally ill person. Those three facilities are:

- Los Angeles County Harbor-UCLA Medical Center – 1000 W. Carson Street, Torrance, California 90502 – [REDACTED]
- Los Angeles County – USC Medical Center – 1200 North State Street, Los Angeles, California 90033 – [REDACTED]
- Olive View-UCLA Medical Center – 14445 Olive View Drive, Sylmar, California 91342 – [REDACTED]

The MAC will determine which facility has bed availability at the time of the notification. Officers shall not take a 5150 WIC detainment to one of the listed psychiatric receiving facilities without prior approval from the MAC. Every effort will be made by MAC to place a 5150 WIC detainee in one of the aforementioned treatment facilities. Restraints will be used, if needed, to protect the subject, officer and/or mental health personnel.

The officer shall complete an incident report documenting the detainment of a mentally ill person.

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